

COVID-9 RISK ASSESSMENT FORM FOR TCAT ACADEMIES – from January 2022

Taken from the government guidance – Academy COVID-19 Operational Guidance published July, 2021 and updated in September, November and December 2021, on 2nd January 2022 and 26 January 2022

"The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8 December that Plan B, set out in the autumn and winter plan 2021, was being enacted. As a result, these measures are reflected in this guidance for schools. This advice remains subject to change as the situation develops. 5 COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains. Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. We have worked closely with the Department of Health and Social Care (DHSC) and the United Kingdom Health Security Agency (UKHSA) to revise this guidance."

You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments - treating them as 'living documents', as the circumstances in your academy and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned."

Control Measures include:

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.

The latest full guidance is accessible at [Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101421/schools-covid-19-operational-guidance)

This risk assessment below uses the format of the generic risk assessment for Academies covering the risk posed by the Covid-19 Coronavirus produced by the LA in June 2020 and reflects the requirements in the above guidance. The generic risk assessment has been reviewed by the Principal, the TCAT Director of Operations and relevant academy staff. The tasks and work activities have been reviewed and this risk assessment modified according to individual academy situations. This risk assessment will be shared with all staff within the academy and will be placed on the academy website to ensure parents can also see the control measures being implemented within academy to protect their child.

TRUST:	The Challenge Academy Trust
ACADEMY:	Priestley College
PRINCIPAL	James Gresty
NAME OF ASSESSOR/S:	Adrienne Laing, T Cullen and J Gresty
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Whilst many of the control measures and mitigating actions continue, this version of the College Covid-19 Risk Assessment replaces versions created for 2020-21 academic year. The full version history is included below for information:

Version control	Date	Responsible Person
Draft	July 2020	M Grant/ T Cullen / A Laing
Ver 1	August 2020	J Gresty/ T Cullen/ A Laing
Ver 2	24/9/2020	J Gresty/ T Cullen / A Laing
Addendum: RA Events (linked document)	6/10/220	J Gresty / T Cullen / A Laing
Addendum: RA PDD (linked document)	9/10/2020	J Gresty / T Cullen / A Laing
Ver 3	16/11/2020	J Gresty/ T Cullen / A Laing
Addendum; RA Int. Evenings & Parents' Evenings (linked document)	20/11/2020	J Gresty / T Cullen / A Laing
Ver 4	14/01/2021	J Gresty/ T Cullen / A Laing
Ver 5	2/03/2021	J Gresty/ T Cullen / A Laing
Ver 6	19/03/2021	J Gresty/ T Cullen / A Laing
Ver 7	14/05/2021	J Gresty/ T Cullen / A Laing
Ver 1 Aug 2021 (linked document RA enrolment)	11/08/2021	J Gresty/ T Cullen / A Laing
Ver 2 Sept 2122	3/09/2021	J Gresty/ T Cullen / A Laing
Ver 3 Sept 2021	1/10/2021	J Gresty/ T Cullen / A Laing
Ver 4 Nov 2021	11/11/2021	J Gresty/ T Cullen/ A Laing
Ver 5 Jan 2022	3/01/2022	J Gresty/ T Cullen/ A Laing
Ver 6 Jan 2022	26/01/2022	J Gresty/ T Cullen/ A Laing

REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Communication and consultation	Y	Uncertainty from staff and parents of the arrangements in place for returning back to academy and the measures in place to protect against the coronavirus.
02	Staffing Level	Y	Lack of staff available to teach or carry out required tasks in academy.
03	Fire Wardens and First Aiders	Y	Lack of fire wardens or first aiders available to deal with emergency or accident.
04	Travelling to and from academy	Y	Unable to maintain hygiene measures and ensure good ventilation on home to academy transport / public transport
05	Arrival and departure from academy	Y	Unable to maintain hygiene measures during the arrival to and departure from academy
06	Use of classroom space	Y	Unable to maintain hygiene and ensure good ventilation in the classroom
07	Movement around the building	Y	Unable to maintain hygiene and ensure good ventilation whilst moving around the building
08	Use of shared resources	Y	Higher risk of contamination if Students and staff use shared equipment and resources
09	Access to toilets and hand washing facilities	Y	Unable to maintain hygiene and ensure good ventilation staff during visits to toilets and hand washing facilities
10	Supporting clinically vulnerable students and staff	Y	Students and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice
11	Managing symptomatic students and staff	Y	Risk of infecting Students and staff if symptomatic Students and staff are not managed in line with the guidance
12	Managing visitors and temporary staff	Y	Visitors do not adhere to control measures put in place
13	Managing in-bound deliveries	Y	Delivery of inbound good - ineffective infection control and increased risk of infection
14	Cleaning	Y	Ineffective infection control and increased risk of infection
15	Administration of First Aid, Medication and Personal Care	Y	Higher risk of contamination through close contact between staff member and student during administration of first aid, medication and personal care
16	RIDDOR reporting	Y	Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19
17	Control of outbreaks in the setting	Y	Outbreaks are not managed in line with LA and PHE guidance risking the spread of the disease within the academy and local population

