



COVID-19 Risk Assessment

Academy: **The Axholme Academy**

Date of Assessment: 5.6.20	Assessed By: (detail all involved)	D Keogh, S Leggott
Date Authorised: 8.6.20	Authorised By: (detail all involved)	B Creasy, L Kinroy, J Bennett
Date Communicated: 9.6.20	How Communicated?	Email and in staff shared area and on Academy website
Planned Review Date (monthly): 1.7.20 and ongoing in line with new Guidance	Date Reviewed:	Reviewed By: (detail all involved)

Hazard: Contraction of Coronavirus COVID-19

- Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It has since spread globally, resulting in an ongoing pandemic. As of 12 May 2020, more than 4.17 million cases had been reported across 187 countries and territories, resulting in more than 286,000 deaths. More than 1.45 million people have recovered.
- Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.
- The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.
- The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.
- It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.

Who might be harmed:

Employees, students, contractors or visitors.
Employees and their family members who are in the vulnerable categories.

How might people be harmed

Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID 19 virus and transfer to the body through touching eyes, nose and mouth.
Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications.

Assessed Risk: Risk is a combination of the likelihood of occurrence and severity of injury or illness arising from the hazard. Each criteria is assigned a score of 1 to 5 based on the detail below. The two scores are then multiplied and the resultant number plotted on the matrix to determine the assessed risk.

Hazard	Likelihood	Severity	Assessed Risk
without controls	Very Likely	Very High	High
with controls	Possible	High	Medium

Identified Hazards	Initial Risk Rating without controls	Existing Control Measures	Residual Risk with controls	Future Controls / Comments
Government guidance not followed and/or staff/pupils display a lack of awareness of the risks or inadequate communication, increasing the possibility of transmission of COVID-19	High	<ul style="list-style-type: none"> • Staff will be informed of any relevant new information as soon as possible. • Pupils, parents, carers, etc. will be informed of any relevant new information as soon as possible. • A designated responsible person should subscribe to Government/DfE news releases and ensure that they are passed to school leaders to act upon. (DK/SL) • Daily Government statements should be monitored by a designated responsible person and details should be provided to school leaders to act upon. (DK/SL) 	Medium	<ul style="list-style-type: none"> • Staff should be advised of any relevant information prior to returning to the school. • Pupils, parents, carers, etc. should be informed of any relevant information prior to pupils returning to school. • Staff should be advised to be alert for anyone displaying the symptoms of COVID-19 (e.g. fever, continuous cough or loss of sense of taste/smell). • 2 metre social distancing should be applied in all settings at all times whenever possible. Staff, pupils, parents, carers, visitors, contractors and others should be reminded of this, and signage should be provided to reinforce the message. • Where adequate social distancing cannot be maintained, staff may request a face mask from the Business Manager should they wish to use them. • Staff should encourage correct (20 second) handwashing techniques to pupils and encourage that this is incorporated at regular intervals in the daily routine. • Measures should be put in place to ensure that messages are implemented. • Link to government website for guidance and support https://www.gov.uk/coronavirus/education-and-childcare • Coronavirus (COVID-19): implementing protective measures in education and childcare settings https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-

				settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings <ul style="list-style-type: none"> Guidance for secondary school provision from 15 June 2020 https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools
The school and/or machinery and equipment are not safe for use due to lack of maintenance and/or competent operators	High	<ul style="list-style-type: none"> Maintenance and testing of water systems, including scheduled tests/checks in accordance with the legionella management plan. Currently carried out 3 times per week by DH Fire safety systems including testing and maintenance of the fire alarm, emergency lighting, fire suppression system, fire hydrants and fire extinguishers (DH/SL). Security systems including the intruder alarm, access control system and CCTV (DH/AL). 	Low	<ul style="list-style-type: none"> Daily, weekly, termly and scheduled maintenance should be continued in accordance with existing arrangements and schedules. The continuation of maintenance and testing should be ensured for key items and systems including: Gas and heating systems including supplies to kitchens, laboratories and classrooms. Kitchen/catering equipment. Ventilation systems for general use (e.g. air conditioning) and for special use (e.g. fume extraction systems). Maintenance and inspection regimes, including statutory testing required under LOLER, PSSR or CoSHH Regulations, should be continued. It should be ensured that trained and competent staff are in place to operate machinery and equipment and to carry out any required in-house testing.
Transmission of COVID-19 by ventilation systems	High		Medium	<ul style="list-style-type: none"> Windows should be opened and used to create natural ventilation where safe to do so (i.e. where doing so does not compromise security). Use of fans currently in school is not permitted as it is not natural ventilation
Vulnerable & extremely vulnerable pupils may be exposed to COVID-19 if attending the school	High		Medium	<ul style="list-style-type: none"> Clinically vulnerable and clinically extremely vulnerable pupils should be identified. Clinically extremely vulnerable pupils should not attend school, with suitable homeschooling arrangements put in place as an alternative. Care plans for clinically vulnerable pupils to be created/updated. The pupil should only attend school if they can do so safely and in accordance with their Care Plan. Any additional medical provision or personal protective equipment needed for clinically vulnerable pupils should be provided. Staff should be provided with relevant information and training in respect of clinically vulnerable pupils that they may come

