

The Eastwood Academy Risk Assessment (Covid-19)

Establishment: The Eastwood Academy	Assessment by: S. Sterling/N. Houchen	Date: 01/09/2021
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This document should be read in conjunction with the Covid-19 Frequently Asked Questions (FAQ)

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures	Are Control Measures Yes/No/NA		Additional Control Measures	Residual Risk Rating
				In Place	Adequate		
Staffing	Staff	Medium	Staff should follow the system of controls – refer to section 2.0 in the Covid-19 FAQ.	Yes	Yes		Low
Remote teaching	Staff	Medium	In the event of partial or full closure, staff should follow HSE display screen equipment (DSE) advice and guidance - Working with Display Screen Equipment	Yes	Yes		Low
Mental health and wellbeing	Staff	Medium	Regularly update staff so they feel involved and reassured. Provide support through the Staff Wellbeing Policy and Employee Assistance Programme (EAP) www.educationsupport.org.uk . Refer staff to the PHE guidance Mental Health and Wellbeing	Yes	Yes		Low

Mental health and wellbeing	Pupils	Medium	Refer pupils to PHE guidance Mental Health and Wellbeing and follow the Academy's Mental Wellbeing Policy			Where appropriate, make referrals to the on-site BACP counsellor.	
Classrooms and workspaces	Staff and Pupils	Medium	In most cases, pupils will still be seated side by side and facing forwards. Screens will remain in situ where appropriate.	Yes	Yes		Medium
Meeting rooms	Staff, Pupils, Governors, External Visitors or Parties	Medium	Where meetings take place, attendees should adhere to the established system of controls e.g. good hygiene measures, ventilation, using hand sanitiser, and optional use of face coverings where social distancing cannot be maintained.	Yes	Yes		Low
First aid	Staff, Pupils and First Aiders	High	Designated staff to use PPE in treating and First Aid issues and suspected Covid cases. Medical Room (Conference Centre) to be cleaned after each First Aid case or suspected Covid-19 case.	Yes	Yes		Low
Managing visitors and contractors	Staff, Pupils, Visitors and Contractors	Medium	A record of all visitors will be maintained for the purposes of NHS Test and Trace .	Yes	Yes		Low
Providing and explaining available guidance	Staff and Pupils	Medium	Clear guidance will be provided on the established system of controls both in school and on the website - Covid-19 Updates .	Yes	Yes		Low
Ventilation	Staff and Pupils	Medium	Windows and doors should be open frequently to encourage ventilation, where possible. If the ambient temperature decreases, windows should be open enough to provide background ventilation. When rooms are not occupied, windows should be fully open. Refer to HSE Air Conditioning and Ventilation guidance.	Yes	Yes		Low

Keeping the workplace clean	Staff and Pupils	High	<p>Clean work areas and equipment between uses, using standard cleaning products.</p> <p>Clean objects and surfaces that are touched regularly, such as door handles and keyboards, and make sure there are adequate disposal arrangements.</p> <p>Clear workspaces and removing waste and belongings from the work area at the end of the day.</p> <p>Limit or restrict the use of high-touch items and equipment e.g. printers and whiteboards.</p> <p>Clean after a known or suspected case of Covid-19 in accordance with the specific guidance.</p>	Yes	Yes		Medium
Hygiene – handwashing, sanitation facilities and toilets	Staff and Pupils	High	<p>Remind pupils to arrive to school with their hands thoroughly washed and to use hand sanitizers that are placed at entrances and in classrooms.</p> <p>Remind pupils to wash their hands before and after eating, and after sneezing or coughing.</p> <p>Remind pupils to use a tissue or elbow to cough or sneeze and use bins for tissue waste - 'Catch it, Bin it, Kill it'.</p> <p>Ensure additional cleaning for busy (high volume) areas.</p> <p>Provide more waste facilities/more frequent collection.</p>	Yes	Yes		Medium
Changing rooms and showers	Staff and Pupils	High	Enhance cleaning of all facilities.	Yes	Yes		Low
Handling goods, merchandise and other materials, and onsite vehicles	Staff	Medium	Ensure appropriate cleaning procedures for goods and merchandise entering the site - Cleaning in Non-Healthcare Settings	Yes	Yes		Low

Deliveries to Other Sites	Staff	Medium	Minimise person-to-person contact during deliveries. Items shall be cleaned where necessary.	Yes	Yes		Low
Communication and Training	Staff	Low	Clear, consistent and regular communication to improve understanding and consistency of ways of working.	Yes	Yes		Low
National guidance and updates	Staff and Pupils	High	Principal to ensure daily checks are made in respect to Government guidance and website information updated - Covid-19 Updates . Pupils updated during Form time/through class teachers/email as appropriate. Any change in information to be shared with Trustees and passed onto parents and staff by email.	Yes	Yes		Low

