

## Risk Assessment – Additional Measures November 2020

As a result of the recent updates to Government Guidance, the following additional control measures have been identified. It is highlighted where these are applicable to a National lockdown or where there is a local lockdown.

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	<b>Where:</b> ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	<b>Residual Risk rating</b> High, medium, low
Reducing the number of persons on site	<ul style="list-style-type: none"> <li>Most staff are expected to attend school. It remains the case that wider government policy advises those who can work from home to do so. This will not be applicable to most school staff, but where a role may be conducive to home working for example, some administrative roles, school leaders have considered what is feasible and appropriate.</li> </ul>	✓	The ability to work from home is considered on a case by case basis.	Low
	<ul style="list-style-type: none"> <li>Contractors undertaking statutory testing and emergency and routine repairs are permitted on site. They are advised to arrange visits outside of the school day where possible and avoid arriving and leaving site during pupil pick up and drop off times. The number and duration of face to face contacts with adults is limited as far as possible (e.g. less than 15 minutes). 2 metre social distancing protocols are followed.</li> </ul>	✓	Where possible, such visits are arranged outside of the school day.	

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Persons at higher risk of becoming seriously ill	<ul style="list-style-type: none"> <li> <b>During Tier 3 (Very High Risk) Period:</b>            Staff in the “clinically extremely vulnerable” categories have been identified.            Guidance is strictly followed for these groups of <b>staff</b> when the area is in Tier 3 (Very High risk) area:            “Where at all possible you are strongly advised to work from home, because the rate of transmission of the virus in your area is very high. If you cannot work from home, and are concerned about going into work, you may want to speak to your employer about taking on an alternative role or change your working patterns temporarily (for example, to avoid travelling in rush hour).            If there is no alternative, you can still go to work.”         </li> <li>Individual risk assessments have been completed for persons in this group.</li> </ul>	✓	Leadership and the HR Manager continue to monitor those staff identified as CEV and advise accordingly.  Individual risk assessments are in place as required.	Low
	<ul style="list-style-type: none"> <li> <b>During National Lockdown:</b>            Staff in the “clinically extremely vulnerable” categories have been identified.            Guidance is strictly followed for these groups of <b>staff</b> during the national lockdown <b>from 4<sup>th</sup> November</b>: “Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work.”         </li> </ul>	✓	Leadership and the HR Manager continue to monitor those staff identified as CEV and advise accordingly.  Individual risk assessments are in place as required.	

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	<ul style="list-style-type: none"> <li> <b>During Tier 3 (Very High Risk) Period:</b>  <b>Pupils</b> in the “clinically extremely vulnerable” categories have been identified and guidance is strictly followed.            All pupils and students should continue to attend education settings at all local COVID alert levels unless they are one of the very small number of pupils or students under paediatric or other specialist care and have been advised by their GP or clinician not to attend an education setting.            More advice is available from the <a href="#">Royal College of Paediatrics and Child Health</a>.         </li> <li>Individual risk assessments have been completed where necessary.</li> </ul>	✓	Leadership continue to monitor those pupils identified as CEV and advise accordingly.  Individual risk assessments are in place as required.	
	<ul style="list-style-type: none"> <li> <b>During National Lockdown:</b>  <b>Pupils</b> in the “clinically extremely vulnerable” categories have been identified.            Guidance is strictly followed for these groups of staff during the national lockdown from 4th November:            Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.         </li> </ul>	✓	Leadership continue to monitor those pupils identified as CEV and advise accordingly.  Individual risk assessments are in place as required.	

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	<ul style="list-style-type: none"> <li>Staff in the clinically vulnerable and BAME categories have been individually reminded to observe social distancing where possible, face to face contact is avoided and the aide memoire is used.</li> </ul>	✓	Leadership continue to have conversations with those individuals identified as CV or BAME.	
	<ul style="list-style-type: none"> <li>For noting: Research is being undertaken by PHE following reports that deaths among black, Asian and minority ethnic (BAME) groups are disproportionately high.            A report by Public Health England found that other things might also mean persons are more likely to get seriously ill from coronavirus.            These include:           <ul style="list-style-type: none"> <li>○ age – the risk increases as you get older</li> <li>○ being a man</li> <li>○ where in the country you live – the risk is higher in poorer areas</li> <li>○ being born outside of the UK or Ireland</li> </ul> </li> </ul>	✓	Noted	

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Test and Trace	<ul style="list-style-type: none"> <li>Swift action is taken when you become aware that someone who has attended school has tested positive for coronavirus</li> </ul>	✓	Leadership have systems and processes in place to manage any positive cases and act swiftly to reduce any further risk.	Low
	<ul style="list-style-type: none"> <li>Where staff have downloaded the NHS Covid app:               <ul style="list-style-type: none"> <li>If staff keep their mobile phones on their person during the working day then the app can be left on.</li> </ul> </li> <li>If staff's mobile phones are not kept on their person during the working day e.g. in a drawer or locker, they are asked to keep their mobile phones switched off or the app turned off.</li> </ul>	✓	Noted	
Lack of air changes / ventilation	<ul style="list-style-type: none"> <li>Mechanical ventilation systems have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). Further advice available <a href="#">here</a> (HSE) and <a href="#">here</a> (CIBSE).</li> </ul>	✓	The site teams continue to monitor the ventilation systems and to ensure that the correct adjustments have been made to minimise the risk of transmission.	Low
	<ul style="list-style-type: none"> <li>Natural ventilation is used to help reduce the risk of spreading coronavirus:               <ul style="list-style-type: none"> <li><b>Opening windows</b> (in cooler weather windows should be opened just enough to provide constant background ventilation, and</li> </ul> </li> </ul>	✓	Increased ventilation continues to be in place as much as possible with windows / doors being open.	

