

Risk Assessment – Covid-19 (Autumn Term Reopening)		[03/11/20]	[Cambridge Academy for Science and Technology]
Responsible Person	(Alistair Easterfield)		
Other Persons Involved	Head Teacher, SLT, Deputy Health and Safety Coordinator, LGB		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Schools (22 October) • DfE – Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (15 October) • DfE - Education and childcare settings: New National Restrictions from 5 November 2020 (4 November) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (28 October) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance. • NHS - Test and Trace – How it works (8 October) 		

Details	
<p>Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) Clean hands thoroughly more often than usual 3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) Minimise contact between individuals and maintain social distancing wherever possible 6) Where necessary, wear appropriate personal protective equipment (PPE) 7) Engage with the NHS Test and Trace process 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) Contain any outbreak by following local health protection team advice <ul style="list-style-type: none"> • Numbers 1 to 4 are in place in all the time. • Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment. 	<p>Are Control Measures (Y, N, N/A)?</p>

- Number 6 applies only in specific circumstances.
- Numbers 7 to 9 are followed in every case where they are relevant.

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • Any staff who are not required in school and can continue to work from home will continue to do so. • Health screening of staff carried out daily (are you unwell, is anyone in your household unwell) with records held on Inventory. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days. • To support the testing process, the school have been provided with a supply of home testing kits • If the test is positive: <ul style="list-style-type: none"> ○ The staff member remains off for 10 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. ○ The staff member must engage with the NHS Test and Trace programme. ○ The staff member must notify the school immediately. ○ The school contact their local Health Protection Team for advice on any further action required in school. ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure. • If the test is returned negative the staff member can return to school when they feel well enough to do so. • Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. • Signage on the front door to tell people not to enter if they are experiencing any symptoms of Covid19. • 	y	y
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of Covid-19 should not attend school for 10 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. • To support the testing process, the school have been provided with a supply of home testing kits. • Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. • A negative result means the pupil can return to school. 	y	y

			<ul style="list-style-type: none"> Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. 		
		Visitors contracting COVID-19	<ul style="list-style-type: none"> All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. Details of local procedures communicated to all visitors before they come to site via email to parents and signage at the entrance. Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis. <i>Parents/carers asked to contact the College by phone/email rather than coming in person</i> 	y	y
Suspected / confirmed case in school	Staff/pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. Student services will contact home for any students who are unwell and inform them and pass on Guidance on self-isolation and testing. Pupil isolated in 'Quarantine Room' at reception if awaiting collection in line with government guidelines. Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic. Staff should retain a 2m distance from anyone exhibiting Covid19 symptoms. Where this is not possible (for example in a first aid situation) a small quantity of PPE, i.e. disposable face masks, gloves, and apron is available and should be worn by any staff closer than 2m. PPE waste will be double bagged and labelled with the date, it will then be stored for 72h prior to disposal in the normal waste stream. Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings If the College is notified of a positive case of Covid19 Public Health England/Department of Education helpline will immediately be notified. 	y	y

