



## MANAGEMENT OF RODILLIAN ACADEMY PREMISES DURING COVID-19 FULL RE-OPENING RISK ASSESSMENT

**Risk assessment completed by: A Pinder / L Bradley**  
**Date: 18 August 2021**  
**Signed off by Responsible Person: Trust Board**  
**Review Date: Live document (as per updates from Government)**

*Step 4 of the roadmap outlines a number of changes to restrictions within schools. Whilst measures move away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk, alongside prioritising the delivery of face-to-face, high-quality education to all students.*

### *Summary of changes*

*It is no longer recommended that it is necessary to keep students in consistent groups ('bubbles'). This includes summer schools, curriculum delivery, assemblies, and mixing year groups at lunch and break.*

*Schools should have an outbreak management plan which covers the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. This decision would need to take account of the detrimental impact they can have on the delivery of education and should not be taken lightly.*

*Schools only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.*

*From 16 August 2021, children under the age of 18 years old are no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.*

Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. Colleagues and students may attend school whilst awaiting the PCR result.

Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.

Summary control measures:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

### Rodillian Academy

Potential Hazard	Details of Risk	Who/What may be harmed?	Control Measures	Risk Rating
Transmission of COVID-19 in Academy <b>(Applicable to all risks)</b>	Control of the virus and infection in Academies (overview)	All staff, students, visitors, community.	<p>Prevention of the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.</p> <p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools do not need to operate in bubbles or keep year groups separate unless an outbreak is identified. The outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Where possible, and without detriment to educational experience preventative measures will be maintained such as:</p> <ul style="list-style-type: none"> <li>• Corridors and Circulation Spaces</li> </ul>	<p>Likelihood 2 (Unlikely) Consequence 3 (Moderate) = 6 (Low-Medium Risk)</p>

