

Bredon Hill Academy

Coronavirus (COVID-19): Risk Assessment for 2021/2022

Assessment conducted by: CE Shalom	Job title: Business Manager	Covered by this assessment: staff, pupils, parents, visitors, contractors and volunteers.
Date of assessment: 25.04.2022	Review interval: Termly	Date of next review: 01.09.2022

Related documents
Health and Safety Policy, Fire Safety Policy, Fire Safety Risk Assessment, Security Policy, Child Protection and Safeguarding Policy, Supporting Pupils with Medical Conditions Policy,

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Risk rating following action H/M/L
Policies and procedures	H	<ul style="list-style-type: none"> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - DfE (2020) Guidance for full opening: schools - Schools Covid-19 operational guidance • The school has an Outbreak Management Plan detailing how the school would manage outbreaks of Covid-19 and how it would operate if they were advised to use any of the control measures in the DfE contingency framework. • The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE - Worcestershire Children First - Local Outbreak Response Team (LORT) • All staff, volunteers and visitors are made aware of any infection control procedures and social distancing arrangements. • All pupils and parents are made aware of any infection control procedures and social distancing arrangements via letter sent by email. • Where necessary, policies are updated to include Covid-19 measures. • Where necessary, risk assessments are updated to include Covid-19 measures. 	Y	Headteacher – by delegation	L

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		<ul style="list-style-type: none"> A review of all supplier arrangements is conducted by the finance team to ensure they are appropriate for the school. Lateral Flow Device (LFD) testing is covered in the BHA LFD testing risk assessment. 			
Premises	H	<ul style="list-style-type: none"> The premises manager confirms that all statutory premises tests are up to date and recorded. The premises manager checks all areas of the school grounds, including car parks and walkways, for any potential hazards. The premises manager checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. The premises manager checks all security systems for integrity and that they are in working order. The premises manager checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. External signage is visible to show that access to the school premises is restricted. Any hazards found during checks on the premises are reported to the business manager to be resolved. The headteacher ensures the school remains opens only when it is safe and advisable to do so, in line with local and national advice. The headteacher identifies which areas of the school may be used for school activity and communicates this to staff, pupils and volunteers accordingly. The premises manager arranges for any changes to the premises to be made to account for social distancing measures. 	Y	Headteacher/ Premises Manger/SBM	L
Gas supply, systems and equipment	H	<ul style="list-style-type: none"> The premises manager checks that all mandatory inspections of gas equipment are up-to-date, and arranges any required inspections as soon as possible. 	Y	Premises Manager	L

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Electrical supply, systems and equipment	H	<ul style="list-style-type: none"> The IT manager checks that all phone and broadband connectivity is in working order. The premises manager checks that the main and emergency lights are in working order. All staff perform visual checks on all electrical equipment, e.g. computers and plug sockets, prior to use. The premises manager ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. 	Y	Premises Manger/All Staff	L
Heating and ventilation	H	<ul style="list-style-type: none"> The premises manager adjusts any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached. Where heating has been switched off, the premises manager switches it back on, as required. Room ventilation must be adjusted to suit the outside temperature, for example, windows narrowly open rather than fully open when in use, fully ventilate rooms when not in use. 	Y	Premises Manager	L
Fire safety and evacuation routes	H	<ul style="list-style-type: none"> The premises manager checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. The premises manager and business manager ensure that the fire evacuation policies and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. Updated fire evacuation drill communicated to all staff, volunteers and pupils. The headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils. 	Y	Headteacher/ Premises Manager/All Staff/Pupils/ Visitors	L

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Water storage, drainage systems and sanitary appliances	H	<ul style="list-style-type: none"> All water systems are thoroughly flushed, e.g. toilets and taps, by the premises manager All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. The premises manager checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. 	Y	Premises Manager	L
Automatic doors and plant equipment	H	<ul style="list-style-type: none"> The premises manager checks that the automatic doors and plant equipment are in working order. The premises manager ensures that that any mandatory inspections for the automatic doors and plant equipment are up-to-date and arranges any required inspections as soon as possible. 	Y	Premises Manager	L
Cleaning	H	<ul style="list-style-type: none"> The business manager ensures that cleaning arrangements are up to date and sufficient and arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from LORT. All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. Any areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. Adequate amounts of suitable cleaning agents are available. Where practicable, PPE is available to members of staff who require it to carry out their role safely, e.g. cleaning up vomit The cleaning contractors are made aware of social distancing and infection control procedures. 	Y	Business Manager / Premises Manager	L

