

<b>Risk Assessment – Covid-19 (Spring lockdown)</b>		<b>[25/1/2021]</b>	<b>[Cambridge Academy for Science and Technology]</b>
<b>Responsible Person</b>	(Alistair Easterfield)		
<b>Other Persons Involved</b>	Head Teacher, SLT, Deputy Health and Safety Coordinator, LGB		
<b>Guidance Material Considered</b>	<ul style="list-style-type: none"> <li>• DfE – <a href="#">Guidance for Full Opening – Schools</a> (18<sup>th</sup> January)</li> <li>• DfE - <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a> (8<sup>th</sup> January)</li> <li>• DfE - Education and childcare settings: New National Lockdown from 5 January 2021 (5<sup>th</sup> January)</li> <li>• BEIS - <a href="#">Working safely during coronavirus (COVID-19) Offices and Contact Centres</a> (6<sup>th</sup> January) 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.</li> <li>• NHS - <a href="#">Test and Trace – How it works</a> (27<sup>th</sup> May)</li> </ul>		

<b>Details</b>	
<p>Covering staff and pupil H&amp;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"> <li>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</li> <li>2) Clean hands thoroughly more often than usual</li> <li>3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</li> <li>4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>5) Minimise contact between individuals and maintain social distancing wherever possible</li> <li>6) Where necessary, wear appropriate personal protective equipment (PPE)</li> <li>7) Engage with the NHS Test and Trace process</li> <li>8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>9) Contain any outbreak by following local health protection team advice</li> </ol> <ul style="list-style-type: none"> <li>• Numbers 1 to 4 are in place in all the time.</li> <li>• 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.</li> <li>• Number 6 applies only in specific circumstances.</li> </ul>	<p><b>Are Control Measures (Y, N, N/A)?</b></p>

- 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?
<b>Infection Control (people)</b>	Staff, Pupils, Visitors	Healthy people contracting Covid 19	<ul style="list-style-type: none"> <li>All non-essential staff and students not required to attend the college have been asked to work from home.</li> <li>Information on social isolation and good practice (hand washing, etc.) is being shared on most communications and at staff meetings, etc.</li> <li>Staff and students in college have been reminded to maintain 2m physical separation. Staff meeting/ work stations have seating arranged to achieve this, if possible staff have been asked not to share rooms.</li> <li>Students in college will primarily be working on Main Challenge where there is a greater air volume, students have been specific work spaces which have been socially distanced.</li> <li>All staff and students asked to use hand sanitiser on arriving in the building and to wash hands regularly, especially before eating, after using the toilet.</li> <li>All hard surfaces cleaned regularly, including computer keyboards. Cleaners briefed on where to prioritise cleaning (focussing on areas used by students and reception)</li> <li>Any staff or students exhibiting symptoms of Covid19 will be asked to self-isolate for 7 days, or 10 days if a member of their household is exhibiting symptoms</li> <li>Any member of staff exhibiting symptoms at College should leave immediately and return home to self-isolate. They are expected to undertake a test under the NHS Test and Trace programme and should notify the school immediately if a positive result is obtained.</li> <li>Any student exhibiting symptoms at College will have parents contacted and be asked to return home immediately. If this is not possible they will be asked to remain in the meeting room at reception with the doors closed until this is possible. The room will then be given a deep clean. They are 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.</li> <li>Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required.</li> <li>A negative result means the pupil can return to school.</li> <li>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.</li> <li>Staff encouraged to take lateral flow tests twice weekly if in College, students encouraged to take 2 tests, 3-5 days apart on their first return to College.</li> <li>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.</li> <li>Details of local procedures communicated to all visitors before they come to site via email to parents and signage at the entrance.</li> </ul>	y	y

			<ul style="list-style-type: none"> <li>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.</li> <li><i>Parents/carers asked to contact the College by phone/email rather than coming in person</i></li> </ul>		
		Potentially positive case of Covid19 identified in College	<ul style="list-style-type: none"> <li>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.</li> <li>Student services will contact home for any students who are unwell and inform them and pass on Guidance on self-isolation and testing.</li> <li>Pupil isolated in 'Quarantine Room' at reception if awaiting collection in line with <a href="#">government guidelines</a>.</li> <li>Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic.</li> <li>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.</li> </ul>	y	y