				into contact with (e.g. as teachers, first aiders, etc.).
Vulnerable & extremely vulnerable staff may be exposed to COVID-19 if attending the school	High		Medium	<ul style="list-style-type: none"> • Clinically vulnerable and clinically extremely vulnerable members of staff should be identified. • Clinically extremely vulnerable members of staff should not attend school. • Clinically vulnerable staff should be supported to work from home where possible. Where it is not possible for them to work from home, a risk assessment should be carried out and acted upon before they commence work. • Any additional medical provision or personal protective equipment needed for clinically vulnerable members of staff should be provided.
Infection with COVID-19 whilst working at/attending the school due to expected procedures not being followed	High	<ul style="list-style-type: none"> • Tissues should be provided for personal use in all rooms. 	Medium	<ul style="list-style-type: none"> • Staff and pupils should be informed of all rules and procedures to follow in order to protect their health and the health of others in accordance with up to date recommended government guidance. • Staff to reinforce the messages to pupils for thorough and regular cleaning of hands, the avoidance of touching the face with hands and the “Catch it, bin it, kill it” procedure. Signage to this effect to be provided. • This risk assessment will be provided to staff, who should acknowledge they have read and understood it. • This risk assessment should be published on the school website and parents/carers should be advised how they can access it. • Alcohol based hand sanitiser gel points should be provided throughout the school including at all points of entry and exit, and at the entry point to all rooms that are in use. • All persons should be instructed to use alcohol based hand sanitiser before entering a room. Signage to this effect should be provided. • Staff and pupils should be told to report any suspected breaches of the required practices and procedures to a member of the senior leadership team. • Appropriate disciplinary action should be taken against persons who do not follow the required practices and procedures. Update to behaviour policy on Google drive and the academy website.
Staff or pupils attending the school and living with clinically vulnerable or	High		Medium	<ul style="list-style-type: none"> • Pupils and members of staff living with clinically vulnerable and clinically extremely vulnerable people should be identified. • Pupils living with clinically extremely vulnerable people should

<p>extremely vulnerable people could introduce COVID-19 to their family home</p>				<p>not attend school, with suitable home schooling arrangements put in place as an alternative.</p> <ul style="list-style-type: none"> Members of staff living with clinically extremely vulnerable people should not attend school and should be supported to work from home where possible.
<p>Staff or pupils at the school display symptoms of COVID-19 (e.g. continuous cough, fever or loss of sense of taste/smell)</p>	<p>High</p>	<ul style="list-style-type: none"> The small parents meeting room near the student toilets will continue to be the room to send any student who has suspected COVID-19 symptoms until they can be collected. (SLT/SL to be advised) 	<p>High</p>	<ul style="list-style-type: none"> Staff and pupils should be told not to attend school if they display symptoms of COVID-19. They should be told to stay at home, self-isolate for 14 days and arrange to be tested. They should only leave the house to attend the test or for a medical emergency (e.g. symptoms significantly worsen). Anyone developing symptoms whilst at school should be sent home. Should they need to wait to be collected, they should do so in a designated isolation room separate from other people. They should be told to stay at home, self-isolate for 14 days and arrange to be tested. They should only leave the house to attend the test or for a medical emergency (e.g. symptoms significantly worsen). The affected person should not return to school until a test has been carried out for COVID-19 and has returned a negative result. If the affected person is tested and the result of the test is positive for COVID-19: Anyone with whom they had contact should go home and self-isolate for 7 days (e.g. the remainder of the class, teachers that were sharing facilities such as staff rooms, etc.). If no symptoms are developed, these people could then return to school after 7 days. Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned. The school should contact Public Health England and follow any guidance given. Any staff attending to the affected person should wear personal protective equipment including mask, visor, gloves and apron, and should wash their hands thoroughly for 20 seconds after removing the personal protective equipment. SLT will be the staff attending to an affected person wherever possible.
<p>People living with staff or pupils display symptoms of COVID-19</p>	<p>High</p>		<p>Medium</p>	<ul style="list-style-type: none"> Staff and pupils should be told not to attend school if anyone they live with displays symptoms of COVID-19. They should be told to stay at home, self-isolate for 14 days and arrange to be tested if they develop symptoms. They should only leave