<p>Infection Control (practices)</p>	<p>Staff, Pupils, Visitors</p>	<p>Operational practices in place to minimise the risk of the spread of infection</p>	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> • Soap and running water or alcohol based hand sanitiser to be readily available • Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum) • Practices built into school behaviour culture (signage, reminders from staff, assemblies and letters to parents). • Catch-it, bin-it, kill-it, promoted throughout school (signage, reminders from staff, assemblies and letters to parents). • School provides tissues in all classrooms and sufficient bins to support disposal of waste. • Students and staff will be strongly encouraged to wear face coverings at all times in College except when they are to the detriment of teaching and learning, when eating or engaged in physical activity. Face coverings are now a national requirement in communal areas of secondary schools. • Face coverings are required for those >11 yrs using public transport. PPE should be removed on entry to the building. Reusable masks should be stored in students' bags. A lidded bin will be at reception for PPE waste, this will be emptied daily, waste bags will sealed dated and stored for 72h prior to disposal. • First aid... Routine and for those displaying symptoms • Normal first aid measures are in place, however, <ul style="list-style-type: none"> • Where possible first aiders should retain a 2m distance from the patient. (For example when dealing illnesses such as headaches). <p>Gloves should always be worn when any physical contact is required. A face visor is also available if it is felt necessary.</p> 	<p>Y</p>	<p>y</p>
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			<p><u>Grouping (key principles to be applied)</u></p> <ul style="list-style-type: none"> • Schools to do all they can to minimise contacts and mixing while still delivering the curriculum, this will be done by grouping students into year groups. Sixth form will be classed as a single group. • Students encouraged to keep distance in their groups. • Aim to reduce contact between staff and pupils • Year groups will be kept apart as much as possible. • There will be increased cleaning of classrooms and equipment will be wiped down between classes. • Staff can operate across multiple classes and year groups but should practise 2m distancing where possible. Where this is not possible face coverings should be worn. • To enable the tracing process to be work effectively, CAST will need to keep a record of which students are in which class and teachers will have seating plans for all classes so a records of any close contacts is available. • Staff will be asked to log <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • Students will not be asked to work in other classes. Where students need to be removed from classes they will be sat in individual seminar rooms. 	y	Y
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			<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> • Secondaries – <ul style="list-style-type: none"> ○ Staff remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties where possible. Staff advised to teach from the front of the room and where possible put resources out prior to the lesson starting. If this isn't possible at times face coverings must be worn. ○ Pupils sitting side by side and facing forwards, classrooms arranged to allow this. ○ In labs where benching can't be removed desks are wide enough to allow social distancing. ○ Avoid face to face contact and limit time spent within 1m of anyone. ○ Staff will be provided with visors to use when teaching. 	y	Y
			<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> • Groups to be kept apart where possible. • Assemblies will be done remotely. • Timetable to keeps students in year groups. • Passing the odd person remains low risk, not having bells means classes all finish at slightly different times reducing the numbers of people in corridors at specific times. Teachers will be in rooms and students told to go straight in rather than wait in corridors. Staff will be in corridors to chivvy students along. • Fire evacuation procedures will remain unchanged. • Fire doors have been fitted with maglocks to keep them open and avoid contact transmission, other doors will be wedged open. • A one way system will operate on stairwells and ground and middle floors to minimise congestion and contacts between individuals. • Hand sanitiser stations have been installed around the College • Breaks and lunches will be staggered, years 9 and 10 in one sitting and 11, 12 and 13 in the other. Each year group will be given specific areas in which they can socialise to avoid mixing between year groups. Staff supervision will ensure this is maintained • All staff have been issued with specific desks. • Staff briefing will be held remotely • Regular and thorough handwashing or use of alcohol based sanitiser to be carried out by all pupils and staff members including: 	y	Y

			<ul style="list-style-type: none"> ○ On arrival and before departure ○ Before break ○ When groups change areas ○ After using the bathroom ● Canteen – there will be a restricted break offer from two separate rooms card payment only. Lunch will be grab and go type. Marking to be added to help students know where to queue and stop year groups mixing. 		
			<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> ● As students arrive at the College by a range of means, including public transport on various routes a staggered start is not possible, however, arrivals tend to naturally stagger. ● On arrival students will be asked to remove gloves they may have used on public transport and put them in their bag or dispose of it in the lidded bin at reception. The bin will be emptied daily, the bag sealed labelled with the date and left 3 days before disposal in the normal waste. They will then be asked to wash their hands. ● Each year group will be assigned a specific ‘waiting area’ to go to prior to form time, Heads of Year/Key stage will send forms to tutor rooms from here. There will be supervision of waiting areas. ● Each year groups has been assigned lockers in a separate area of the College. ● Parents will be written to in advance of term starting to advise them of arrangements and this risk assessment will be shared via the College website. ● Process required for those arriving wearing face coverings, including safe disposal (covered bin) and wash hands before going to class (note point 2 on the system of control ‘Clean hands more often than usual’ which accepts alcohol based hand sanitiser as a suitable substitute for soap and water. This may be more practical for schools that have large numbers of pupils arriving by public transport. ● Students will be dismissed 10min early on Challenge days to avoid bottle necks forming at the front door and year group bubbles mixing. ● Students do not need to tap out at the end of the day to avoid bottle necks forming at the front door. 	Y	Y

			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> • We currently have no students that require specific risk assessments with regards to Covid19. • The school uses no peripatetic teachers, however there are staff that work across CAP and supply teachers are occasionally used, they will be fully briefed and reminded to maintain social distancing. • Visitors to the school will be minimised, where possible this will be avoided. Visitors will be asked to fill in a form which will include contact details, this will be stored for 3 weeks before being disposed of as confidential waste. • Equipment – <ul style="list-style-type: none"> ○ Students issued with a list of personal equipment they are expected to bring to College, including hand sanitiser. ○ Where possible shared classroom resources will be minimised, they will be regularly cleaned or quarantined for 72h before reuse ○ All students will be issued with their own mini-white board ○ Students asked to wash hands and wipe down computer keyboards and mice before and after use. • Students advised to wipe down equipment before taking it home 		
				Y	Y

