

## Part 2 - Westbourne Academy Risk Assessment – INFECTIOUS DISEASES - Updated June 2021

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Awareness of policies and procedures	Staff Students Others	Inadequate information	<p style="text-align: center;"><a href="#">Back to index</a></p> <ul style="list-style-type: none"> <li>• All staff, students, parents, governors, visitors and volunteers are aware of all relevant policies and procedures relating to COVID-19 are published on the academy website.</li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>➤ The Health Protection (Notification) Regulations 2010</li> <li>➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection:               <ul style="list-style-type: none"> <li>○ Administering medications</li> <li>○ Infectious Diseases</li> <li>○ COVID-19</li> </ul> </li> <li>• The academy keeps up to date with ATT procedures and risk assessment based on advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>➤ DfE</li> <li>➤ HSE</li> <li>➤ NHS</li> </ul> </li> </ul>	MEDIUM	YES	

			<ul style="list-style-type: none"> <li>➤ Department for Health and Social Care</li> <li>➤ PHE</li> <li>• Staff have access to ATT 'Guidance and procedure for management of symptomatic students and confirmed cases of COVID-19'</li> <li>• Staff are made aware of the ATT's infection control procedures in relation to coronavirus via website, email or staff meetings, and contact the academy as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>• Parents are made aware of the ATT's infection control procedures in relation to coronavirus via letter, website and social media – they are informed that they must contact the academy as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Students are made aware of the ATT's infection control procedures in relation to coronavirus via class teacher and are informed that they must tell a member of staff if they feel unwell.</li> <li>• Temperature forehead monitoring gun in place to take temperature should a student/staff member feel unwell.</li> </ul>			
Poor hygiene practice	Staff Students Others	Ill health	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the academy reminding students, staff and visitors to wash their hands, e.g. before entering and leaving the academy.</li> <li>• Students, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures, in accordance with the DfE and PHE's guidance.</li> </ul> <p>Sufficient amounts of soap, clean water and paper towels are supplied in all toilets and kitchen areas.</p>	MEDIUM	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Sufficient amounts of hand sanitiser are provided in each classroom.</li> <li>• Students are discouraged from sharing cutlery, cups or food.</li> <li>• Staff to bring their own cutlery and mugs on site and these must not be shared.</li> <li>• Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• ATT Central Estates Dept enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE and government guidance. Cleaning staff deployed during the day to clean all touchpoints and class spaces during breaktimes.</li> <li>• Closed lid bins and tissue dispensers provided in each room.</li> <li>• Hand sanitiser available in every classroom. Fixed units available for sanitising on entry into academy site.</li> </ul>			
Ill health	Staff Students Others	Coronavirus symptoms	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a new, continuous cough, loss of taste and smell and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Any student or member of staff who displays signs of being unwell, such as having a cough, fever or loss of taste or smell, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.</li> </ul>			

			<ul style="list-style-type: none"> <li>• The relevant member of staff calls for emergency assistance immediately if students' symptoms worsen.</li> <li>• The parents of unwell students are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a student's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• Unwell students who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• Staff caring for unwell students must wear PPE.</li> <li>• Areas used by unwell staff and students who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>• If more than one coronavirus case is confirmed, the affected area the student/staff occupied is closed for 72 hours and a medical fogging treatment is performed prior to being brought back into use.</li> <li>• If unwell students and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</li> <li>• Any students who display signs of infection are taken home immediately, or as soon as is practical, by their parents – the parents are advised to contact NHS 119 to book a test immediately or call 999 if the student becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact</li> </ul>	<b>MEDIUM</b>	<b>YES</b>	
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			<p>119 to book a test or call 999 if they become seriously ill or their life is at risk.</p> <ul style="list-style-type: none"> <li>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.</li> <li>PPE is provided to staff who need to tend to an unwell student and must be worn in this situation.</li> </ul>			
Spread of infection	Staff Students Others	Lack of infection control	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times, by custodians/cleaners.</li> <li>Parents are informed not to bring their children to the academy or on the academies premises if they show signs of being unwell or believe they have been exposed to coronavirus.</li> <li>Staff and students do not return to the academy before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance, following a positive test result.</li> <li>Parents notify the academy if their child has an impaired immune system or a medical condition that means they are vulnerable to infection.</li> <li>The academy will liaise with individuals' medical professionals where necessary and review the needs of students who are vulnerable to infection.</li> <li>Any additional provisions for students who are vulnerable to infection are put in place by the Principal, in liaison with the student's parents, where necessary.</li> </ul>	MEDIUM	<b>YES</b>	
Poor management of infectious diseases	Staff Students Others	Lack of infection control	<ul style="list-style-type: none"> <li>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a student or</li> </ul>			