			<p>the house to attend the test or for a medical emergency (e.g. symptoms significantly worsen).</p> <ul style="list-style-type: none"> • The potentially affected person should not return to school until negative tests for COVID-19 have been returned for the person(s) that was displaying symptoms, or until a 14-day self-isolation period has expired with all persons in the household free of symptoms. • If the affected pupil/member of staff is tested and the result of the test is positive for COVID-19: Anyone with whom they had contact should go home and self-isolate for 7 days (e.g. the remainder of the class, teachers that were sharing facilities such as staff rooms, etc.). If no symptoms are developed, these people could then return to school after 7 days. Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned. The school should contact Public Health England and follow any guidance given.
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<p>Infected persons (lessees/tenants, visitors, contractors, bin men, deliveries, etc.) could introduce COVID-19 into the school</p>	<p>High</p>	<ul style="list-style-type: none"> • A Perspex screen should be provided as a barrier at the counter between the receptionist and visitors. (Reception to keep perspex windows closed. 	<p>Medium</p>	<ul style="list-style-type: none"> • Persons attending/visiting the premises should be told not to attend if they or anyone they live with have symptoms of COVID-19. Signage to this effect should be displayed at points of entry to the school. • Visitors, contractors and couriers should be provided with timeslots so that the number of people attending the premises at any one time can be minimised as much as possible. SL to arrange any visitors on site. Staff to make SL aware in advance. • Maintenance, etc. visits should be scheduled for outside of normal school hours where possible. • Large deliveries should be avoided to enable them to be collected by a single person. Where “two-person collection” is necessary, consistent “teams” of two people should be used. • Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry. • A “drop box” should be provided to enable letters, etc. to be delivered in a contactless way. • Contactless payment should be used instead of cash payments. • Alcohol based hand sanitiser gel should be used before and after using visitor books. • Pens intended for shared use in reception (e.g. with visitor books) should be removed. • Alcohol based hand sanitiser gel should be used after signing delivery receipts, etc. • Handshakes should be avoided when greeting visitors. • If someone that has visited the school advises that they have tested positive for COVID-19 within 14 days of their visit: • Anyone with whom they had contact should go home and self-isolate for 7 days. If no symptoms are developed, these people could then return to school after 7 days. • Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned. • The school should contact Public Health England and follow any guidance given.
<p>Infection with COVID-19</p>	<p>High</p>		<p>Low</p>	<ul style="list-style-type: none"> • Shared school transport (e.g. buses and shared taxis) should

whilst travelling to school on public transport			when not in use	<p>be ceased.</p> <ul style="list-style-type: none"> Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry.
Infection with COVID-19 whilst entering the school grounds/buildings during drop-off/arrival	High		Medium	<ul style="list-style-type: none"> Staggered arrival and departure times should be scheduled to reduce the size of any congregating groups. Separate arrival and departure routes should be provided to avoid persons from passing each other whilst approaching/leaving the school, if staggered start and finish times are not in place A queue system with markings at 2 metre intervals will be in place at the main entry point. Parents/carers should be told to maintain 2 metre separation from each other. Staff should be told to monitor for any non-compliance and provide appropriate advice if required. Drop off and collection protocols will be communicated to parents/carers. Alcohol based hand sanitiser gel should be used before entering the school. This will be provided at all points of entry.
Spread of COVID-19 within classrooms	High		Medium	<ul style="list-style-type: none"> Class sizes should be limited to no more than half their regular size, with no more than one teacher and one teaching assistant if required. (8 students per class max) A maximum of one quarter of Year 10 pupils should be present in the school at any one time. Timetables should be amended to keep the level of attendance at school to the minimum required, with remote learning supported. Unnecessary items/furniture should be removed to create additional usable space in classrooms and laboratories. Teachers' desks to be spaced at least two metres from pupils. Pupils' desks to be spaced as far apart as possible, ideally at least two metres apart. If two metre desk spacing is not possible due to the size of the classroom, the use of additional classrooms should be considered with the class sizes further reduced. Pupils should use their own personal equipment every day (e.g. laptops, books, pens, pencils, etc.) and not share. If the student does not have pens, pencils etc this will be provided by the Academy and thoroughly cleaned after use. The classroom should be thoroughly cleaned before and after use by each group, and at the end of the working day.