In-school guidelines	Staff and Pupils	High	<p>Hand sanitisers installed in key locations to ensure ease of access for staff and pupils.</p> <p>Teachers to reiterate guidance in form time and class time (when directed).</p> <p>Cover the cough or sneeze with a tissue, then throw the tissue in a bin.</p> <p>Avoid touching eyes, nose and mouth with unwashed hands.</p> <p>Coronavirus information is published on the Academy website.</p> <p>Cleaning contractors to follow advice in the Decontamination guidance.</p> <p>Cleaning staff to ensure that:</p> <p>All toilet/bathroom facilities are well stocked. Cleaners' resources are adequate and are effective against Covid-19.</p> <p>Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled.</p> <p>Hand sanitiser stations are regularly checked and restocked.</p>	Yes	Yes		Low
Communication	Staff and Pupils	High	<p>All staff/pupils aware of current actions and requirements and reminded frequently using established communication systems.</p> <p>Principal to share the Risk Assessment and Covid-19 FAQ with all staff.</p> <p>Head of Departments should monitor their own areas/spaces of work.</p> <p>Risk assessment to be discussed at departmental meetings as a standing item. Staff to feedback via meetings to head of departments who then raise issues or recommendations with SLT.</p>	Yes	Yes		Low

Infection control	Staff and Pupils	High	<p>Refer to section 2.0 in the Covid-19 FAQ.</p> <p>The Principal is informed immediately.</p> <p>Any pupil or member of staff feeling unwell is to be directed to the Conference Centre by any open-air route.</p> <p>Pupil is isolated.</p> <p>Windows are opened and staff remain at least 2m away or wait outside.</p> <p>Where practical, no more than one person to occupy the Conference Centre.</p> <p>Parent is contacted to collect the pupil.</p> <p>Staff member to be sent home.</p> <p>Conference Centre is cleaned and disinfected.</p>	Yes	Yes		Medium
Suspected case in school (staff or pupil)	Staff and Pupils	High	<p>Deep clean infected areas.</p> <p>Follow procedure in section 3.0 and 4.0 of the Covid-19 FAQ.</p>	Yes	Yes		Medium
Confirmed case in school	Staff and Pupils	High	<p>Contact relevant agencies e.g. LA / Public Health England (PHE) and follow advice.</p> <p>Issue letters using PHE templates.</p>	Yes	Yes		Medium
Confirmed case in a family	Staff and Pupils	Medium	Follow procedure in section 3.0 and 4.0 of the Covid-19 FAQ.	Yes	Yes		Low
Staff attendance	Staff and Pupils	High	Follow procedure in section 3.0 and 4.0 of the Covid-19 FAQ.	Yes	Yes		Low

Catering staff absent – lunch no longer available	Pupils	Low	<p>Canteen Manager to ensure precautions are in place for all staff on site:</p> <p>Washing hands. Use of sanitiser. Wearing gloves and hair nets and uniform. Thorough cleaning of kitchen at the end of every service. Kitchen space and lavatory for staff are being cleaned as appropriate.</p> <p>Principal is informed of any staff off sick with Covid-19 symptoms.</p> <p>If no kitchen staff available:</p> <p>Kitchen to close and emergency cold food bought from local supermarkets on day 1.</p> <p>Parents informed that pupils would need packed lunches from day 2.</p> <p>Externally sourced lunch provided for pupils entitled to FSM.</p>	Yes	Yes		Low
Cleaning staff absent– cleaning no longer available	Staff and Pupils	High	Cleaning is outsourced, therefore cover is within the company and staff will be brought in from their operations team. If the site cannot be cleaned, contact PHE to recommend school closures on health and safety grounds.	Yes	Yes		Low
Pupil or adult shows symptoms whilst at school	Staff and Pupils	High	Follow procedure in section 3.0 and 4.0 of the Covid-19 FAQ.	Yes	Yes		Low
Siblings at another school report unwell and family confused as to appropriate action	Pupils	Medium	The Academy has the most recent information from the Government, and this is distributed throughout the school community through the Covid-19 FAQ.	Yes	Yes		Low

Vulnerable pupils and adults in the school are exposed to illness	Staff and Pupils	High	Risk assessments are undertaken and in line with medical advice. Parental decision takes primacy.	Yes	Yes		Medium
Delivering practical subjects	Staff and Pupils	Low	As normal.	Yes	Yes		Low
Extra-curricular activities	Staff and Pupils	Low	As normal.				Low
Educational visits	Staff and Pupils	Medium	As normal.	Yes	Yes		Low
Mass testing in schools	Staff and Pupils	Low	Prior to the beginning of the Autumn Term, (no earlier than 3 working days), staff and pupils should have two tests 3-5 days apart. Staff and pupils should continue to test twice weekly (at home) until the end of September.	Yes	Yes		Low
Local Outbreaks	Staff and Pupils	Low	If the Academy has several confirmed cases within 14 days, this may indicate an 'outbreak'. The Contingency Framework describes the principles of managing local outbreaks of Covid-19. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the framework as part of their outbreak management responsibilities.	Yes	Yes		Low
Vaccination	Staff	Low	Staff are encouraged to partake in the Covid-19 Vaccination Programme and Book a Covid-19 Vaccine	Yes	Yes		Low
REVIEW: Weekly							