			<p>staff member has been sent home with suspected coronavirus.</p> <ul style="list-style-type: none"> <li>• Staff are vigilant and report concerns about their own, a colleague's or a student's symptoms to the Principal or SLT as soon as possible.</li> <li>• The academy is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• The academy is informed by students' parents when students return to the academy after having coronavirus – the academy informs the relevant staff.</li> <li>• Staff inform the Principal when they plan to return to work after having coronavirus.</li> <li>• A nominated person monitors the cleaning standards of the academies cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>	MEDIUM	<b>YES</b>	
Lack of communication	Staff Students Others	Unsafe practices	<ul style="list-style-type: none"> <li>• The academy staff reports immediately to the Principal about any cases of suspected coronavirus, even if they are unsure and follows ATT 'Procedure for management of symptomatic students and confirmed cases of COVID-19.'</li> <li>• The Principal contacts a senior ATT officer (Deputy Estate Director/Estate Director/Executive Principal/RED/Chief Operating Officer) and local HPT team, follows the advice given from them and discusses if any further action needs to be taken.</li> <li>• The academy put into place any actions or precautions advised by the conversation above.</li> </ul>	MED	<b>YES</b>	

			<ul style="list-style-type: none"> <li>Academies keep staff, students and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>			
Disruption to the running of the academy and exams	Staff Students Others	Postponed exams	<ul style="list-style-type: none"> <li>The academy has an up-to-date Exam Contingency Plan in place – the plan is reviewed as necessary.</li> <li>The academy has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary.</li> <li>The academy adheres to and keeps up to date with the latest local and national advice about academy closures – advice is sought from the local HPT or DfE helpline where required.</li> <li>Follow Government advice and follow any instructions.</li> </ul>	MED	<b>YES</b>	
Preparing for an academy closure	Staff Students Others	Lack of control and resources	<ul style="list-style-type: none"> <li>In the event of one or more confirmed cases of COVID-19, the academy may have to part close under advice of local HPT.</li> <li>In the event of a local lockdown, the academy may have to close on advice of the Government and PHE.</li> <li>Students are informed about the academy closure and what is expected of them should they need to work from home.</li> <li>The Principal puts a plan in place to manage staff workload in preparation for an academy closure.</li> <li>The Principal reverts to business continuity planning and moves to put a plan in place for students' continued education during an academy closure, to ensure there is minimal disruption to students' learning – this includes a plan to monitor students' learning while not in the academy .</li> <li>The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.</li> </ul>	MEDIUM	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue.</li> <li>• The Principal ensures all students have access to schoolwork and the necessary reading materials at home, prior to a school closure.</li> <li>• The Principal works with the ICT technicians to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required.</li> <li>• The Principal liaises with the relevant organisations to ensure adequate provision is in place for all students to be able to work from home, e.g. learning support.</li> <li>• Nominated staff arranges for the academy to be deep cleaned in the event there is an academy closure.</li> <li>• The academy manages the use of parents’ and students’ contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send academy work to the student.</li> <li>• Estates Team and Principal will implement Partial opening Control Measures</li> </ul>			
Academy remains open for Key Worker students only	Staff Students Others	Education issues	<ul style="list-style-type: none"> <li>• The Principal will arrange for staff to remain at the academy to educate students who will remain in school as their parents are Key Workers.</li> <li>• The Principal will work closely with staff on creating a timetable for these children.</li> </ul>	MEDIUM	<b>YES</b>	
Cleaning while academy is open	Staff Students Others	Infection control	<ul style="list-style-type: none"> <li>• Additional cleaning resource deployed during the day to clean all touch points and class spaces during break times when they are vacated.</li> <li>• Daily cleaning of all hard surfaces, which will include</li> </ul>			

