

## COVID-19 STEP 4 RISK ASSESSMENT – AUTUMN TERM 2021

### PRIMARY AND SECONDARY – OPEN EVENING

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 Pupils Others	Inadequate information	<ul style="list-style-type: none"> <li>• All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures.</li> <li>• All staff have access 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, e.g. infection control training.</li> <li>• The Academy keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>○ DfE</li> <li>○ NHS</li> <li>○ Department for Health and Social Care</li> <li>○ PHE</li> </ul> </li> <li>• Staff are made aware of the Academy's infection control procedures in relation to coronavirus via email or staff meetings and contact the Academy (RWi) as soon as possible if they believe they may have been exposed to coronavirus.</li> </ul>	MED		✓

			<ul style="list-style-type: none"> <li>• Parents are made aware of the Academy's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the Academy (RWi) as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Pupils are made aware of the need to tell a member of staff if they feel unwell.</li> </ul>			
Cleaning of the Academy	Staff Pupils Others (visitors for academy events)	Infection Control	<ul style="list-style-type: none"> <li>• All hard surfaces to be cleaned on a regular basis, this will include               <ul style="list-style-type: none"> <li>➢ All door handles</li> <li>➢ All tables and chairs used by staff and pupils</li> <li>➢ Toilet flushes and regular cleaning of toilets.</li> </ul> </li> <li>• All classrooms to have spray disinfectant and where possible disposable cloths.</li> <li>• Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>• All used cleaning materials to be disposed in closed lid bins.</li> <li>• On site cleaning to be provided by ATT's Cleaning services provider to complete dedicated cleans twice daily.</li> </ul>	MED		✓
Ventilation classes	Pupils Staff Others (visitors for academy events)	Infection control	<ul style="list-style-type: none"> <li>• Identify any poorly ventilated spaces and take steps to improve fresh air flow</li> <li>• If mechanical ventilation systems are used to draw fresh air or extract air from a room these should be adjusted to increase the ventilation rate wherever possible</li> <li>• Ensure that mechanical ventilation systems only circulate fresh outside air and where this is not</li> </ul>	MED		✓

			<p>possible, in a single room supplement with an outdoor air supply</p> <ul style="list-style-type: none"> <li>• Where appropriate open external windows, internal doors and external doors to improve natural ventilation</li> <li>• If external doors are opened, ensure that they are not fire doors and are safe to do so</li> <li>• PE changing rooms without mechanical airflow or windows that can be opened to have doors open and <math>\frac{3}{4}</math> screens in place for privacy.</li> </ul>			
Overcrowding	Staff Pupils Others (visitors for academy events)	Ill Health	<ul style="list-style-type: none"> <li>• Visitors enter via 3 different entrances to prevent overcrowding.</li> <li>• One way system in force prevents overcrowding</li> <li>• Main Hall presentations replaced by pre-recorded presentation by Principal to visitors.</li> </ul>	MED		✓
Poor hygiene practice	Staff Pupils Others (visitors for academy events)	Ill Health	<ul style="list-style-type: none"> <li>• You should continue to ensure that children, staff and visitors clean their hands regularly, this can be done with soap and water or hand sanitiser</li> <li>• 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> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.</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>• A senior member of Estates staff arranges enhanced cleaning to be undertaken twice daily or more where</li> </ul>	MED		✓

			required – advice about enhanced cleaning protocols is sought from the HPT/PHE			
Classroom management	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>It is no longer required for forward facing tables etc however care should still be taken on table management in a classroom setting.</li> <li>Outbreak management plans should cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak.</li> <li>Academy will revert back to previous risk assessments and tighter control measures in the event of a local outbreak.</li> <li>Continue to use a cautious approach with arrangements.</li> <li>All classes will have robust seating plans that are up to date to assist with the management of cases (Satchell One; formerly SHMW).</li> </ul>	MED		✓
Personal Protective Equipment Face Coverings	Pupils Staff Others (visitors for academy events)	Infection control	<ul style="list-style-type: none"> <li>Whilst face coverings are no longer advised for staff and visitors. To mitigate when entering the academy visitors will be encouraged to wear face coverings in classrooms or communal areas.</li> </ul>	MED		✓
Positive Cases	Pupils Staff Others (visitors for academy events)	Infection control	<ul style="list-style-type: none"> <li>Whilst the Academy no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace we will support NHS Test and Trace when required to help identify close contacts.</li> </ul>	MED		✓

<p>Poor management of infectious diseases</p>	<p>Staff Pupils</p>	<p>Lack of infection control</p>	<ul style="list-style-type: none"> <li>• Staff are instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>• Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the RWI and 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> </ul>	<p>MED</p>		<p>✓</p>
<p>Admitting people into the Academy</p>	<p>Staff Pupils Others (visitors for academy events)</p>	<p>Ill Health</p>	<ul style="list-style-type: none"> <li>• Pupils, staff and other visitors <b>should not</b> come into the Academy if they have symptoms, have had a positive test result or have been instructed to quarantine.</li> </ul>	<p>MED</p>		<p>✓</p>