			<ul style="list-style-type: none"> <li>○ Corridors marked out with social distancing indicators as a visual aid for staff and students.</li> <li>○ A one-way system for movement is in place when moving around the academy.</li> <li>○ Staggered break times and lunchtimes.</li> <li>● Organisation of teaching spaces             <ul style="list-style-type: none"> <li>○ Cleaning scheduled at least twice per day in classrooms.</li> <li>○ Ventilation in all rooms.</li> <li>○ Outside learning encouraged where possible and in line with curriculum content.</li> </ul> </li> <li>● Classroom configuration             <ul style="list-style-type: none"> <li>○ Consistent seating plans and records kept as good practice and where possible.</li> <li>○ Rotation of resources (where they can't be provided by the students) to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.</li> </ul> </li> <li>● Ventilation – Ensure the academy in well ventilated and a comfortable teaching environment is maintained.             <ul style="list-style-type: none"> <li>○ Air conditioning – 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)</li> <li>○ Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).</li> <li>○ Opening internal doors can also assist with creating a throughput of air where possible.</li> <li>○ Natural ventilation – where possible, and safe, external opening doors may be opened.</li> <li>○ Student school uniform considered in relation to warmth – BBG, sweater available - subsidised where necessary. Recommend base layers underneath shirts.</li> </ul> </li> </ul>	
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|  |  |  | <ul style="list-style-type: none"> <li>• The school day <ul style="list-style-type: none"> <li>○ Sanitising stations at every entry point and in each classroom, indoor area.</li> <li>○ Staggered breaks and lunches where possible to reduce numbers of children in eating areas.</li> </ul> </li> <li>• Break and Lunch <ul style="list-style-type: none"> <li>○ Staggered breaks and lunch where possible.</li> <li>○ Consideration made to menu choices and systems to allow for quicker / easier distribution to students / flow through collection points.</li> <li>○ Disposable utensils.</li> <li>○ Catering staff remain in the kitchen / serving hall and use entrance / exit off kitchen.</li> <li>○ Perspex shields in place on till points.</li> <li>○ Sanitising stations by water fountains.</li> </ul> </li> <li>• Movement around the academy <ul style="list-style-type: none"> <li>○ Internal doors to be kept open where appropriate to fire regulations. Mag doors/door retainers will release on activation of fire alarm.</li> <li>○ Enhanced cleaning throughout paying particular attention to touch points.</li> </ul> </li> <li>• Staff workspaces and staff meetings <ul style="list-style-type: none"> <li>○ Staff room, give way system in place.</li> <li>○ Allocated work rooms, cleaning stations available.</li> <li>○ For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc. follow the “<b>If You Use It – Wipe It</b>” principle with anti-viral wipes.</li> <li>○ Where it is deemed necessary for a ‘face to face’ staff meeting to be convened, this should take place in a well-ventilated area where seats used are spaced with distance if possible.</li> </ul> </li> <li>• Staff and students will be trained and receive guidance on the changes to practice in light of COVID19</li> </ul> |  |
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			<ul style="list-style-type: none"> <li>○ Consultation with colleagues, review and communication with whole staff.</li> <li>○ Training of colleagues to take place periodically.</li> <li>○ Students/parents updates where necessary.</li> <li>○ Staff reminded of medical conditions / needs of the students they are caring for e.g. allergies, asthma etc. Risk Assessments in place for individuals.</li> </ul> <ul style="list-style-type: none"> <li>● Practical subjects             <ul style="list-style-type: none"> <li>○ Cleaning schedule of (wind) musical instruments. Practical activity in a well-ventilated room.</li> <li>○ Peripatetic lessons take place in a well-ventilated room where possible. Teacher (visitor) to maintain social distance and in-group lessons, where appropriate.</li> <li>○ Students do not share equipment or instruments.</li> <li>○ Practical music and drama lessons take part in a large, ventilated room. Equipment cleaned between use.</li> <li>○ Singing in a large, ventilated space. Students to face the same direction where possible.</li> <li>○ Music and performing arts to follow the DCMS performing arts guidance.</li> <li>○ PE - Hand sanitiser to be used regularly during sporting activities.</li> <li>○ Sports to take place in line with National Governing Body guidance.</li> <li>○ Science and DT lessons to be in line with latest CLEAPSS <a href="https://www.cleapss.org.uk/">https://www.cleapss.org.uk/</a></li> <li>○ Science departments to ensure gas guards are set to switched off when practical lessons are not taking place. Hand sanitiser stations are positioned outside of the Science classrooms and must not be moved to inside the classrooms.</li> <li>○ Art equipment to be cleaned thoroughly or rotated between use.</li> </ul> </li> <li>● Marking             <ul style="list-style-type: none"> <li>○ Hands washed thoroughly and or sanitised before marking work, at regular intervals throughout and after completing marking.</li> </ul> </li> </ul>	
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			<ul style="list-style-type: none"> <li>○ Use of online or electronic assessments or individual worksheets for assessed work to be encouraged so the students can retain their exercise books for lessons.</li> <li>○ If students or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic).</li> <li>● Displaying signs and posters around the premises as visuals outlining the Social Distancing, Personal Hygiene and changes to practice for ALL to see.             <ul style="list-style-type: none"> <li>○ Hygiene signs at each entry point, and throughout academy. Handwashing advice at each handwash point.</li> <li>○ ‘Catch it, kill it, bin it’ signs in each classroom, alongside sanitising stations including tissues and sanitiser.</li> <li>○ Provision of hand sanitizer products, tissues, D10, gloves and paper roll in used classrooms, on regularly used corridors and in entrance areas such as reception.</li> <li>○ Enhanced daily cleaning.</li> </ul> </li> </ul>	
	<p>Safety equipment and health and safety arrangements to limit the spread of COVID 19</p>	<p>All staff, students, visitors, community.</p>	<ul style="list-style-type: none"> <li>● Cleaning             <ul style="list-style-type: none"> <li>○ Cleaning plan agreed with contracted cleaning company.</li> <li>○ Additional day cleaners employed for toilets and touch points.</li> <li>○ Coordination of risk assessment from academy and company.</li> <li>○ Provision of hand sanitizer products, tissues, D10, gloves and paper roll in used classrooms, on regularly used corridors and in entrance areas such as reception.</li> <li>○ IT equipment cleaned between users– wipes in each classroom.</li> <li>○ Dedicated provision of cleaning products in each classroom / work area.</li> <li>○ Cleaning carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays.</li> <li>○ Follow the COVID-19: cleaning of non-healthcare settings guidance. Trust COVID cleaning risk assessment also available <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>○ No visitors to the academy without appointment. Drop off of essential items via reception bubble.</li> </ul> </li> </ul>	<p>Likelihood 2 (Unlikely) Consequence 3 (Moderate) = 6 (Low-Medium Risk)</p>