			<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> • College will encourage students to arrive by walking or cycling if possible. • Students reminded they need to wear face coverings on public transport • Due to limited timetables on some routes staggering arrival times will not be possible. • The bus stop will be monitored by a member of staff. 	Y	Y
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups and cleaning • One way system implemented in corridors and on stairwells (circular route around ground and first floor, one stairwell dedicated for going up and another for coming down). The top floor is open and does not have as many people so congestion isn't a problem. • Outside space will be divided by tape to keep different year groups apart, different year groups will also be given specific indoor areas for breaks/lunch. • Staggered lunch/break will reduce numbers of staff congregating, staff will be told to maintain social distancing. The staff size is quite small. • Student to be encouraged not to use photocopiers, wipes by photocopiers to remind people to wipe them down before and after use. • Building air handling system does not have a recirculation mode. • Signage on lift to limit use to one person at a time • Windows opened where possible, where temperature allows it, and without creating undue risks. Students allowed to wear extra clothing in classroom to compensate for this. • Non-fire doors propped open to remove need for hand contact • Fire doors on high use routes held open with maglocks • Removal of soft furnishings in learning plaza and around lockers. • Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> ○ Work back-to-back ○ As most staff have teaching commitments the staff in any office at a specific time will be minimised. Staff asked to be sensible and avoid working in next to another person if desks closer than 2m. ○ Highly vulnerable staff to be provided with their own office. ○ Admin staff have 2m separation between desks • All staff provided with their own desks • Complete and display the <i>Covid-19 Secure in 2020</i> poster 	Y	Y

Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried our stressed	<ul style="list-style-type: none"> • Risk assessment shared with staff. Staff are given an opportunity to feedback. • This risk assessment and its findings will be shared on the Colleges website. • Staff have access to Group's occupational health and counselling service • 	Y	Y
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> • Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. • Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • Where cleaning is contracted out the school still a record of what enhanced processes have been implemented and should check/evidence that the contractor is operating in line with Govt guidance and not just carrying out business as usual. Meetings with cleaning manager has been held and copies of cleaning procedure and information that cleaning products are suitable for Covid19 are on file. 	Y	Y
Delivery of 'higher risk' subjects	Staff, Pupils	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> • Subject leads to review their risk assessments for the planned activities and update accordingly. • In PE students will be encouraged to wear PE kit all day and use of changing rooms will be minimised • Different year groups will do different sports to avoid sharing of equipment • Contact sports will be avoided • In science equipment (included safety glasses) will be cleaned between classes. All experiments (including Physics) will need to be booked in advance • Teachers will consider implications of group working while planning lessons to ensure social distancing is maintained • Students will not have access to equipment outside of lessons • In computer science/IT students will be asked to wash hands before and after lessons, keyboards and mice will be wiped down at the start and end of lessons. • Domestic, non-residential educational visits are permitted. OEAP National Guidance will be followed. 	Y	Y

Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> No students at CAST require this level of intervention 	n/a	n/a
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness. Persons violate local rules	<ul style="list-style-type: none"> Information sent out to parents and staff prior to term starting Staff training on induction day before term starts and as required via staff briefings All students to be briefed on first day back at College and by email form/assembly notices as required H&S learning walks (for student/staff compliance) and safety walks for infrastructure Behaviour policy updated to ensure students aren't 'wandering' or put into other classes 	Y	Y
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> Premises compliance status to be reviewed by Site Manager prior to reopening to ensure Covid19 mitigation measures in place Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details (via forms in reception) to be held for 21 days (to support Test and Trace process if necessary) before being disposed of as confidential waste <i>Amend/add to show details of local arrangements</i> 	Y	Y
The school lapses in following national/group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes to be included in Jon Cole's Heads Bulletins. Principal to ensure that all relevant guidance is followed and communicated Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly Information on the school website is updated. Parent tab has dedicated menu item for information relevant to Covid19. Parents/Students updated via classrooms/email/parent text as necessary. Any change in information to be shared with Chair of LGB and passed on to parents by Parentmail and staff by email 	Y	Y
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> We are not currently running any extracurricular activities Fire risk assessment reviewed Fire safety procedures remain unchanged Staff training scheduled monitored and any slippage identified Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. 	Y	Y

Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> It is not envisaged that any staff will be working from home from September Guidance on setting up a suitable workstation provided on Hub coronavirus pages Additional equipment needs to be reviewed on a case-by-case basis 	Y	Y
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> It is not envisaged that any staff will be working from home from September Low-risk, office-style work. No specific controls required. Any accidents to be logged onto ARMS. 	Y	Y
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> It is not envisaged that any staff will be working from home from September Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section Guidance provided to managers on supporting their teams and reasonable expectations during this period. Managers to maintain regular contact with their employees, preferably by video link. 	Y	Y

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	Alistair Easterfield	Date:	3/11/20	Date of next review:	18/12/20
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Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and pupils consider visitors, members of the public, volunteers and others who could be affected.

What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

Review Period

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.