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		<ul style="list-style-type: none"> The areas of the school to be cleaned on a daily basis are clearly communicated to the cleaning contractors. The cleaning contractors provide their own PPE equipment and inform the school of the training provided to ensure the safety of their own staff. Premise Manager performs regular checks throughout the day to ensure rules are being applied Members of staff have been directed to do enhanced cleaning during the day of frequently touched surfaces – taps, door handles, bannisters, toilet flush handles, toilet door handles and toilet door locks. 			
Infection control and social distancing	H	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. From 21st February 2022 the Prime Minister set out the next phase of the government's Covid-19 response 'Living with Covid-19'. The school is following the requirements set out in the 'Schools Covid-19 Operational guidance' published by the DfE. A review with LORT on 25/5/21 of our school risk assessment (COVID practices) showed that we were practicing to a high level. A record of all visitors to the school is maintained. The school will implement the DfE hierarchy of measures – avoiding contact with anyone with symptoms, frequent hand cleaning and good respiratory hygiene practices, regular cleaning of settings, minimising contact and mixing. All staff, pupils and visitors must adhere to the government quarantine regulations when returning from trips abroad. 	Y	All Staff, Volunteers, Visitors and Pupils	L

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		<ul style="list-style-type: none"> • Visitors are not allowed on site without an appointment. • Visitors are asked to adhere to the school social distancing and hygiene rules. • Visits are arranged outside of school hours whenever possible. • Ensure that pupils, staff or contractors who show coronavirus symptoms do not attend the school. • All staff have been offered LFD testing on site since January 2021. From 1st March 2021, home test kits have been offered to all staff to enable twice a week home testing. Staff are required to report all test results to school via the Testing spreadsheet and to the NHS Test site. • KS3 pupils have been offered 2 onsite lateral flow device (LFD) tests on their return to school in September 2021. The results are uploaded to the NHS test site. After the 2nd onsite test, home test kits are offered to all KS3 pupils to enable twice weekly home testing. • From 21st February 2022, the Government has removed the guidance for staff and students to undertake twice-weekly asymptomatic testing. • Everyone, when on the school site, will be encouraged to wash their hands regularly and thoroughly for 20 seconds with soap and water or use the hand sanitiser provided. • Pupils and staff are expected to clean their hands regularly, including when: <ul style="list-style-type: none"> • Before morning registration • After any breaks • When they move rooms • Before and after eating. • Good respiratory hygiene promoted using the 'catch it, bin it, kill it, approach. Posters are displayed around the school. 			

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		<ul style="list-style-type: none"> • Plastic bag lined lidded bins for the disposal of tissues, wipes and face masks will be provided and regularly emptied. • Frequently touched surfaces such as desks, door handles, light switches, bannisters will be cleaned during the day and by the contract cleaners at the end of each day. • Where practicable, infection control and social distancing measures are put in place on designated school transport. Pupils will be told to sit in their allocated places, within their year groups, when on the bus. This is under the control of County Transport. • When pupils remove their face masks (if they are wearing them) they should put them into a sealable plastic bag which is stored in their school bag. We will reinforce the message that pupils should not touch the front of their mask. • There is a sanitiser station in all classrooms and at points around the school (dining room, outside terrace) to ensure that alcohol-based hand sanitiser is readily available. • Adequate amounts of soap, tissues and bins are available in the relevant areas. • Everyone is reminded to hand wash or sanitise before putting on and after taking off face coverings. • The headteacher identifies which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control during busy periods, e.g. separate year areas at break times and lunchtimes, one way systems. • The school has a supply of face coverings in case staff or pupils require one. • Computer and reprographic equipment is wiped down by staff members after any pupil or staff use. 			

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		<ul style="list-style-type: none"> • Staff and pupils will be encouraged to minimise contact between individuals and maintain social distancing wherever possible. • Children should only bring essentials into school – lunch, stationery, planners, reading books, coats. • Children to bring in their own pencil cases and equipment. No equipment is to be shared. • Any pupil who increases the risk of transmission through bad behaviour: spitting, coughing on others intentionally, hitting, will be removed from the group and sent home. • Infrared activated water fountains have been installed. • Where possible, occupied room windows will be open to maximise fresh air circulation • Room ventilation must be adjusted to suit the outside temperature, for example, windows narrowly open rather than fully open when in use, fully ventilate rooms when not in use. • Assemblies will be held remotely via Microsoft Teams or in reduced school numbers in the main hall. • Where required, the headteacher works with staff to ensure a suitable plan is in place to maximise infection control during class changes, e.g. one-way systems, separate break areas, designated entry zones and designated toilets. • Where pupils, staff or volunteers cannot follow Covid arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. • Where necessary, PPE is available to members of staff who require it to carry out their role safely, e.g. first aiders 			

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		<ul style="list-style-type: none"> • Staff, pupils, volunteers and visitors who display symptoms of coronavirus (COVID-19) are managed in line with DfE guidance, isolated and are sent home as soon as possible. • Staff dealing with individuals who show symptoms of coronavirus will be provided with PPE if they cannot maintain a 2 metre distance. 			
Prevention and Response to any Infection	H	<ul style="list-style-type: none"> • From 24th February 2022, the Government have removed the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days, and then continue to follow the guidance until they have received 2 negative test results on consecutive days (up to 10 days). • No one should attend the school if they are unwell with Covid-19 symptoms. • Contacts will no longer be required to self-isolate or advised to take daily tests. Staff and pupils should attend school as usual. This includes staff who have been in close contact within their household, unless they are able to work from home. • If anyone develops Covid-19 symptoms (continuous cough or high temperature or a change in normal sense of taste or smell) during the school day they should go home immediately. • Pupils with suspected Covid-19 symptoms should be isolated behind a closed door (depending on the needs of the child) while waiting to be collected. If they use the toilet before they go then this must be cleaned and disinfected using standard products before anyone else uses it. 		Staff, pupils, volunteers and visitors	L

