

## Risk assessment form: To identify and manage hazards in opening the Academy to additional students during the COVID-19 pandemic.

School	St Augustine Academy	Name of assessor/s	Woodard Trust, H and S committee, Senior Team, Site Team	Date Completed	Final: 27/08/2020
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Review Date	As and when new guidance is available or additional pupils attend school Updated 21.01.2021	Area	North and West block buildings
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What is the hazard?	Who might be harmed?	How might people be harmed?	Risk Rating with no controls			Existing risk control measures	New risk rating (Residual)			Additional controls (if required)	Action/monitored by whom?	Action/monitored by when?
			C	L	R		C	L	RR			
<b>Spread of Covid-19 Coronavirus</b>	Staff Pupils Parents Visitors to your premises Contractors /suppliers	Covid-19 is a new illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.	5	4	H 20	<p><b>Hand Washing</b> Hand washing facilities with soap and water in place. Stringent hand washing taking place. All employees/pupils informed to wash their hands as they enter the Academy, during breaks and when visiting the toilet</p> <p>Employees/pupils reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying. Reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Gel sanitiser available in all classrooms in use. Individual bottles available for all staff.</p> <p>Antibacterial wipes available for all staff.</p> <p><b>Cleaning</b> GOV-UK Covid-19 cleaning in non-health care settings circulated and adhered to Bleach will not be used due to health implications</p> <p>A day cleaner is in place for daytime cleaning</p> <p>Covid -19 new protocols: Cleaning in non-healthcare setting protocols First Aid protocols</p> <p>Classroom doors propped open to reduce contact of handles and improve ventilation.</p>	5	1	M 5	<p>5 Gel sanitiser stations for each building.</p> <p>3 Porta wash facilities to increase hand washing facilities and help with all staff and students washing hands at the start of the day.</p> <p>Senior team and student managers on call rota duty will regularly monitor hand washing and toilet areas</p> <p><b>Teaching</b> All students should be provided with basic equipment from their parents / Academy to provide individual exercise books and text/revision books – to reduce sharing equipment between students.</p>	<p>Site Manager to ensure sanitiser and wash facilities are checked and replenished.</p> <p>On call duty team</p> <p>Year teams Subject leaders SLT duty teams</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>



				<p>and on-off times including during periods when not occupied.</p> <ul style="list-style-type: none"> <li>• Opening internal doors (Without compromising fire door safety)</li> <li>• Allowing relaxation of dress code to allow additional clothing to offset reduction in temperature.</li> <li>• Windows to be opened more fully during breaks to allow some purging of the air inside any rooms in use.</li> </ul> <p><b>NHS track and trace</b> Staff informed of the NHS track and trace app and guidance from DFE on its use shared. QR code placed in reception. Students and Staff have been made aware of our local lateral flow test site within the Main Hall in the North block. A separate risk assessment applies, which staff have also been made aware of.</p> <p><b>PPE</b> Government guidance advises that a face covering should be worn within the Academy in all shared and communal areas and where 2m distancing cannot be maintained.</p> <p>Additionally PPE should be worn where:</p> <ul style="list-style-type: none"> <li>• Children whose care already involves the use of PPE</li> <li>• If a pupil or member of staff becomes unwell with symptoms (protocol in place – see below)</li> </ul> <p>Stock held in school which includes masks, plastic aprons, gloves, face shields</p> <p><b>Symptoms of Covid-19</b> Protocol in place if anyone becomes unwell with symptoms for both Staff and Students. SLT notified immediately. Child /staff member to go home as soon as possible and advised to get a COVID test, inform the Academy and follow the stay at home guidance whilst they are ill or awaiting test results.</p>		<p>Risk assessments for all staff according to each role and for there to be a specific individual risk assessment for any specific risk associated with a member of staff as a result of a particular risk in their role or because of a pre-existing health or other condition. This may include BAME staff</p> <p>Risk assessments of pregnant staff – Regular review of RA for pregnant staff with line manager should take place, and in particular a review of additional risks beyond week 28. All guidance from NHS/government to be followed.</p> <p><b>Staff protocols</b> have been updated with new social distancing rules. This includes when closer working with SEND students. Staff not adhering to social distancing will be warned and then disciplinary policy will be followed. Staff must wear face masks in all communal areas.</p> <p>The CEV group, which refers to those in receipt of letters from NHS/GP since November 2020. In tier 4 and when stipulated by government guidance the CEV group should shield at home. In lower tiers risk should be assessed prior to return to work in the Academy. Due to variants with higher transmissibility being discovered, CV and CEV staff must not attend site and continue to work from home / shield in line with latest legislation and GP/NHS individualised advice. Any new shielding letters to be returned to local HR lead</p> <p>Staff and students advised to wear additional layers for warmth if required rather than closing windows or doors. Black fleece jackets with logos provided for staff.</p> <p><b>Parent and student guidance</b> provided. All students will be expected to wear a face mask outside the classroom when in corridors and other communal areas. This includes the canteen, shared corridors, and toilet areas. We will support any student wanting to wear a face mask in the classroom We will support any member of staff wanting to wear a mask or face shield/ screen, especially if in regular close contact with students (SEND), or they or their family at higher risk of a serious COVID infection. Duty times will place the member of staff in the vicinity of many students. Protocol is to remain 2m apart.</p>	<p>SLT/ Safeguarding</p> <p>Parents Guardians SLT on duty Staff</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>
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L = Likelihood

C = Consequence

R = Risk rating

RR = Residual risk rating