RISK SCORING

Each hazard should be scored using the matrix below. A risk rating score should be given in light of the **Existing Control Measures** and then this should be revised following the application of the Mitigation Action Taken.

SEVERITY OF RISK (S)		LIKELIHOOD (L)					L x S = RISK RATING SCORE (RR)	
		1. RARE	2. UNLIKELY	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
1	Insignificant	1	2	3	4	5	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
2	Low	2	4	6	8	10		
3	Tolerable	3	6	9	12	15	HIGH (H) 16-25	DO NOT PROCEED
4	Major	4	8	12	16	20		
5	Intolerable	5	10	15	20	25		

The risk rating score is based on the **Severity of the Risk x the Likelihood**.

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING L x S = RR	RESIDUAL RISK L/M/H
		STAFF	STUDENTS	VISITORS						
1. Lack of communication with parents/carers and staff members	<ul style="list-style-type: none"> Parents/carers may feel anxious about their child attending academy or may not want child back to College due to lack of information on the controls in place to manage the risk of Covid-19. Staff may feel anxious about working at the academy due to lack of information provided or the expectation placed on staff on returning back into the workplace. 	x	x		<ul style="list-style-type: none"> Throughout the pandemic Parents/Carers have been kept up to date with the measures the College is taking to protect students against the risk of COVID-19 in Priestley College with regular updates being provided when any changes are made to the academy's procedures. Full details of the arrangements in place for the return to Priestley after the summer break in September 2021 were shared with parents prior to the re-opening of College. Arrangements for SEND Students are discussed with Parents/Carers. Where appropriate an individual assessment will be undertaken to identify provision for the small number of Students where additional provision may be required. Regular communication of mental health information and open-door policy is communicated to all staff and particular care put in place for those who need additional support 	8	L	<ul style="list-style-type: none"> All students have been briefed on expectations with regard to this risk assessment, hygiene and testing expectations All staff had an updated health & safety briefing and full explanation of how the College continues to implement guidance and control risks. The 'catch it, bin it, kill it' approach continues to be very important, and the College will continue to promote this message to all. All staff and college students are expected to take regular LFT tests (twice weekly). Test kits will be provided through the college. Tests will be booked out to staff and students individually and staff and students must record their test result to NHS Test and Trace in accordance with the home test kit instructions. Where necessary conduct appropriate individual risk assessments (e.g. staff and students) 	6	L

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					<ul style="list-style-type: none"> ✓ Staff are encouraged to engage with the staff well-being survey and to use own and Trust mechanisms in place to support well-being ✓ Staff and Students Mental Health First Aiders to be in place in academy See GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus ✓ Full information and revised procedures informed by this risk assessment will be produced and published to staff and students and placed on the College website 		<ul style="list-style-type: none"> ✓ Regular H&S committee (& JCC) meetings held as calendared ✓ RA and any associated documentation to be shared with the H&S committee, CMT and JCC for comment and feedback enabling clear method of ensuring staff views are considered. ✓ Covid update incorporated into weekly staff briefings and weekly update and SLT/CMT meetings ✓ Students in regular contact with subject tutors as well as Personal/Progress Tutors who focus on wellbeing ✓ Update communications sent via email and post to parents/students will continue ✓ FAQ area set up on website for single source of Covid-19 related info and links. This will be updated to include latest guidance and summary of additional Covid-secure measures ✓ Principal communicates updates via all-staff emails, weekly briefings & letters to staff ✓ Study Support Assistants in regular contact with supported learners ✓ Google Covid Reporting Form designed to enable all staff to report concerns, ideas or suggestions to senior leaders reissued and placed on staff menu. ✓ Staff Updates used to inform staff of any government guidance updates. HoF, DHoF, FLs to check all understand and raise queries. ✓ Continue to promote staff support via HR and the Employee Assistance Programme 			
2. Staffing levels	<ul style="list-style-type: none"> • Lack of staff available to teach or carry out required tasks in academy 	x	x		<ul style="list-style-type: none"> ✓ Staff have been informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no 	8	L	<ul style="list-style-type: none"> ✓ Staffing levels will be reviewed daily/weekly and as needed to ensure sufficient staff are available and actions taken such as use of 	6	L