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	<p>opened more fully during breaks to purge the air in the space).</p> <ul style="list-style-type: none"> <li>○ <b>Opening internal doors</b> (note that this also has the benefit of reducing touch points).</li> <li>○ <b>Opening external doors</b> where there are no security concerns and where it doesn't create uncomfortable drafts.</li> </ul>			
	<ul style="list-style-type: none"> <li>• To balance the need for increased ventilation <b>while maintaining a comfortable temperature</b>, the following measures should also be used as appropriate:           <ul style="list-style-type: none"> <li>○ <b>Opening high level windows</b> in preference to low level to reduce draughts</li> <li>○ <b>Increasing the ventilation while spaces are unoccupied</b> (e.g. before and after classes, during break and lunch)</li> <li>○ Providing flexibility to <b>allow additional, suitable indoor clothing</b>.</li> <li>○ <b>Rearranging furniture</b> where possible to avoid direct drafts.</li> </ul> </li> </ul>	✓	<p>Increased ventilation continues to be in place as much as possible with windows / doors being open.</p> <p>Coats / additional clothing can be used if required.</p>	
	<ul style="list-style-type: none"> <li>• Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul>	✓	<p>The heating is on at all sites across the Trust as necessary.</p>	

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Breakfast and After School Clubs	<ul style="list-style-type: none"> <li> <b>During National Lockdown:</b>            The following guidance is followed:            “Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to:           <ul style="list-style-type: none"> <li>work or search for work</li> <li>undertake training or education</li> </ul>           Out-of-school activities may continue to operate for the purposes of respite care, including for vulnerable children.         </li> <li>Out-of-school activities that are primarily used by home educating parents as part of their arrangements for their child to receive a suitable full-time education (which could include, for example, tuition centres, supplementary schools, or private tutors) may also continue to operate for the duration of the national restrictions.”</li> </ul>	✓	All clubs meeting this guidance have been closed until further notice.	Low
Availability of staff	<ul style="list-style-type: none"> <li>School leaders have discussed leave arrangements with staff referencing that travel to most countries require a quarantine for 14 days on their return.  The school considers the impact where staff travel abroad, their return travel arrangements are disrupted due to factors arising beyond their control in relation to coronavirus, such as the potential for reinstatement of lockdown measures in the place they are visiting.</li> </ul>	✓	Leaders with support from the HR Manager ensure that appropriate arrangements are in place.	Low

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	<ul style="list-style-type: none"> <li>Contingency plans have been explored in the event that key members of staff are unavailable to work e.g. they are self-isolating.</li> </ul>	✓	Leaders with support from the HR Manager ensure that appropriate arrangements are in place.	
Fire Procedures	<ul style="list-style-type: none"> <li>Fire drills are undertaken as normal.</li> </ul>	✓	Noted and are in place.	Low
Training certificates that have expired during the partial closure	<ul style="list-style-type: none"> <li>FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021. The validity of current paediatric certificates first aid certificates which expired on or after 16 March 2020 can be extended to 25 November 2020 at the latest.</li> </ul>	✓	Noted, there are processes in place to monitor certificates to ensure within date.	Low
Incident reporting	<ul style="list-style-type: none"> <li>A case of disease is recorded via the school's incident reporting system and to the HSE (via RIDDOR) where a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease.</li> </ul>	✓	Noted – where this is the case and can be determined that it was as a result of exposure at the workplace, this will be reported to HSE.	Low
Safeguarding	<ul style="list-style-type: none"> <li>DSLs (and deputies) are provided with more time to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.</li> </ul>	✓	Noted and support provided.	Low

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Applicable to the Brunts Academy only:

Hazard Aspect	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Face coverings in school  (Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection)	<ul style="list-style-type: none"> <li>There is mandatory wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors. Note that some individuals are exempt from wearing face coverings.                (Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided).</li> </ul>	✓	All staff, visitors and pupils use face coverings and has been in place since September.	Low
	<ul style="list-style-type: none"> <li>Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, a small contingency supply available to meet such needs.</li> </ul>	✓	Small supply is in place.	

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Applicable to the Beech Academy only:

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Face coverings in school  (Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection)	<ul style="list-style-type: none"> <li> <b>KS3/4/5:</b> There is mandatory wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors. Note that some individuals are exempt from wearing face coverings.                 (Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided).             </li> </ul>	✓	This measure has been implemented within Beech Academy.	Low
	<ul style="list-style-type: none"> <li>Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, a small contingency supply available to meet such needs.</li> </ul>	✓	Small supply is in place.	