

## Lord Grey Academy Coronavirus Risk Assessment September 2020

This risk assessment covers the start of the new school year in September 2020 when we expect to be open for all students in all year groups. We have followed the Government system of controls framework as follows:

### **System of controls**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

#### **Prevention:**

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible
6. where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

#### **Response to any infection**

7. engage with the NHS Test and Trace process
8. manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. Contain an outbreak by following local health protection team advice

	Date Assessed: 31st May 2020			Review Date: Daily			Assessed by: Debbie Hawkins		
System of control ref.	Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)		Risk/ Priority	Additional Controls Required	
1	Working in school	Contracting and spreading infection through staff, students, visitors arriving on site feeling unwell with Coronavirus symptoms	Staff Students Contractors Visitors	<p>Communication strategy in place that targets staff, students, contractors and visitors.</p> <ul style="list-style-type: none"> <li>• There are posters at all entrances to the site that remind people not to enter the site if they feel unwell.</li> <li>• A letter will go to parents at the start of term to remind them not to send their child into school if they are feeling unwell.</li> <li>• Reception procedures require visitors to read a declaration before they sign in.</li> <li>• Duty staff are alert to students coming in to school who appear to have symptoms.</li> </ul>	3		3	9	
2, 3	Working in school	Contracting and spreading infection from contact with other people and surfaces that might have the virus on	Staff Students Contractors Visitors	<p>We are following the Government systems of control to reduce the transmission of Coronavirus through:</p> <p>1) Following <b>basic infection controls</b> that include:</p> <ul style="list-style-type: none"> <li>• Covering your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Putting used tissues in the bin straight away.</li> <li>• Washing your hands with soap and water often <ul style="list-style-type: none"> <li>○ use hand sanitiser gel if soap and water are not available.</li> <li>○ dry your hands with paper towels - do not use hand dryers</li> </ul> </li> <li>• Trying to avoid close contact with people who are unwell.</li> <li>• Not touching your eyes, nose or mouth if your</li> </ul>	3		3	9	

				<p>hands are not clean.</p> <p>2) Cleaning and disinfecting frequently touched objects and surfaces.</p> <ul style="list-style-type: none"> <li>• Daytime cleaners - continuous rotation of high frequency contact areas - door handles, push panels, toilets, bins etc.</li> <li>• Students clean their own desk and chairs after use.</li> <li>• Evening cleaners - high contact areas, tables, chairs, door handles, push panels, toilets, bins etc are included into the daily cleaning schedule.</li> <li>• Wipes will be provided at each photocopier/printer location.</li> <li>• This is the full cleaning schedule. <a href="#">LGA Cleaning Schedule - Covid-19 - Sept 2020</a></li> </ul> <p>3) Keeping <b>Social Distance</b> so that the risk of person to person transmission is minimised.</p> <p>Staff must read <a href="#">General guidance for staff</a> so they are aware of the general precautions that should be taken.</p> <p>Further information and advice is found at <a href="#">Coronavirus (COVID-19)</a></p>				
1	Students in school	Contracting and spreading infection	Students Staff	<p>Students must not attend if they are unwell. Parents have been informed that they must not send their child to school if they are self isolating or if they show symptoms.</p>	2	2	4	

3	<b>Students arriving at School</b>	Contracting and spreading infection if too many students arrive to school at the same time	Students	All students are required to attend school, full time, from September. In order to reduce the mixing of year groups we have introduced different start of day routines. <a href="#">Arrival at school</a>	2	2	4	
5	<b>Organisation of groups</b>	Limiting the chances of the virus spreading	Students	The students will be kept as far as possible in year groups to limit the chances of the virus spreading if a member of the school community tested positive for Covid -19. <ul style="list-style-type: none"> <li>A new timetable has been produced that enables social time to be taken by just two year groups at a time <a href="#">Timetable September 2020</a></li> <li>Social times have been planned to avoid students in different year groups mixing. <a href="#">Social time segregation</a></li> </ul>				
4, 5	<b>Working in Classrooms</b>	Contracting and spreading of infection	Staff Students	<ul style="list-style-type: none"> <li>Staff must follow the guidance in <a href="#">Classroom practices - September 2020</a></li> <li>Students have been briefed about safe working practices in the classroom and have been provided with healthy classroom rules. <a href="#">Lord Grey Academy - healthy classroom rules</a></li> <li>Posters will be on display in classrooms to highlight the hygiene rules. <a href="#">coronavirus instructions for classrooms.pdf</a></li> <li>Staff must follow <a href="#">General guidance for staff</a></li> <li>Specific procedures for Science and Design Technology are in place to allow CLEAPSS rules to be followed.</li> </ul>	2	2	4	
5	<b>Corridors and shared spaces</b>	Contracting and spreading of infection	Staff Students	At lesson change students and staff need to move around the campus. Some measures to help maintain social distance in corridors and other shared spaces have been implemented. <ul style="list-style-type: none"> <li>A walk on the left policy has been introduced in all corridors.</li> </ul>	2	2	4	