				<ul style="list-style-type: none"> • It should be ensured that CoSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment. • Water fountains/dispensers should be taken out of use
Spread of COVID-19 in cloakrooms/coat lobbies etc.	High		Low	<ul style="list-style-type: none"> • Cloakroom is cordoned off and taken out of use for all students • Pupils should be told to store any bags, etc. under their desk.
Spread of COVID-19 in toilets	High		Medium	<ul style="list-style-type: none"> • Only one person should use a toilet facility at a time. • Hand sanitiser gel should be used before accessing toilet facilities. • Pupils and staff should be told to thoroughly wash hands for at least 20 seconds after using the toilet.
Spread of COVID-19 on circulation routes	High		Medium	<ul style="list-style-type: none"> • Use of the corridors by large groups of people should be avoided where possible (e.g. by following an external route or one way system). • The timetable should be amended to reduce movement around the school by restricting the number of lessons attended on any one day. • The timetable should be amended to prevent groups of pupils from moving between classrooms or around the school at the • Clear signage will be provided, to reduce contact in corridors and on stairwells. • Staff and pupils using corridors should maintain 2 metre separation. • Doors should be propped open to reduce minimal contact. Staff will be informed that in the case of a fire the door wedges are to be removed as you go through the door. • Areas of the school that are not needed to be used/redundant rooms should be cordoned off, though without impeding evacuation routes. • Corridors should be thoroughly cleaned at the end of each day with particular focus on high use points such as doors, hand rails and elevators. • Additional cleaning should be arranged and carried out at appropriate intervals during the day (e.g. between use by different groups). • Water fountains/dispensers should be taken out of use
Spread of COVID-19 in the dining room / assembly hall	High		Medium	<ul style="list-style-type: none"> • Assemblies should be ceased. • Lunch times, if in place, should be staggered to reduce the number of people using the dining room at any one time. • Alcohol based hand sanitiser gel should be used before

				<p>entering the dining room. This should be provided at all points of entry.</p> <ul style="list-style-type: none"> ● Outdoor spaces will be used where possible ● Tables and chairs should be thoroughly cleaned when set up and when taken down for storage. ● If there is insufficient space in the dining room, meals should be delivered to the classroom for consumption there. ● If kitchen facilities are not in use, students will bring packed lunch. Students in receipt of Free School Meals will use funds from the Free School Meal Voucher to supply their lunch. ● Existing high standards of kitchen hygiene should be maintained for plates, trays, cutlery, etc. ● Water fountains/dispensers should be taken out of use
Spread of COVID-19 in the school kitchen	High		Low when not in use	<p>If in use -</p> <ul style="list-style-type: none"> ● Alcohol based hand sanitiser gel should be used by staff before entering the kitchen. ● All required personal protective equipment that is required in accordance with food hygiene precautions should continue to be used. ● Additional personal protective equipment should be provided to ensure that all kitchen staff are wearing masks, gloves and aprons/protective uniforms at all times. ● Personal protective equipment to be disposed of in a bin when use has been finished, with the bin liner to be sealed and removed to the external waste at the end of the working day. ● Staff to wash hands thoroughly for at least 20 seconds after removing uniforms and personal protective equipment. ● Any reusable uniforms, etc. to be washed at a minimum of 60 degrees Celsius at the end of the working day, and before being used again.
Spread of COVID-19 in the staff room	High		Low when not in use	<ul style="list-style-type: none"> ● In the interests of safety the staff room will be closed for social and catering purposes. It should only be used if staff need to check their pigeonhole. ● Staff should bring their own refreshments and drinks if they are on site (i.e. hot drinks in a flask) ● Staff should only visit the staff room to check their pigeonhole, and should take their breaks in their classrooms/outside spaces where possible. ● Shared use of cups, mugs, plates, etc. should be ceased. ● Alcohol based hand sanitiser gel should be used by staff before entering and upon leaving the staff room to return to their class.