		<ul style="list-style-type: none"> <li>• Toilets             <ul style="list-style-type: none"> <li>○ Staff and student toilets clearly signposted.</li> <li>○ Toilets cleaned regularly.</li> <li>○ Students encouraged to clean their hands thoroughly after using the toilet, visual signs to support.</li> <li>○ Hand sanitiser stations outside toilets.</li> </ul> </li> <li>• Hygiene and handwashing             <ul style="list-style-type: none"> <li>○ Signage, message boards and hand sanitiser on entry, and across the academy reinforcing requirement to/how to wash hands.</li> <li>○ Provision of hand sanitizer products, tissues, D10, gloves and paper roll in used classrooms, on regularly used corridors and in entrance areas such as reception.</li> <li>○ 'Catch it, kill it, bin it' approach routinely exercised through the academy.</li> <li>○ Limited shared resources where possible.</li> </ul> </li> <li>• Clothing/ fabric – not wearing clean clothes each day may increase the risk of the virus spreading.             <ul style="list-style-type: none"> <li>○ Expectations and guidance communicated to parents.</li> <li>○ Fabric chairs to continue be cleaned with fabric anti-bacterial cleaning spray.</li> <li>○ Students and colleagues encouraged to continue to store outerwear in plastic bags where possible.</li> </ul> </li> <li>• Testing and managing symptoms             <ul style="list-style-type: none"> <li>○ All persons who are displaying symptoms must not come into school and should follow Government guidance on self-isolating including test and trace process. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>○ Colleagues and parents informed and reminded</li> <li>○ Post-test support available to colleagues through HR</li> </ul> </li> <li>• Infection transmission within school due to staff/students or members within household displaying symptoms</li> </ul>	
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			<ul style="list-style-type: none"> <li>○ Lateral Flow Testing will be in place in line with national guidance in September. Please see additional risk assessment which provides further details of arrangements.</li> <li>○ Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating including test and trace.</li> <li>○ NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.</li> <li>○ Students under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</li> <li>○ Procedures in place for students/ colleagues displaying symptoms in school. Anyone showing symptoms isolated in one area (outside if suitable) – PPE available. Home contact made – testing guidelines reminded and encourage.</li> <li>○ If a person becomes unwell with a new, continuous cough or a high temperature (students’ temperature should not be routinely taken), or has loss of, or change in, their normal sense of taste or smell, in attendance times or whilst on site, should follow government guidance on self-isolating and including test and trace.</li> <li>○ Staff or students on site when they develop symptoms should be sent home as soon as possible. Staff should seek approval from the member of SLT on duty/on call to do so.</li> <li>○ Whilst awaiting pick up students/staff isolated in a separate area, outside if possible. If not with a closed door (and preferably an open window).</li> <li>○ Students supervised whilst this takes place, face mask should be worn by both the student and the supervising adult if a distance of 2 metres cannot be maintained. If they need to use the bathroom before being collected it must be cleaned and disinfected before any other use is permitted.</li> </ul>	
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			<ul style="list-style-type: none"> <li>○ If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</li> <li>○ Thorough hand washing and sanitiser must be used after dealing with someone who is unwell and are thoroughly cleaned.</li> <li>○ The area around the person with symptoms must be cleaned with D10 or detergent, after they have left to reduce the risk of passing the infection on to other people.</li> <li>○ If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>○ Where the initial child, young person or staff member with symptoms tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li>○ Where a contact traced staff member tests negative following the development of symptoms, they will need to continue self - isolating until 10 days after symptoms have started. Fellow household members and students under the age of 18 do not need to isolate but are recommended to have a PCR test.</li> <li>○ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the students or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>○ Additional enhanced cleaning of areas those students/staff members have been in contact with.</li> <li>○ Clear recording system in place</li> <li>○ The academy will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</li> </ul> <ul style="list-style-type: none"> <li>● Communication with parents/colleagues</li> </ul>	
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|  |  |  | <ul style="list-style-type: none"> <li>○ Parents and colleagues receive clear communications informing them of current government guidance on action to take should anyone display symptoms – including the arrangements should that happen in school.</li> <li>○ Regular training with colleagues and students</li> <li>○ Periodic communication update to continue through email and Edulink</li> <li>○ Websites to be updated with current guidance</li> </ul> <ul style="list-style-type: none"> <li>● First Aid/Designated Safeguard Leads <ul style="list-style-type: none"> <li>○ Additional training/communication in place for first aiders.</li> <li>○ Designated first aid room / classroom identified with social distancing measures and PPE available.</li> <li>○ Subsequent cleaning available each day.</li> <li>○ Individual risk assessment for students with medical needs.</li> <li>○ Staff reminded of medical conditions / needs of the students they are caring for e.g. allergies, asthma etc.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>● PPE Provision <ul style="list-style-type: none"> <li>○ Government guidance communicated</li> <li>○ PPE usage (first aid/DSL/positive handling) training completed</li> <li>○ Colleagues reminded that wearing gloves should not replace handwashing.</li> <li>○ According to government guidance, it is no longer recommended for students in classrooms or communal areas to wear face coverings.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>● Home Visits <ul style="list-style-type: none"> <li>○ According to government guidance any staff members completing any home visits should not require PPE and should instead comply good hygiene practices.</li> <li>○ However, to support staff welfare any staff member completing home visits who feels they require PPE can contact their management leader to discuss their individual requirements. Staff completing home visits can also be issued with cleaning materials and sanitiser, if required, to support good hygiene routines.</li> </ul> </li> </ul> |  |
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			<p>Administration of medicines (such as epi-pens) and first Aid involving contact should only to be administered by staff if absolutely necessary.</p> <p>If a student becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p>	
Operational issue	Arrangements for potential outbreak	All staff, students, visitors, community.	<ul style="list-style-type: none"> <li>• Several confirmed cases within 14 days, may indicate an outbreak.</li> <li>• The dedicated advice service will be called. They will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. <ul style="list-style-type: none"> <li>○ DfE helpline on 0800 046 8687 and - option 1 for advice on the action to take in response to a positive case.</li> </ul> </li> </ul>	
	Arrangements in the event of emergency evacuations	All staff, students, visitors, community.	<ul style="list-style-type: none"> <li>• Fire procedures reviewed and revised to ensure safe emergency evacuation. <ul style="list-style-type: none"> <li>○ Marshalls trained</li> <li>○ Roles and responsibilities reviewed and communicated</li> <li>○ Routes as usual from classroom allocated.</li> <li>○ Communicated to all parties.</li> </ul> </li> </ul> <p>Fire evacuation drill in place as per schedule.</p>	
	Vulnerable students and staff <i>Including staff availability</i>	All staff, students, visitors, community.	<ul style="list-style-type: none"> <li>• Students with underlying health conditions <ul style="list-style-type: none"> <li>○ Parents provided with clear updated guidance regularly – currently If a student or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education setting.</li> </ul> </li> </ul>	<p>Likelihood 2 (Unlikely) Consequence 4 (Major) = 8 (Low-Medium Risk)</p>

