

The Academy Daily Risk Assessment (Scarborough and Norton)

Epidemic & Pandemic Diseases COVID19 Operational Return

THIS RISK ASSESSMENT IS TO BE USED IN CONJUNCTION WITH GOVERNMENT, PUBLIC HEALTH ENGLAND & NHS GUIDANCE AND ADVICE.

Area of risk	Possible Hazards	Who?	Controls	Risks which are not adequately controlled. What action would you take where possible to reduce the risk
Premises	Spread of COVID19 & other diseases	Students/ Apprentices & Staff	<p>Prior to re-opening: Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks.</p> <p>Keep windows open where possible to ensure good ventilation.</p>	
Hygiene Hand washing, cleaning, waste disposal, laundry etc.	Spread of COVID19 & other diseases	Students/ Apprentices And Staff	<p>All students/apprentices and staff must wash their hands upon arrival at the site in the allocated 'hygiene point'.</p> <p>Students/apprentices and staff members should be encouraged to wash their hands frequently and only use their own allocated 'hygiene point' which is to be labelled. Paper towels will be used to dry hands.</p> <p>An enhanced cleaning schedule must be implemented that includes furniture, surfaces, and keyboards/tablets and equipment.</p> <p>Communal/busy area, touch points, such as door handles, light switches and hand washing facilities must be cleaned and sanitised regularly.</p>	

			<p>All waste must be disposed of in a hygienic and safe manner. Tissues must be immediately disposed of.</p> <p>All items within the site requiring laundering must be washed on a high setting. Facial flannels will not be used.</p> <p>Students/apprentices should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and emotional support will be given where necessary with a Safeguarding Officer on site.</p>	
Health & Safety & Risk Assessments	Spread of COVID19, infections, diseases, accidents etc.	Staff & students/ apprentices	<p>All activity should be risk assessed and due consideration given to any adaptations to usual practice.</p> <p>This will include the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the social/eating area for students. Any food brought on site must not be shared and a bottle of water will provided for each person and will be clearly labelled.</p>	
PPE	Spread of infection	Staff, students/ apprentices	<p>Government guidance will be followed with the use of PPE where required as well as the Academy PPE procedures.</p> <p>Where staff wear PPE, they must adhere to the guidance on safe use and removal of masks.</p> <p>PPE should continue to be worn as normal for the administration of first aid or if anyone on site is reporting symptoms of Covid-19 and the procedure will be followed.</p>	<p>W.H.O adapted guidance on the when and how to use masks.</p> <p>Further information and guidance can be found at www.who.it</p>
Supplies	Spread of infection	Staff & students/ apprentices	<p>The manager & staff should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The site will not be able to operate safely without essential supplies required for ensuring infection control.</p> <p>A monitoring system for the usage of PPE is essential to ensure that</p>	

			<p>a supply of stock is available to all who require it as and when required to meet the operational needs of the setting.</p> <p>When stocks are low, other options may be considered, such as the use of washable items. These items will be washed at a high temperature and separate to any other washing.</p>	
Attendance	Spread of COVID19	Staff, students/ apprentices and parents	<p>Only staff and students/apprentices who are symptom free and or have completed the required isolation periods will be able to enter the building.</p> <p>When attending The Academy only essential items should be brought into the building and students/apprentices are not required to bring a 'kit' where necessary The Academy will provide pens and stationary which will remain with that students and not be shared.</p> <p>The start and finish timings are staggered and a member of staff will ensure everyone is signed into and out of the building with the use of the register/sign in book and the attendance/lateness procedure is still in place.</p> <p>No one will enter the site unnecessarily and a member of staff will ensure that any ques to enter the building are socially distanced and managed.</p> <p>When parents are waiting to drop off or collect their child, social distancing should be maintained in a safe area. Parents who have questions or concerns will be reassured and will be encouraged to phone, text, email or another form of communication rather than entering the building.</p>	Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children, staff, and themselves.
Attendance	Spread of COVID19	Staff	<p>Staff should only attend the site if they are symptom free, have completed the required isolation period or achieved a negative test result.</p> <p>Wherever possible staff should travel to the setting alone, using their own transport. If public transport is necessary, current guidance on the use of public transport must be followed.</p>	

