

Risk Assessment – COVID-19 (v3)	24/2/21	Cambridge Academy for Science and Technology
Responsible Person	(Alistair Easterfield, Assistant Principal, Health and Safety Coordinator)	
Other Persons Involved	Principal, Deputy Health and Safety Coordinator	
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Schools coronavirus (COVID-19) operational guidance (22 February) • DfE – Face coverings in education (8 January) • DfE - Safe working in education, childcare and children’s social care (14 December) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (10 February) • NHS - Test and Trace – How it works (11 January) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) 	

Covering staff and student H&S for the reopening of schools from 8 March 2021 and for those staff who will continue or need to work from home.

To minimise the risk of infection to all persons, the following system of controls has been applied by the College:

At all times

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend college
- 2) Ensure face coverings are used in recommended circumstances
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) Minimise contact between across the setting/site and maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated

In specific circumstances

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, where available

In response to any infection

- 10) Promote and engage with the NHS Test and Trace process
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the college community
- 12) Contain any outbreak by following local health protection team advice

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD)
- Anyone in a support bubble or childcare bubble as if they were part of the same household
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
 - travelled in the same vehicle or a plane

The symptoms of COVID-19 are: a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, students, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • An individual RA is available for those who feel they may be at higher risk from infection • Clinically extremely vulnerable staff (CEV) are advised not to attend the workplace • Staff who are required to quarantine having recently visited a county outside the common travel area will not come into college • Any other staff who are not required in college and who can continue to work from home will do so • Staff are either taking part in asymptomatic testing in line with DfE guidance, or for those that have not volunteered, weekly health screening is being carried out. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate pending the results of this test. • Close contact self-isolation of staff and their contacts will continue even when an asymptomatic testing programme is in place. • Where the PCR test returns a positive result: <ul style="list-style-type: none"> ○ The staff member self-isolates for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persists beyond this time. ○ The staff member must notify the college of the test result immediately ○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required ○ The college will carry out close contact tracing to identify any other staff or pupils who will be required to self-isolate ○ The college 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 and record it on ARMS if it was. • If the test result is negative the staff member can return to college when they feel well enough to do so. Any close contacts who were self-isolating can stop doing so. • Where an LFD test returns a positive result: <ul style="list-style-type: none"> ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work ○ (In college testing) staff member self-isolates for 10 full days from the day after the test. Any close contacts must also self-isolate ○ The college must be notified of the test result in the case of testing from home ○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required ○ The college reviews 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 and record it on ARMS if it was.
		Students contracting COVID-19	<ul style="list-style-type: none"> • Any student with symptoms of COVID-19 should not attend school for 10 full days from day after the onset of symptoms and is expected to undertake a test. The student/parents are instructed to notify the school immediately if a positive result is obtained. • Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required • A negative result means the student can return to school.

			<ul style="list-style-type: none"> • Students are eligible for enrolment on the asymptomatic testing programme (three tests on the return to school, twice weekly home tests after that) <ul style="list-style-type: none"> ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to college ○ (In college testing) student self-isolates for 10 full days from the day after the test. Any close contacts must also self-isolate ○ The college must be notified of the test result in the case of testing from home • Where a student indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. The symptomatic household member should arrange a test. If this test result is negative the student can return to college if they do not have any COVID-19 related symptoms. • Clinically extremely vulnerable students are advised not to attend college at this time. • Students who are required to quarantine having recently visited a county outside the common travel area must not come into college
		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. • Details of any specific local procedures are communicated to all visitors before they come to site. • Parents are advised to contact the college by email or phone as opposed to coming in. • Contractors attending while school is operational are notified that the college is operational and their access requirements reviewed on a case by case basis. • Central office staff visiting schools are eligible for inclusion in asymptomatic testing but this is not a condition of entry and all normal infection control practices will still be followed.
Asymptomatic Testing Programme	Staff, Students	Additional measures required to support testing that is carried out in a school that is an asymptomatic testing site (ATS), i.e. not tests that are carried out at home by either staff or students	<ul style="list-style-type: none"> • All testing is carried out in strict adherence to the procedures contained in the “<i>NHS How to Guide: Rapid Testing in Schools and Colleges</i>” (the ‘How to Guide’) • Training – The college hasve followed the ‘<i>How to guide</i>’. All staff involved in the programme have completed the online training relevant to their assigned role(s) and have been signed off as competent bythe using the competency assessment templates provided by DfE/PHE. • Premises – The lecture theatre/changing rooms have been set up in compliance with the ‘<i>How to guide</i>’ The college hasve made provision for all materials required as detailed in the same. Testing areas are cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already managed covered in other existing college risk assessments. • Signage – the testing area has been clearly demarcated to support flow and to prevent unauthorised entry. • Logistics – Students will queue outside the building (either outside the lecture theatre fire exit or external doors to changing rooms) in a socially distanced manner. They will be invited into the test site as space is available and move through the process. For their first tests, after testing students will be asked to wait in socially distanced seating in the lecture theatre for 30min, until their results have been obtained. If negative students will then be able to enter the college, if positive the guidelines on positive cases (outlined below) will be followed. For subsequent tests students will be able to return directly to lessons. • PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff are trained in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the ‘<i>How to guide</i>’ • Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school’s existing manual handling procedures.

