

Ark Alexandra Academy Risk Assessment



Area/Task/Activity:	COVID-19 Main Academy Risk Assessment				
Location:	Ark Alexandra Academy & All Locations Used by Academy				
Academy Name:	ARK Alexandra Academy				
Assessor Name:	Liam Collins	Job Title:	Principal	Reference Number:	
Date of Assessment:	31.08.2021	Date Review is Due:	13.12.2021	Version Number:	1
Relevant Documents:	Risk Assessment – Asymptomatic Testing				

Hazard

Identify hazards that are associated with the activity that you are assessing. A hazard is the potential of a substance, activity or process to cause harm, damage, production losses or increased liability. e.g., fire, electricity, manual handling, noise, vehicles, water.

Persons Affected (PA)

Describe in a few words who is at risk from each hazard e.g., staff, students, visitors, operative etc.

Result of Hazard

List the potential outcomes of the hazards that have been identified.

Existing Control Measures

Describe the existing control measures that are already in place. Please see the separate risk assessment guidance sheet for further details on controls.

Likelihood (L)

Analyse the likelihood that a hazard will cause harm/damage/losses.

- 1 - Unlikely
- 2 - May Happen
- 3 - Likely
- 4 - Very Likely
- 5 - Certain

Severity (S)

Analyse the severity of the harm/damage/losses that might result from the hazard.

- 1 - Insignificant (No injury or minor injury requiring first aid)
- 2 - Minor (Up to 7 days off sick)
- 3 - Moderate (More than 7 days off sick)
- 4 - Severe (Life-changing)
- 5 - Catastrophic (Death)

Risk (LxS=R):

Calculate the risk (for each hazard) by multiplying likelihood by severity and ascertain which band the risk falls into.

- 1-4: **LOW** (Maintain existing controls and review periodically)
- 5-12: **MEDIUM** (Maintain existing controls and implement additional controls where reasonably practicable)
- 13-25: **HIGH** (Stop the activity and take urgent action to control risks)

Additional Control Measures Required

Describe control measures that need to be put in place to reduce the risk to the **LOW** category, or **MEDIUM** if all reasonably practicable control measures have been put in place. Controls should be implemented in accordance with the hierarchy of risk controls outlined below, starting with number 1 and progressing further if required.

1. Eliminate the hazard.
2. Substitute with less hazardous materials, processes, operations, or equipment.
3. Use engineering controls e.g., control risk at source, isolate, insulate or ventilate.
4. Use safety signs, markings, warning devices and administrative controls e.g., reduce time exposure, safe systems of work, training, provision of information.
5. Use personal protective equipment.

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					L	S	R			L	S	R
1	Poor hand hygiene	Everyone at school	Transmission of COVID-19 Infection with COVID-19	<p>Hand sanitiser available at entry points to school buildings and throughout the site.</p> <p>Hand washing facilities with warm water and soap available throughout the site.</p> <p>Students and staff are encouraged to regularly wash or sanitise their hands.</p> <p>Signage displayed throughout the site encouraging good hand hygiene.</p> <p>On educational visits, supplies of hand sanitiser carried by staff.</p> <p>Hand sanitisers at the entry point to classrooms (continue the routine of meeting students at the entrance and encourage them to use the hand gel)</p>	2	3	6	N/A	N/A	2	3	6
2	Poor respiratory hygiene	Everyone at school	Transmission of COVID-19 Infection with COVID-19	<p>Facial tissues and bins available in classrooms, offices, and meeting rooms.</p> <p>Students and staff are encouraged to use facial</p>	2	3	6	N/A	N/A	2	3	6

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					L	S	R			L	S	R
				tissues when sneezing and dispose of tissues in bins. "Catch it, kill it, bin it" signage displayed throughout site.								
3	Close contact with symptomatic individual	Staff caring for someone with suspected COVID-19	Infection with COVID-19	<p>Staff avoid close contact with anyone with suspected/confirmed COVID-19, speaking to patient at distance of at least 2m in a well-ventilated room.</p> <p>If close contact is required, staff are provided with and wear:</p> <ul style="list-style-type: none"> • Fluid resistant surgical face mask (Type IIR) • Disposable gloves • Disposable apron • Eye protection (face visor/goggles) <p>Staff are trained in how to safely put PPE on and take PPE off.</p> <p>Used PPE disposed of in clinical waste.</p> <p>Staff wash hands thoroughly after removing PPE.</p>	1	3	3	N/A	N/A	1	3	3