			<ul style="list-style-type: none"> <li>• Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>• If the College is notified of a positive case of Covid19 Public Health England/Department of Education helpline will immediately be notified.</li> </ul>		
		Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> <li>• Soap and running water or alcohol based hand sanitiser to be readily available</li> <li>• 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)</li> <li>• Practices built into school behaviour culture (signage, reminders from staff, assemblies and letters to parents).</li> <li>• Catch-it, bin-it, kill-it, promoted throughout school (signage, reminders from staff, assemblies and letters to parents).</li> <li>• School provides tissues in all classrooms and sufficient bins to support disposal of waste.</li> <li>• 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.</li> <li>• Face coverings are required for those &gt;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.</li> </ul>	y	y

			<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> <li>• College will encourage students to arrive by walking or cycling if possible.</li> <li>• Students reminded they need to wear face coverings on public transport</li> </ul> <ul style="list-style-type: none"> <li>• Any unnecessary furniture removed to aid distancing between groups and cleaning</li> <li>• Student to be encouraged not to use photocopiers, wipes by photocopiers to remind people to wipe them down before and after use.</li> <li>• Building air handling system does not have a recirculation mode.</li> <li>• Signage on lift to limit use to one person at a time</li> <li>• Non-fire doors propped open to remove need for hand contact</li> <li>• Fire doors on high use routes held open with maglocks</li> </ul> <ul style="list-style-type: none"> <li>• Where multiple staff share a single office they will be encouraged to decant to vacant classrooms, etc: <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Highly vulnerable staff to be provided with their own office.</li> <li>○ Admin staff have 2m separation between desks, rota means there are limited staff in at any time</li> </ul> </li> <li>• All staff provided with their own desks</li> <li>• Complete and display the <i>Covid-19 Secure in 2021</i> poster</li> </ul>	Y	Y
<b>The school lapses in following national/ group guidelines and advice</b>	Staff		<ul style="list-style-type: none"> <li>• Central office to ensure that Coronavirus pages on the Hub are kept updated</li> <li>• Important updates/changes to be included in Jon Cole's Heads Bulletins.</li> <li>• Principal to ensure that all relevant guidance is followed and communicated</li> <li>• 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</li> <li>• Information on the school website is updated. Parent tab has dedicated menu item for information relevant to Covid19.</li> <li>• Parents/Students updated via classrooms/email/parent text as necessary.</li> </ul>	Y	Y