			<ul style="list-style-type: none"> Waste – Healthcare waste contracts have been established and the Deputy Health and Safety Coordinator will ensure that waste streams are not contaminated and that all waste is removed from site in a timely manner. Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the ‘<i>How to guide</i>’ and the linked training modules. First Aid – the school will ensure that access to first aid provision is possible whenever asymptomatic testing is being carried out. Monitoring – the school’s Quality Lead/Team Leader verifies the college is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained. Testing – tests are self-administered under direction of the testing team. We have no students where additional assistance is required. <p><u>Results</u></p> <ul style="list-style-type: none"> Participants may return to work or class while awaiting their result (for second and third tests), for the first test students will remain in socially distanced seating in the lecture theatre until results are obtained. Anyone in receipt of a positive LFD test result needs to self-isolate for 10 full days after the test. Those undertaking home tests must report their results to Test and Trace and the college and in the case of a positive result, self-isolate and arrange a PCR confirmation test
Suspected / confirmed case in school	Staff/ students	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Student/staff member sent home and instructed to arrange a COVID-19 test. The college may provide a PCR test kit where doing so may increase the likelihood of a test being completed. Students with symptoms are isolated in a dedicated room with an open window. Where this is not possible, they are kept at least 2m away from all other persons. If a bathroom is required while awaiting collection they should use the hygiene room, this will be cleaned and disinfected immediately after use using normal cleaning products Cleaning and disinfection of the area is carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings Symptomatic students should either be collected by a family member or walk, cycle or scoot home. Where transport is required the college will have regard to the principles contained in Safe Working in Education Childcare and Children’s Social Care Settings <ul style="list-style-type: none"> Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if the symptomatic person subsequently tests positive, they develop symptoms, they are instructed to do so by Test and Trace or PHE, or they test positive from an LFD test as part of a community or worker programme. PPE, i.e. disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection are supplied for providing care to suspected cases but is only required where 2m separation cannot be maintained.
	Staff, Students, Visitors	Operational practices in place to minimise the	<p><u>Face Coverings</u></p> <ul style="list-style-type: none"> Adults and pupils will wear face coverings when moving around the premises, in corridors and communal areas, and in classrooms and areas where social distancing cannot be reliably practised (subject to any exemptions and not during exercise or strenuous activity)

Infection Control (practices)		risk of the spread of infection	<ul style="list-style-type: none"> • Face coverings are required by law for those >11yrs using public transport. The college supports safe disposal and hand hygiene practices for those arriving with these • The college holds a small supply of disposable face coverings • Students, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene <p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> • Soap and running water or hand sanitiser is readily available • Hands are cleaned by all students, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom. • Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary • ‘Catch-it, bin-it, kill-it’, promoted throughout school. • The school provides tissues and sufficient bins to support disposal of waste. <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn for routine cleaning. • Cleaning following confirmed/suspected case carried out in accordance with PHE guidance COVID-19: cleaning of non-healthcare settings • Where cleaning is contracted out the school maintains a record of what enhanced processes have been implemented.
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Grouping and Measures Within Classrooms

- Consistent grouping practised as much as possible
- Mixing between groups is minimised and students are encouraged to maintain social distancing within groups
- All staff can operate across multiple classes and year groups but will practise social distancing where possible.
- A record is made of group/bubble composition and any close contact that takes place between students and staff in different groups
- Staff endeavour to remain at the front of the class, 2m away from each other and students
- Students sit side by side and facing forwards where possible.
- The college does not have any students with complex needs who require with education and care support.

Measures Elsewhere

- Groups are kept apart where possible. Assemblies are held one group at a time, normally in form groups.
- Timetabling reviewed to keep groups apart and minimise movement around the site as much as possible.
- Break and lunch are staggered whenever possible to minimise mixing of groups with dining hall surfaces cleaned between groups.
- Staff spaces are reviewed against the guidance on [Office and Contact Centres](#) to support distancing and hygiene
- Staff room use is minimised (staff asked to avoid congregating and use other spaces if possible) except where social distancing and enhanced cleaning can be reliably practised.