			<ul style="list-style-type: none"> <li>○ Parents reminded to make academy aware of any changes to underlying health conditions, school seek and act upon guidance.</li> <li>○ Risk Assessments for individual students reviewed, taking this risk assessment into account.</li> <li>○ Robust live record keeping in place.</li> <li>● Colleagues with underlying health conditions <ul style="list-style-type: none"> <li>○ Full records of colleagues with underlying health conditions and vulnerability groups in place.</li> <li>○ Medical advice sought if necessary.</li> <li>○ Colleagues clear about definitions associated categories and the relevant medical guidance.</li> <li>○ All colleagues with underlying health conditions working in line with national guidance.</li> <li>○ Risk Assessments for individual colleagues reviewed, taking this risk assessment into account.</li> <li>○ Robust live record keeping in place.</li> </ul> </li> <li>● Individual Risk Assessments – where necessary</li> </ul>	
Mental Health of students and colleagues may have been adversely affected	Students' and mental health has been adversely affected during the period the schools has been closed		<ul style="list-style-type: none"> <li>● Student support <ul style="list-style-type: none"> <li>○ 2 mental health first aid trained colleagues at BBG, several DSL – identified to students and parents.</li> </ul> </li> <li>● Colleague support <ul style="list-style-type: none"> <li>○ Consultation with colleagues in the setting up of individual school plans and systems as far as possible and discussions / sharing of this risk assessment.</li> <li>○ Training day in place to ensure familiarisation of plans.</li> <li>○ Weekly briefings (virtually).</li> <li>○ Individual RA where necessary.</li> <li>○ HR signpost to support.</li> <li>○ The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a></li> </ul> </li> <li>● Bereavement support</li> </ul>	Likelihood 1 (Very Unlikely) Consequence 4 (Major) = 4 (Low-Medium Risk)