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					<ul style="list-style-type: none"> reason to self-isolate due to others in their household exhibiting symptoms. ✓ The senior leadership team will ensure adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, Sendco, first aiders / fire wardens, caretaking and cleaning staff. ✓ Contingency plans for staffing levels (teaching, cleaning, caretaking, etc.) are in place including use of supply and sourcing staff through TCAT where necessary. ✓ Arrangements for extended cleaning hours have been put in place so that more regular and additional cleans are able to take place through the day as required. 			<ul style="list-style-type: none"> supply and merging classes where necessary and appropriate. ✓ All staff are encouraged to get their COVID 19 vaccination as soon as they are able to do so and to participate in any programmes to get booster jabs ✓ All eligible staff are encouraged to get their NHS flu vaccine when it becomes available ✓ The Trust has arranged flu vaccine clinics at 4 locations for staff not eligible for the free NHS vaccine ✓ IT facilities provided to staff needing them who are required to self-isolate at home enables staff to teach remotely either from a classroom or home and reduces reliance on cover staff. Student IT kit to be utilised in a similar way as needed. ✓ Use of casual staff (invigilators) to supervise refectory areas with ST and leadership rota in place. ✓ Vice Principal monitors staff absence list daily ✓ Cover supervisor contract extended for the remainder of the year and supports teaching staff / VP as needed, offering additional student liaison cover during middle of the day periods ✓ Request additional DfE Testing kits and PPE / face coverings as and when required 		
3. Fire Wardens/ First Aiders	<ul style="list-style-type: none"> • Lack of fire wardens or first aiders available to deal with emergency or accident. 	x	x		<ul style="list-style-type: none"> ✓ Ensure First Aid and Fire Wardens numbers assessed to ensure appropriate cover in place for the needs within the College. ✓ Ensure posters displayed detailing first aid/fire warden contact information. ✓ Identify any further measures, equipment (including PPE) required in order to provide first aid or to use defibrillator safely. See below for 	6	L	<ul style="list-style-type: none"> ✓ Training for all nominated Fire Wardens and First Aiders is up to date ✓ Students and staff will be reminded of the evacuation points. ✓ Supplies of the recommended PPE for delivery of first aid are maintained ✓ First aid and defibrillator only to be used in accordance with procedures given in the TCAT 	4	L

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					<p>further information later in risk assessment.</p> <ul style="list-style-type: none"> ✓ A list of recommended PPE when undertaking first aid duties at closer contact is provided on the HSE Website See HSE list of recommended PPE and actions when providing first aid. https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm See <u>Guidance on Covid-19 in relation to carrying out CPR and resuscitation</u> ✓ In the event of a fire or an emergency, the emergency evacuation procedure is to be followed. 			<p>Emergency Health and Safety policy.</p> <ul style="list-style-type: none"> ✓ Additional guidance from H&S Advisor and the Warrington Fire Service on conducting evacuations during this period ✓ Fire evacuation practice undertaken Dec 2021. Additional practice to take place in the Spring/ Summer term. 		
<p>4. Unable to maintain hygiene measures and ensure good ventilation on home to academy transport / public transport</p>	<ul style="list-style-type: none"> • Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Ensure parents and children and young people are aware of the latest government guidance in relation to the use of public transport ✓ Advise children and young people to wash their hands for 20 seconds prior to getting on the bus and after getting off – if they do not have access to washing facilities advise them to use hand sanitizer ✓ On dedicated home academy transport, and on academy minibuses the wearing of masks is not mandated. However, staff and pupils should be encouraged to wear one in the interests in maintaining good hygiene protocols. Good ventilation will be maintained on home academy transport and academy minibuses by the opening of windows to encourage cross-flow of air. 	6	L	<ul style="list-style-type: none"> ✓ Information given to parents and students before returning reminding them of the need for hand hygiene prior to entering the building and on any transport used ✓ The 'catch it, bin it, kill it' approach continues to be very important and academy will continue to promote this message to everyone in academy. ✓ Parents and carers will be reminded about 'travel' guidance for all modes of transport during COVID. Staff and students travelling on both public and dedicated school transport will be advised to wear face coverings. ✓ Arrangement with Warrington's Own buses has been agreed for all students to use public service buses for free travel to and from Warrington bus interchange between 10 and 3. ✓ Menin gate to remain open throughout the College day for as long as is judged to be necessary and appropriate. 	6	L