Spread of COVID-19 in offices	High		Medium	<ul style="list-style-type: none"> ● Water fountains/dispensers should be taken out of use ● Where staff cannot work from home, workstations should be separated by at least two metres. Where this is not possible, they should be either separated by Perspex screens or by changing the orientation to enable “back to back” or “side to side” working. ● No sharing of any work stations ● Alcohol based hand sanitiser gel should be used by staff before entering the office and upon leaving to attend another area. ● The office should be thoroughly cleaned at the end of the working day. ● Offices will be supplied with cleaning supplies for use during the working day
Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at the school	High		Medium	<ul style="list-style-type: none"> ● Face to face meetings should be avoided wherever possible (unless in line with Guidance i.e. Year 10 Face to Face Support), with discussions instead taking place using the telephone or Google Meet. ● Persons attending/visiting the premises (i.e. for Year 10 Face to Face Support) should be told not to attend if they or anyone they live with have symptoms of COVID-19. ● Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry. ● Handshakes should be avoided when greeting visitors. ● Meeting attendees should remain at least 2 metres apart from each other. ● Shared use of items (e.g. paperwork) should be avoided where possible. ● Alcohol based hand sanitiser gel should be used before/after items are passed between persons. ● Items used (i.e. tables and chairs) should be thoroughly cleaned when the meeting has concluded and before being used again.
Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at their home environment	High		Medium	<ul style="list-style-type: none"> ● Face to face meetings should be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing. ● The meeting should be avoided if anyone who will be attending the meeting or anyone they live with have symptoms of COVID-19. ● Use of shared vehicles/pool cars should be avoided. ● The meeting should be conducted in the open and not inside a

				<p>house. If a rear garden is used, this should be accessed via a gate and not through the house.</p> <ul style="list-style-type: none"> ● Handshakes should be avoided when greeting. ● Meeting attendees should remain at least 2 metres apart from each other. ● Shared use of items (e.g. paperwork) should be avoided where possible. ● Alcohol based hand sanitiser gel should be provided for use before/after items are passed between persons. ● Two members of staff at all times to conduct home visits
Spread of COVID-19 as a result of persons moving between different areas of the school	High		Medium	<ul style="list-style-type: none"> ● Alcohol based hand sanitiser gel points should be provided throughout the school including at all points of entry and exit, and at the entry point to all rooms in use. ● All persons should be instructed to use alcohol based hand sanitiser before entering a room. Signage to this effect should be provided.
Infection with COVID-19 while dealing with a first aid incident or the administration of medicines	High		High	<ul style="list-style-type: none"> ● Any staff attending to the affected person should wear personal protective equipment including mask, visor, gloves and apron, and should wash their hands thoroughly for 20 seconds after removing the personal protective equipment. ● Alcohol based hand sanitiser gel should be used before and after completing the accident book. Use of shared pens should be avoided.
Inadequate measures in place to deal with a fire or emergency	High		Medium	<ul style="list-style-type: none"> ● The Fire Risk Assessment should be reviewed ensuring that all required measures for fire prevention, detection and response are not adversely affected. ● A designated isolation room should be created to be used should persons display symptoms of COVID-19. (As mentioned above (parents meeting room))
Staff suffer from mental health problems	High	<ul style="list-style-type: none"> ● Provision of a formal, professional wellbeing service/helpline will be available. 	Medium	<ul style="list-style-type: none"> ● Regular contact should be maintained with their staff, whether they are working at home or at the school. ● Workloads should be managed to avoid overloading staff. ● Staff should be encouraged to raise any concerns with their line manager or a member of SLT.
Staff shortage leading to there being an inadequate number of staff on site to supervise pupils/manage the premises	High		Medium	<ul style="list-style-type: none"> ● Minimum staffing levels (including minimum numbers of first aiders, fire marshals, etc.) should be established and adhered to at all times. ● If staffing levels are inadequate, the class, activity or facility should be ceased until adequate staffing levels can be re-established.
Lack of personal protective equipment, cleaning	High		Medium	<ul style="list-style-type: none"> ● Sufficient stock of personal protective equipment should be sourced and stored for use.

<p>arrangements or cleaning products, or improper use, increases the risk of transmission of COVID-19</p>			<ul style="list-style-type: none"> ● Staff should be provided with guidance in the use and disposal of personal protective equipment. ● It should be ensured that COSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment. ● Cleaning frequencies should have particular focus on heavy use areas (e.g. doors, hand rails and elevators) and frequently used areas and equipment (e.g. classrooms, desks, keyboards, toilets, staff room, etc.). ● Additional waste disposal bins should be provided throughout the school in an accessible position. Bin liners should be removed for disposal to the external waste bin at the end of the day, or sooner if suspected contaminated items have been placed therein (e.g. tissues from a person displaying symptoms of COVID-19).
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