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					L	S	R			L	S	R
4	Uncleaned surfaces	Everyone at school	Transmission of COVID-19 Infection with COVID-19	<p>Hard surfaces and equipment are cleaned regularly with particular focus paid to frequently touched surfaces.</p> <p>Hot desking in office spaces is discouraged.</p> <p>Where hot desking is necessary, cleaning wipes provided for staff to clean workspaces after us, or signs available to warn users not to use workspace until it has been cleaned.</p> <p>Cleaners informed of any areas where people with suspected/confirmed COVID-19 have spent extended amount of time so that additional cleaning can be carried out in these areas.</p>	1	3	3	N/A	N/A	1	3	3
5	Lack of ventilation	Everyone at school	Increased transmission of COVID-19 Infection with COVID-19	<p>Areas in the school with poor ventilation have been identified and action taken to improve ventilation e.g., by opening windows and doors.</p> <p>Where air flow is seen to be poor, additional fans provided into the area – fans positioned by open</p>	2	3	6	<p>CO2 monitors to also installed</p> <p>Fan position checked</p>	<p>RBL as soon as possible</p> <p>RBL 10th September</p>	2	3	6

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				<p>windows to blow fresh air into the room.</p> <p>Where possible, mechanical ventilation adjusted to increase ventilation rate and only draw fresh air rather than recirculate air.</p> <p>Areas without mechanical ventilation or with reduced/poor ventilation have ventilation increased by opening windows and doors (without propping open fire doors).</p> <p>Opening of doors/windows balanced with maintaining comfortable temperature.</p>					Site team on lock up each day			
6	People with symptoms of COVID-19 attend school	Everyone at school	<p>Transmission of COVID-19</p> <p>Infection with COVID-19</p>	<p>Signage displayed throughout the site reminding people with COVID-19 symptoms not to enter and to self-isolate in accordance with Government guidelines.</p> <p>Staff and students required to inform school if they develop COVID-19 symptoms and not attend school.</p> <p>Staff alert to the main COVID-19 symptoms so</p>	1	3	3	N/A	N/A	1	3	3

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				<p>that anyone developing symptoms on site is sent to the isolation room until they can leave / be collected.</p> <p>Designated isolation room with good ventilation and access to a nearby toilet available at all times.</p> <p>Visitors to site required to complete a COVID-19 declaration as part of sign-in process.</p> <p>Anyone with suspected/confirmed COVID-19 provided with letter reminding of Government guidance to self-isolate and request a test.</p>								
7	Individuals with asymptomatic COVID-19 attend school	Everyone at school	<p>Transmission of COVID-19</p> <p>Infection with COVID-19</p>	<p>Signage displayed throughout the site reminding people with COVID-19 symptoms not to enter and to self-isolate in accordance with Government guidelines.</p> <p>All staff are encouraged to undertake rapid testing using an LFD every 3-5 days during term-time (and whenever else on site).</p>	3	3	9	<p>Secondary students are undertaking rapid testing using an LFD twice (3-4 days apart) on-site test centre just before start of Autumn term.</p>	Principal By AUT1	3	3	9

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				<p>Secondary students are encouraged to undertake rapid testing using an LFD every 3-5 days during term-time (and when attending extra-curricular activities during holidays).</p> <p>Where possible, staff workspaces, meeting rooms and reception areas are setup so that people can stay 2m from others.</p>								
8	Lack of appropriate information sharing about positive cases in students or staff	Everyone at school	<p>Transmission of COVID-19</p> <p>Infection with COVID-19</p>	<p>School maintains COVID-19 register to log details of any suspected/confirmed cases in students, staff and volunteers including isolation periods.</p> <p>Attendance officer communicates dates of any isolation periods to form tutor so that students cannot attend school before end of isolation period.</p>	1	3	3	N/A	N/A	1	3	3
9	Lack of plan to respond to change in level of controls required by LA/DsPH/HPT	Staff and students	<p>Delay to implementing additional controls</p> <p>Disruption to education</p>	School has become adept at adapting to changing guidance throughout the pandemic.	3	2	6	Outbreak management plan to be developed	Principal By AUT1	2	2	4