			<ul style="list-style-type: none"> <li>Any change in information to be shared with Chair of LGB and passed on to parents by Parentmail and staff by email</li> </ul>		
<b>Other Risk Assessments</b>	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> <li>Low-risk, office-style work. No specific controls required.</li> <li>Any accidents to be logged onto ARMS.</li> </ul>	Y	Y
<b>Display Screen Equipment (temporary home workers)</b>	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"> <li>Guidance on setting up a suitable workstation provided on Hub coronavirus pages</li> <li>Additional equipment needs to be reviewed on a case-by-case basis</li> </ul>	Y	Y
<b>Wellbeing/ Stress (temporary home workers)</b>	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> <li>Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section</li> <li>Guidance provided to managers on supporting their teams and reasonable expectations during this period.</li> <li>Managers to maintain regular contact with their employees, preferably by video link.</li> </ul>		
<b>Fire – with only a skeleton staff the colleges normal fire procedures won't work</b>	Students, staff, building and contents	Fire damage Smoke inhalation	<ul style="list-style-type: none"> <li>CAST has implemented a fully comprehensive system of fire detection and audible warning, with smoke and heat detectors installed throughout the building. Audible warnings are provided in the form of a continuous siren throughout the premises, when activated staff, students and visitors will follow the evacuation procedure: <ol style="list-style-type: none"> <li>Switch off appliances and Bunsen burners.</li> <li>Evacuate via the appropriate published fire exit (do not take personal possessions).</li> <li>Walk in silence and gather at the assigned assembly point.</li> <li>Register and await further instructions.</li> </ol> </li> <li>All staff and students sign in and out using the book at reception to create a record of who is in the building.</li> <li>In the event of an alarm the member of admin staff is responsible for bringing the signing in book to the muster point</li> <li>The SLT lead is responsible for checking that all staff/students are safe. If this is the case, and it is safe to do so they should re-enter the building, check the alarm panel to locate the location of the alarm and check the area to see if it is a false alarm. If so they can reset the alarm (by pressing the reset button on the alarm panel). If not they should leave the building immediately and call the Fire Brigade.</li> <li>No high risk activities should be performed (including practical work) or maintenance work without prior explicit permission from the Head teacher.</li> <li>All non-essential equipment turned off and unplugged (lab, computing, kitchen, etc.).</li> </ul>	Y	Y
<b>First aid</b>	Staff and students	Accidents and injuries	<ul style="list-style-type: none"> <li>A rota has been drawn up to ensure that there is always a member of staff with a suitable first aid qualification on duty in the building when it is manned.</li> <li>Normal first aid measures are in place, however,</li> </ul>	Y	Y

			<ul style="list-style-type: none"> <li>○ Where possible first aiders should retain a 2m distance from the patient. (For example when dealing illnesses such as headaches).</li> <li>○ Gloves and face covering should always be worn when any physical contact is required. A face visor and apron are also available and should be worn if possible.</li> </ul>		
<b>Safe guarding</b>	Students	Risk of harm to students	<ul style="list-style-type: none"> <li>● The colleges yellow form system will continue to operate as normal.</li> <li>● There will be a designated safeguarding lead on duty each day and this will be publicised to staff on the rota.</li> <li>● Attendance at lessons will be monitored daily and if a Student stops attending student Service will contact home.</li> <li>● A list of high risk students has been prepared and these students will be checked regularly by Head of Pastoral Care.</li> <li>● It is planned that there will always be at least 4 staff on duty in the College (so staff won't be left in a 1:1 situation). Staff have been advised not to contact students directly by phone. All communication will be via College email accounts. Where students homes do need to be contacted directly, this will only be done from College, using College phones.</li> </ul>		
		Risk to staff			
<b>Routine maintenance</b>	Staff and students Property	Weekly fire tests	Weekly fire tests will continue.		
		Legionnaires testing	Site manager will be instructed to run taps and showers on a weekly basis. If this is not possible they will be drained. Water temperature checks will be continued.		
		Building defects	Building defects will be reported via web help desk as normal.		
<b>Security</b>	Staff and students Property	Unwanted visitor enters the college	Reception will be manned when the college is open. Reception have a radio and can contact SLT lead in an emergency.		
<b>Communication</b>	SLT	Staff are able to communicate even if not on site	<p>A list of staff phone numbers has been prepared and shared around SLT</p> <p>Email groups are available SLT will; have a list of staff phone numbers There will be a weekly staff bulletin to keep people in touch</p>		
	SLT and staff	SLT are able to communicate with staff	<p>Staff will be asked to check in with their line manager on a regular basis, if support is required SLT (line manager) can ring back)</p> <p>BI weekly staff briefing</p> <p>Weekly staff bulletin</p>		

	Staff and SLT	Staff are able to communicate	SLT are available in College each day.		
	Students	Information can be sent to students	Global email lists exist which allow students services, SLT and Pastoral leads to communicate by email to all students  Email lists have been completed for each form group, these are available to form tutors, pastoral leads and SLT. All staff can communicate with students via email or Teams		
	Parents	Information can be sent to parents	Parentmail can be used to send out information to parents, this can be accessed by Students Services or central team at Coleridge.  •		

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

Assessment completed by:	Alistair Easterfield	Date:	25/1/21	Date of next review:	21/2/21
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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.