			<ul style="list-style-type: none"> <li>○ Trained colleagues in school to offer virtual support where necessary</li> <li>○ HR signpost to support.</li> </ul> <p>Student attendance will be closely monitored in line with existing procedures with additional support from the MAT where required if there is a sudden dip in attendance.</p>	
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**OTHER CONSIDERATIONS:****Sources:****Government guidance:**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)

**Appendix 1 – Local Authority Notification Procedure**

<https://www.leeds.gov.uk/docs/Leeds%20outbreak%20plan.pdf>

## RISK ASSESSMENT GUIDANCE

### RISK ASSESSMENT

A Risk Assessment is a means of making sure that risks are managed with suitable and cost effective control measures. Assessing risks allows you to prioritise the action you take to control them.

### HAZARD

A Hazard is anything that has the potential to cause harm.

### HAZARDOUS EVENT

A hazardous event takes place when someone or something interacts with the hazard and harm results.

### LIKELIHOOD

Likelihood is a measure of the chance that a hazardous event will occur.

### CONSEQUENCE

Consequence is the possible outcome of the hazardous event. E.g. Damage or harm

### RISK

The risk is a combination of the likelihood of a hazardous event occurring and the possible consequence of the event

***RISK = Likelihood x Consequence***

### RISK MATRIX

By measuring the likelihood and consequence of a hazardous event, each hazard can be given a risk rating. See table below:

**Likelihood**

1. **Very Unlikely** chance of hazardous event happening
2. **Unlikely** chance of hazardous event happening
3. **Fairly Likely** chance of hazardous event happening
4. **Likely** chance of hazardous event happening
5. **Very Likely** chance of hazardous event happening

**Consequence**

1. **Insignificant** – No Injury
2. **Minor** – Minor injuries possibly needing first aid
3. **Moderate** – Moderate injuries possibly needing further medical attention
4. **Major** – Major injuries resulting in hospital care
5. **Catastrophic** – Threat to life

**Risk Matrix Guidance**

**1 – 4 Accept**

No further action, but ensure that controls are maintained

**5 – 9 Improve**

Look to improve at next review

**10 – 16 Mitigate**

Look to improve within specified timescale

**17-25 Remove**

Stop activity and make immediate improvements