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		STAFF	STUDENTS	VISITORS						
							<ul style="list-style-type: none"> ✓ Letter home to parents / carers re: drop off and pick up to ease traffic flow 			
<p>5. Unable to maintain hygiene measures during the arrival to and departure from academy</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Staff and Students to wash their hands-on arrival and prior to leaving College (e.g. in classrooms) and use hand sanitiser at regular intervals and when changing rooms. ✓ Contactless entry systems used where available. ✓ Hygiene stations are at the entrance of the College that contains hand sanitiser. Hand sanitiser stations are available throughout the whole academy and in every classroom and on corridors. ✓ Signage is placed around academy reminding staff to wash hands regularly and to 'catch it-bin it' 	6	L	<ul style="list-style-type: none"> ✓ Where available door entry systems use scanned cards but staff then have to use doors – cleaning regime ensures handles are regularly cleaned and sanitiser stations are placed by doors ✓ Staff will be reminded about the latest government guidance on 'travel' protocols for all modes of transport ✓ Use Hands/ Face/ Space messaging and posters around the college ✓ Continued use of posters and floor signage reiterating any one-way systems, keep left, 2 metre distancing and where appropriate, the option to wear face coverings. ✓ Letter home to parents / carers re: drop off and pick up to ease traffic flow ✓ Left turn only signs introduced on driveway for busy periods ✓ Barriers and staff presence at roundabout to prevent 'cut through' and ease congestion ✓ Staff and students may wear face coverings when moving around buildings in corridors and in classrooms and other communal areas. ✓ Where students and staff do not have a face mask, one will be available. ✓ Yellow lanyard system in place to identify those students and staff who are fully exempt from wearing a face covering. ✓ Staff who interact with pupils with additional needs may, where appropriate, consider the use of transparent face masks. Face shields will only be used if with a face mask. 	4	L

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6. Unable to maintain hygiene and ensure good ventilation in the classroom and in offices	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Rooms will be thoroughly cleaned every day and the fogger may be used where appropriate to sanitise high risk equipment and resources. ✓ Nominated hand sanitiser / wash points established ✓ Hand sanitiser stations including hand sanitiser, tissues and bins provided at entrance and exit points and in classrooms and other learning environments ✓ Ensure good supply of gloves and cleaning products are available. ✓ In accordance with HSE guidance, the supply of fresh air must be maximised. Guidance from the DfE and Public Health Warrington indicates that the existing practices of opening windows and doors to create air flow and ensuring that fresh air flow ventilation systems and air conditioning are turned on are sufficient to ensure this fresh air supply. However, where spaces are identified which may have poorer ventilation, the detailed guidance on the provision of ventilation, how to identify poorly ventilated areas and improve ventilation published by the HSE will be followed. Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk) 	6	L	<ul style="list-style-type: none"> ✓ Students are asked to bring their own writing equipment with them. Where they forget, this will be issued to them. Anti-bacterial wipes will be provided to enable such items to be cleaned after use ✓ Staff and students will have their own individual and very frequently used equipment such as pencils and pens which will not be shared as part of hygiene precautions ✓ Any classroom-based resources that are used and shared should be cleaned by users before and after use to supplement cleaning protocols. ✓ Room timetables to be placed on classroom doors ✓ 'Rendezvous' staff space available for use for staff with laptops/portable devices ✓ Staff and students may wear face coverings when moving around buildings in corridors and in classrooms and other communal areas. ✓ Where students and staff do not have a face mask, one will be available. ✓ Yellow lanyard system in place to identify those students and staff who are fully exempt from wearing a face covering. ✓ Staff who interact with pupils with additional needs may, where appropriate, consider the use of transparent face masks. Face shields will only be used if with a face mask. ✓ Use of CO2 monitors where appropriate or where requested by staff. ✓ Windows in identified rooms and corridors to be opened from 6.30am each morning 	4	L