			<p>Staff may choose to travel in their own clothes and change into their uniform/set of fresh clothes once on the premises.</p> <p>Consideration should be given to limiting the number of staff in the setting at any one time to only those required to teach/supervise the expected occupancy levels on any given day.</p> <p>All staff members must receive appropriate instruction and training in infection control, use of PPE, the standard operating procedure and risk assessments within which they will be operating.</p>	Relevant training links Barbicide/COVID 19 etc.
Attendance	Spread of COVID19	Students/ apprentices	<p>Only students/apprentices who are symptom free or have completed the required isolation period should attend the site or a work placement.</p> <p>Hygienic and clean uniform will be worn and ideally washed every or every other day.</p>	
Attendance	Spread of COVID19	Visitors	Attendance to the setting should be restricted to students/apprentices and staff as far as practically possible and visitors should not be permitted to the setting unless essential (e.g. essential building maintenance).	Where essential visits are required these should be made outside of the usual operational hours where possible.
Social Distancing/Group work	Spread of COVID19	Staff	<p>Wherever possible staff should remain with the small group of students/apprentices who they are allocated to and not mix with other groups.</p> <p>Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible.</p> <p>Staff members should avoid physical contact with each other including handshakes, hugs etc.</p>	Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to support this where possible.

			Where possible, meetings and training sessions should be conducted through virtual conferencing	
Social Distancing/Group work		Students/ apprentices	<p>Students/apprentices where possible should be organised into small groups or rooms. These small groups should not mix during the session.</p> <p>Routines including provision of breaks and toilets/hygiene routine should be within the space allocated wherever possible and socially distanced.</p> <p>Desks, chairs and work stations will be socially distanced at all times.</p> <p>The use of communal internal spaces should be restricted as much as possible. The social area will be closed to students.</p> <p>Busy spaces/reception should be used by different groups at different times of the day.</p>	
Resources		Students/ Apprentices Staff	<p>All should not be permitted to bring items from home unless essential. Where this is the case items should be appropriately cleaned upon arrival.</p> <p>All resources required for learning experiences should be new, regularly washed and/or sterilised.</p> <p>Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.</p>	

Wellbeing		Staff & Students/ apprentices	Staff need to ensure they are aware of students/apprentices individual circumstances and their need for emotional support. Safeguarding Officer will be on site.	Health and safety and safeguarding file
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			Students/apprentices should be supported to understand age appropriately the changes and challenges they may be encountering because of Covid-19.	
Suspected Case of COVID19	Spread of COVID19	All	<p>In the event of a student/apprentices developing suspected coronavirus symptoms whilst attending the site, they should leave/ be collected as soon as possible and isolate at home in line with the NHS guidance.</p> <p>Whilst waiting to be collected they should be isolated from others in a previously identified room or area if possible</p> <p>Where possible, a window should be opened for ventilation.</p> <p>The staff member responsible for the student/apprentice during this time should be a staff member from their group/room/area. The manager may consider suitable PPE for this staff member.</p> <p>If possible, the area should not be used for 72 hours after the student/apprentice has been collected.</p> <p>The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours.</p> <p>The person responsible for cleaning the area should wear appropriate PPE.</p> <p>In the event of a staff member developing suspected coronavirus symptoms whilst working at the site or they have had contact with a suspected case, they should return home immediately and isolate at home in line with NHS guidance. The staff member should undergo testing and self-isolate for 14 days if they receive a positive test.</p>	<p>The Government Track & Trace system will be adhered to.</p> <p>Call 111 if there are any health concerns.</p>

			The appropriate reporting procedures to the relevant bodies must be followed and use the track and trace system - we as an organisation will comply with government guidance.	
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Anything else?				
Assessment undertaken by:				
Signed:				
Position:				
Authorised by:				
Assessment review date:				