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		<ul style="list-style-type: none"> • Staff who have dealt with or been in close contact with a pupil who goes home do not themselves need to go home unless they develop symptoms themselves • Any pupil or member of staff who develop Covid-19 symptoms in school will be sent home and advised to: <ul style="list-style-type: none"> i) Follow advice at https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts • Links to NHS Covid-19 information are posted on the school website. • The school will report cases to LORT in accordance with the criteria specified by LORT and WCF. • Seating plans and bus lists are kept up to date in order to inform LORT of possible contacts to enable LORT to provide definitive advice on who must be sent home in the case of a positive Covid-19 test. • Parents will be asked to inform school of the results (positive or negative) of any tests taken by a pupil who had been in school and was showing symptoms. • Staff will be asked to inform school of the results of any tests. • The school will follow the advice of LORT to contain any outbreaks. 			
Community wellbeing	H	<ul style="list-style-type: none"> • The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. • Staff and volunteers notify the headteacher and their line manager they are: 	Y	All Staff	L

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		<ul style="list-style-type: none"> - Clinically extremely vulnerable individuals and are advised not to work outside the home - Clinically vulnerable individuals (to include any Black, Asian and Minority Ethnic (BAME) staff) - Live in a household with someone who is extremely clinically vulnerable - Are aged 70 or over. - Are pregnant. • The headteacher and business manager hold discussions with staff who are deemed more vulnerable to infection and clearly document agreed alternative arrangements. • The headteacher considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • If required, staff can adjust their working hours, as agreed by the headteacher. • The headteacher ensures that the school can be adequately and safely staffed when open. • If the school has insufficient staff available, the headteacher liaises with Worcestershire Children First about putting staff rotas in place to maximise infection control and minimise group sizes and any additional staff workload. • The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. • The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and 			

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		<p>pupils have access to psychological support when the school reopens.</p> <ul style="list-style-type: none"> The school has a wellbeing counsellor for staff and pupils. All staff have access to a wellbeing package, offering counselling and other health advice, provided by the school. 			
Access to learning	M	<ul style="list-style-type: none"> The deputy headteacher works with the IT manager to ensure that provision for remote learning is in place. The deputy headteacher liaises with the relevant personnel to ensure adequate provision is in place for all pupils to be able to work effectively in school, e.g. learning support. The deputy headteacher works with teaching staff to ensure a plan is in place to provide adequate home learning material where required. The deputy headteacher works with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely. Where necessary, staff will receive Microsoft Teams training to enable staff to continue to work remotely and collaboratively. 	Y	Deputy Headteacher	L
Safeguarding	H	<ul style="list-style-type: none"> The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns. The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. The DSL ensures that staff and pupil bereavement is managed appropriately. 	Y	DSL	L

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Staff Areas	H	<ul style="list-style-type: none"> • A clear desk and work top policy will be implemented to ensure that effective cleaning can be undertaken. • All teachers must clear their desks prior to use by the next person – cleaning materials are in all rooms. • Staff must wipe down equipment (photocopiers, printers, telephones) after they have used it with the wipes provided. • Staff should maintain distancing when in the staffroom and other communal areas. All surfaces should be kept clear. • Staff must bring in their own mugs. Dirty crockery should not be left in the sink area at any time. • Staff must limit contact with other staff members and not congregate in shared spaces especially if they are in a small room. 	Y	All Staff	L
Communication	H	<ul style="list-style-type: none"> • The headteacher puts into place any actions or precautions advised by the DfE, PHE, WCF and LORT. • The headteacher liaises with Worcestershire Children First about keeping the school open. • The school's website is kept up-to-date with any information regarding reopening and ongoing arrangements. • A 'Covid-19 Update' section has been added to the homepage of the school website to keep the BHA community updated. • Parents are informed via letter/email about the relevant information regarding the school, including lessons, transport, pick up and drop off arrangements. • Staff and volunteers are kept up to date via email with any school plans and government, WCF and LORT guidance, including how to book a Covid-19 test, symptoms flowcharts etc. • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff, 	Y	Headteacher	L

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		<p>wellbeing counsellor, colleagues or the external wellbeing support package provided by the school.</p> <ul style="list-style-type: none"> • All staff, pupils and volunteers are made aware of the symptoms of coronavirus and what to do if they or others display symptoms. • The headteacher liaises with the governing body about the Covid-19 arrangements the school, where necessary. • Pupils are informed about the relevant information regarding Covid-19 in school. • The business manager communicates with suppliers and contractors regarding Covid-19 arrangements in the school. • The headteacher informs staff, volunteers and the governing body about the arrangements for meetings that would ordinarily take place in person and how these will be carried out in line with social distancing guidance. • In the event of a Covid-19 positive test, the advice and instructions received from LORT will be emailed to parents and carers, staff and governors. 			