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10	Clinically extremely vulnerable students not identified	Clinically extremely vulnerable students	Infection with COVID-19	Parents asked to make school aware if GP has recommended child stay at home due to particular vulnerability to COVID-19. Note added to student's record on MIS.	1	4	4	N/A	N/A	1	4	4
11	Clinically extremely vulnerable staff not identified	Clinically extremely vulnerable staff	Infection with COVID-19	Staff asked to inform school if their GP has told them they are clinically extremely vulnerable or if they have even further vulnerabilities to COVID-19 and have been told by their GP had been told to stay at home. Where CEV staff can carry out their role from home, the school facilitates this. Where staff told to remain at home by their GP can carry out their role from home, the school facilitates this. If they cannot carry out their role from home, they are not asked to attend school for work.	1	4	4	N/A	N/A	1	4	4
12	Pregnant or otherwise vulnerable staff not identified or supported appropriately	Pregnant and other vulnerable staff	Transmission of COVID-19 Infection with COVID-19	All affected staff to have individual risk assessment carried out and reviewed periodically	2	3	6	N/A	N/A	1	3	3

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13	People arriving from abroad attend school	Everyone in school	Transmission of COVID-19 Infection with COVID-19	Clear communications sent to parents and staff about Government guidance around international travel and expectations about attendance.	2	3	6	N/A	N/A	2	3	6
14	Isolation and lack of social contact AND/OR Exposure to sickness/death of friends/colleagues/family members	Staff	Poor mental health	Staff encouraged to focus on their wellbeing. Line managers proactive in discussing wellbeing with staff they manage, including workload. Staff briefings and training have included content on wellbeing. Staff signposted to resources on wellbeing.	3	3	9	N/A	N/A	3	3	9
15	Isolation and lack of social contact AND/OR Exposure to sickness/death of friends/colleagues/family members	Students	Poor mental health	Students encouraged to focus on their wellbeing. Form tutors proactive in discussing wellbeing with students. Wellbeing regularly discussed in assemblies/PSHE/briefings. All students have access to designated staff to discuss wellbeing/mental health.	3	3	9	N/A	N/A	3	3	9

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				Staff trained in supporting students with mental health issues. Students signposted to resources on wellbeing.								
16	Lack of access to FSMs	Students eligible for FSMs	Hunger Reduction in well-being	School provides food parcels or food vouchers to any students eligible for FSMs who are learning from home e.g., self-isolating due to contact with confirmed case.	1	3	3	N/A	N/A	1	3	3
17	Lack of consideration of COVID-19 when planning educational visits	Students	Transmission of COVID-19 Infection with COVID-19	All educational visits have a separate risk assessment carried out which considers hazards relating to COVID-19	1	3	3	N/A	N/A	1	3	3
19	School vehicles used to transport staff/students	People in vehicle	Transmission of COVID-19 Infection with COVID-19	Driver and all passengers encouraged to wear a face covering. Hand sanitiser available for driver and passengers to use as they board the vehicle. Vehicle is cleaned after use, with particular attention paid to frequently touched surfaces e.g., door handles, window handles, seatbelts. Windows opened to provide ventilation.	2	3	6	N/A	N/A	2	3	6

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20	Sharing water fountains	Students	Transmission of COVID-19 Infection with COVID-19	Water fountains are regularly cleaned. Students instructed/supervised to only use water fountains to fill bottles. Drinking water freely available to students without bottles.	2	3	6	N/A	N/A	2	3	6
21	Insufficient staff	Students	Disruption to education due to need to close part/all school	Clear communication protocol for staff absence frequently shared. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes. Staff members reporting absent who are SLT, DSLs, first aiders are flagged so assessment can be made of need to potentially close site.	3	3	9	N/A	N/A	3	3	9
22	Key stakeholders not informed about changes to policies/procedures due to COVID-19	Key Stakeholders	Impaired relationships	Communication strategies for the groups below are in place: <ul style="list-style-type: none"> • Staff • Students • Parents • Governors/Trustees • LA 	1	3	3	N/A	N/A	1	3	3

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				<ul style="list-style-type: none"> Professional Associations Unions 								
23	Existing policies/procedures no longer fit for purpose	Everyone	Lack of consideration of COVID-19 Transmission of COVID-19	All relevant policies/procedures have been reviewed to consider COVID-19 and Government guidance	1	3	3	N/A	N/A	1	3	3