				<ul style="list-style-type: none"> <li>Lining up procedures will be operated and supervised by staff at the start of lessons so that movement in corridors is not impeded and appropriate social distancing can be observed.</li> <li>Up and down stairs procedures are in place and clearly signed. Staff will enforce this on dismissal from the rooms.</li> <li>Lesson change bells will not be used to enable a more natural changeover period and reduced congestion.</li> <li>A one way system will operate in the Maths corridor. The system will be clearly signposted.</li> </ul>				
5	<b>Canteen space</b>	Contracting and spreading of infection	Staff Students	<p>The canteen and cube are open for service at break and lunch. Break and lunch times are staggered to allow service to be effective and safe.</p> <p>Measures in place to ensure the safe operation of the canteen are as follows:</p> <ul style="list-style-type: none"> <li>The queue is marked with 2m lines to help keep social distance.</li> <li>The food served is grab and go pre packaged food.</li> <li>Till points are screened with perspex</li> <li>The canteen will not be open for seating</li> </ul>	2	2	4	
5	<b>Break and lunch time</b>	Contracting and spreading of infection	Students Staff	<p>Break and lunchtimes are staggered to reduce the number of students using the canteen.</p> <p>Staff supervision levels are high so social distancing can be enforced. Contact games are not allowed.</p>	2	2	4	
1,5	<b>Children out of class</b>	Contracting and spreading of infection	Students Staff	<p>Students are not allowed to leave the lesson unless there is an emergency. Students with a toilet pass are allowed to leave the lesson as normal and should be reminded about hand washing etc. If a student is unwell then they should be sent to</p>	2	2	4	

				student services. Student services have an additional procedure in the case of ill students <a href="#">First Aid Policy Coronavirus addendum</a>				
	<b>PE changing</b>	Contracting and spreading of infection	Students	The PE changing rooms are not big enough to maintain social distance and therefore students will wear their PE kit to school on days they have PE timetabled.	2	2	4	
	<b>Dismissal at the end of the day</b>	Contracting and spreading of infection	Students	The end of the school days is staggered and staff supervise the safe dismissal of students at the end of the school day. <a href="#">Dismissal at the end of the day</a>	2	2	4	
	<b>Office spaces</b>	Contracting and spreading of infection	Staff	Staff have been given advice about how to work in shared office space. The key requirements are to implement infection control and social distancing as identified in section 1 of this risk assessment outlined in the <a href="#">General guidance for staff</a>	2	2	4	
	<b>Reception</b>	Contracting and spreading of infection	Staff Students Visitors	<p>The reception is fitted with perspex screens to shield receptionist and visitors</p> <ul style="list-style-type: none"> <li>• Maximum of 2 people in reception to maximise social distancing. Signs on door and queue markings to enforce this.</li> <li>• Signs of symptoms, visitors will be asked to leave.</li> <li>• Reception / Site staff to remind visitors to wash their hands regularly and where.</li> <li>• Hand sanitiser at reception for visitors entering the site for work.</li> <li>• Hand surfaces are cleaned regularly.</li> </ul> <p>Contractors</p> <ul style="list-style-type: none"> <li>• On site kept to urgent repair / maintenance only.</li> <li>• Will be issued with this Risk Assessment prior to attending site.</li> </ul>	4	1	5	

				<ul style="list-style-type: none"> <li>• Company to complete checks of staff prior to arriving.</li> <li>• Company to complete declaration form and return to Business Manager, prior to attending site.</li> <li>• Log on the Shared drive for completion by reception / site staff.</li> <li>• Own toilet and handwashing facility are provided – Inside toilets, ground floor tower block. Key from Site team. To clean the toilet and basin after use, using the cleaning product and disposable cloths provided.</li> <li>• To avoid all students on site.</li> </ul>				
	<b>Working in school</b>	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>If an employee, or known visitor shows symptoms of Coronavirus or has been in contact with someone who has the Coronavirus or Coronavirus symptoms then you must follow the current NHS advice <a href="#">Coronavirus (COVID-19)</a></p> <p>We will follow the Government guidance <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> about how we adopt protective measures to minimise the spread of Coronavirus Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>• All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated</p>	3	3	9	

				<p>with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>				
	<b>Ill Students</b>	Contracting and spreading of infection	Students Staff	<p>If a student feels unwell they should be referred to Student Services without delay. Student Services will follow the <a href="#">First Aid Policy Coronavirus addendum</a></p>	3	3	9	
	<b>Toilets (students)</b>	Contracting and spreading of infection	Students	<ul style="list-style-type: none"> <li>• Toilet and handwashing facilities will be available in English, The Tower and Maths</li> <li>• Limits on the number of students are in place and line markers to keep social distance</li> <li>• At social time toilets are monitored by duty staff.</li> <li>• Toilets are on the regular cleaning schedule and cleaned frequently <a href="#">LGA Cleaning Schedule - Covid-19 - Sept 2020</a></li> <li>• Paper towels are to be used not hand dryers</li> </ul>	2	2	4	
	<b>Toilets (staff)</b>	Contracting and spreading of infection	Staff	<ul style="list-style-type: none"> <li>• The staff toilets are on the daytime cleaning rota. <a href="#">LGA Cleaning Schedule - Covid-19 - Sept 2020</a></li> <li>• Paper towels are to be used, not hand dryers</li> </ul>	2	2	4	

## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

## Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government		[NAME]	
Reviewed and updated the risk assessment to incorporate any changes to the guidance		[NAME]	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available		[NAME]	
Identified and implemented the (new) recommended control measures		[NAME]	