Other Considerations

- Specific assessments are carried out for those with SEND needs to help with adjustments as necessary
- Supply/peripatetic teachers can move between schools but will minimise contact and socially distance as much as possible.
- Specialist staff e.g. therapists work as normal.
- Equipment:
 - Personal items, e.g. pens and pencils will remain individual and be cleaned between users where this isn't possible
 - Classroom resources are used freely within the bubble/group, but are subject to regular cleaning

			<ul style="list-style-type: none"> ○ Resources shared between groups are cleaned frequently, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). ○ Students are advised to limit the amount of equipment they bring to school ○ Resources can be taken home by students and staff and are subject to the same rules re cleaning and rotation as above.
			<p><u>Public Transport</u></p> <ul style="list-style-type: none"> ● Steps are taken to depress demand at peak times (Stagger start/finish times) ● Walking, cycling, scooting to and from school are all promoted ● Face coverings are required by law on public transport for all over 11 years old.
Infection Control (premises)	Staff, Students, 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 ● Demarcation of playground spaces, classrooms and offices where social distancing controls are difficult to manage ● Room capacities considered to ensure spaces cannot become suddenly overloaded by persons from different groups e.g. print rooms, lifts ● The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to ‘fresh air’ mode where possible. Single room systems continue to operate as normal ● Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room ● Non-fire doors are propped open to support ventilation and to remove need for hand contact ●
Delivery of ‘higher risk’ subjects	Staff, Pupils	Delivery of lessons such as science and PE require pupils and staff to work in close proximity thereby increasing the risk of infection	<ul style="list-style-type: none"> ● Subject leads continually review their departmental risk assessments against sector specific guidance for the planned activities and update these accordingly. <ul style="list-style-type: none"> ○ CLEAPSS guidance referred to in planning science, D&T and Art ○ AfPE and national governing body guidance referred to in planning physical activities <p>Physical Activity</p> <ul style="list-style-type: none"> ● Consistent groupings maintained ● Equipment thoroughly cleaned between groups ● Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised

			<ul style="list-style-type: none"> • Use of external facilities is risk assessed on a case-by-case basis • Team sports only carried out where NGB has published guidance on how this can be carried out safely and with this guidance implemented • Inter-school sport to not take place • Physical activity is encouraged at break and lunch time where it can be carried out within existing groups and with any equipment provided will be cleaned between uses <p>Educational Visits</p> <ul style="list-style-type: none"> • Trips will not take place at this time.
Anxiety, stress and worry	Staff, students (parents indirectly)	Those coming to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> • The workforce have been involved in the development of this risk assessment and associated control measures • This risk assessment and its findings have been shared with staff and published on the school website. • Staff have access to Group's occupational health and counselling service
Intimate Care/Higher Dependency Pupils	Staff, Students	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> • The college does not currently have any students that fall into this category.
Failure to follow local rules	Staff, Students, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> • Risk assessment developed in collaboration with staff and shared with all parties • All staff reminded of their duty to follow these control measures and to support staff or students who may fail to follow these in a constructive manner • Transgressions will be escalated through existing behaviour/disciplinary arrangements
The school lapses in following national/ group guidelines and advice	Staff, Students, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> • Central office to ensure that Coronavirus pages on the Hub are kept updated • Important updates/changes included in CEO's Heads Bulletins • Regular key guidance updates issued by Group H&S Manager • Principal to ensure that all relevant guidance is followed and communicated to staff

			<ul style="list-style-type: none"> Senior Leaders keep themselves 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 The LGB is kept informed on changes in guidance and school approach
Other Risk Assessments	Staff, Students	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> Extra-curricular provision is carried out line with the principles outlined in this risk assessment Fire safety procedures have been amended to support COVID-19 infection control arrangements Staff training schedule monitored and any slippage identified and managed
Temporary Home Workers	Staff	Staff working from home having DSE issues, accidents or suffering wellbeing or stress issues	<p>DSE</p> <ul style="list-style-type: none"> Staff are allowed to take home peripherals and chairs from office Guidance on setting up a suitable workstation provided on HSE website Additional equipment needs are reviewed on a case-by-case basis <p>First Aid/Accidents</p> <ul style="list-style-type: none"> Any accidents to be logged onto ARMS and line manager to be notified <p>Wellbeing/Stress</p> <ul style="list-style-type: none"> Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section Managers to maintain regular contact with their employees, preferably by video link.

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
		24/2/21	A. Easterfield

Assessment completed by:	Alistair Easterfield	Date:	24/2/21	Date of next review:	13/4/21
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