			<ul style="list-style-type: none"> <li>➤ All door handles</li> <li>➤ All tables and chairs used by staff and students</li> <li>➤ Toilet flushes and regular cleaning of toilets.</li> <li>• All classrooms to have access to anti-bacterial disposable wipes.</li> <li>• Regular cleaning of surfaces will reduce the risk of spreading the virus. Students will clean the desk/ chair when before they vacate a room.</li> <li>• All used cloths/wipes thrown away into a closed lid bin.</li> </ul>	MED	<b>YES</b>	
Vacant premises	Staff Students Others	Security issues	<ul style="list-style-type: none"> <li>• Access to the academy is restricted – this will be in line with normal shut down (i.e. school holidays)</li> <li>• The Principal and site manager remain on-call in case of an emergency or if access to the school is required.</li> <li>• External signage is visible to show that the school is closed, and that access is restricted if required.</li> <li>• Valuable school property and equipment is identified, and reasonable measures are in place to ensure security.</li> <li>• The site manager ensures the academy premises are safe to return to before academy activity resumes.</li> <li>• Any hazards are reported to the Principal as soon as possible and issues are resolved prior to staff and students returning to school.</li> <li>• The Principal ensures the academy reopens only when it is safe and advisable to do so, in line with local and national advice.</li> </ul>	MEDIUM	<b>YES</b>	
Statutory tests and inspections	Staff Students Others	Maintenance issues	<ul style="list-style-type: none"> <li>• If the academy remains closed and no access is permitted, then ensure all planned testing and inspections of equipment resumes as soon as the academy re-opens.</li> </ul>	MEDIUM	<b>YES</b>	

			<ul style="list-style-type: none"> <li>If the academy remains open for key workers, it may be possible to allow contractors to carry out planned preventative maintenance. However, this is subject to Government restrictions.</li> <li>In-house inspections should continue to ensure the school remains as safe as possible whilst open.</li> </ul>			
Contractors in the academy	Staff Students Others	Inadequate control measures	<p>Where contractors are coming into the academy, they must sign the academy waiver form stating they have no symptoms of coronavirus and do not have the illness.</p> <ul style="list-style-type: none"> <li>Where contractors are coming into the academy, they must have up to date Risk Assessments and Method Statements.</li> <li>Control measures regarding the coronavirus must be included within their RAMs.</li> <li>The academy to ensure no students or staff are in the area where contractors are working.</li> <li>Contractors will be designated a toilet they can use whilst on site.</li> <li>Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</li> <li>They must ensure no workers are displaying any signs or symptoms of coronavirus, prior to entering the academy site.</li> <li>If they become aware of a contractor coming down with symptoms within 14 days of being at the academy, they must inform the academy immediately.</li> </ul>	MEDIUM	<b>YES</b>	
Emergencies	Staff Students Others	Inadequate control measures	<ul style="list-style-type: none"> <li>All staff and students' emergency contact details are up to date, including alternative emergency contact details, where required.</li> </ul>			

			<ul style="list-style-type: none"> <li>• Students' parents are contacted as soon as is practical, in the event of an emergency.</li> <li>• Staff and students' alternative contacts are contacted where their primary emergency contact cannot be reached.</li> <li>• The academy has an up to date COVID-19 First Aid Policy in place, which outlines the management of medical emergencies and medical emergencies are managed in line with this policy.</li> <li>• The academy has access to and follows ATT 'Guidance for Managing Symptomatic students and confirmed cases of COVID-19'.</li> <li>• The academy follows the procedures in the Test and Trace government scheme. Please refer to Test and Trace guidance in ATT 'Guidance and procedure for managing symptomatic students and confirmed cases of COVID-19'</li> <li>• The Academy has an up to date Business Continuity Plan in place should the academy have to close.</li> </ul>	<b>MED</b>	<b>YES</b>	
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