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							<ul style="list-style-type: none"> ✓ Internal doors (that are not fire doors) to be wedged open at the start of the day by cleaning/ estates team. Internal doors closed by the last person to leave in the event of an emergency. Additional 'remote' door stops purchased and installed. ✓ Re-rooming of activity into larger spaces where needed (via MIS) ✓ Staff to use the Google Covid reporting form to indicate if they feel an area is poorly ventilated. This will be then investigated and appropriate additional measures identified and implemented. CO2 monitors are being sent out by the government to be used to identify poor areas of ventilation. We also have a very small number of College purchased monitors which are being used to assess any areas of concern around the campus. The guidance on improving ventilation will then be followed to identify any necessary actions. 			
7. Unable to maintain hygiene and ensure good ventilation whilst moving around the building	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Hand sanitiser stations including hand sanitiser, tissues and bins provided at entrance and exit points and in classrooms and other learning environments ✓ Ventilation maintained in corridors through the opening of windows and doors as appropriate and the use of fresh air flow ventilation systems as appropriate. 	6	L	<ul style="list-style-type: none"> ✓ Staff, students and visitors may wear face coverings when moving around buildings in corridors and in classrooms and other communal areas. Where students and staff do not have a face mask, one will be available at reception desks. ✓ Yellow lanyard system in place to identify those students and staff who are fully exempt from wearing a face covering. ✓ Some one way systems continue to be in operation and keep left signage in place elsewhere. ✓ The college will provide a supply of face coverings for use by those people who are struggling to access a face covering, are unable to use their face covering 	4	L

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							as it has become damp, soiled or unsafe, have forgotten their face covering.			
8. Higher risk of contamination if students and staff use shared equipment and resources	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Clean shared materials and surfaces more frequently ✓ Cleaners are rota'd through the day to ensure cleaning of hard surfaces take place and regular cleaning of toilets. ✓ Fogger machines are used in high risk areas as appropriate ✓ Classroom based resources will be used and shared and will be cleaned by users before and after use. 	6	L	<ul style="list-style-type: none"> ✓ Students will be asked to bring in essential equipment only and will keep their belongings with them at all times (or stored in their locker where applicable) ✓ Outdoor canopies, to act as additional dining spaces ✓ Additional outdoor seating supplied. ✓ Refilling of hand sanitiser and other consumables in classrooms and sanitiser stations completed by cleaning/estates staff with checks carried out throughout daily ✓ Where resources and books are shared or taken home, they should be cleaned between use or rotated if unable to be cleaned between sharing. ✓ The fogger will be used in high risk areas as appropriate ✓ All practical subjects to be taught in line with any specific guidance e.g. sports, music/performance 	6	L
9. Unable to maintain hygiene and ensure good ventilation staff during visits to toilets and hand washing facilities	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Advise Students and staff to wash their hands for 20 seconds using warm water and soap ✓ Place poster within each toilet area with handwashing procedures to be followed ✓ Ensure adequate supply of soap and water available, this must be replenished throughout the day to ensure constant supply available. ✓ Ensure adequate supply of paper towels in wash areas with signs to place in bin provided. 	6	L	<ul style="list-style-type: none"> ✓ Additional, regular checks of toilet facilities throughout the day with signing sheets in operation. ✓ Google Form and procedures in place to enable staff to quickly and easily alert Estates if there are issues with toilet and handwashing facilities. ✓ Windows to be opened in toilet facilities where available. ✓ staff with increased hours have been secured to maintain cleaning regimes ✓ Refilling of hand sanitiser and other consumables in classrooms and sanitiser stations completed by cleaning staff with checks carried out throughout daily and 	4	L

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		STAFF	STUDENTS	VISITORS						
							<p>new procedures introduced to enable staff to quickly and easily alert Estates if they see any sanitiser stations empty.</p> <ul style="list-style-type: none"> ✓ 'Quick link' on all staff desktops to ensure staff can easily report when cleaning consumables are running low or have ran out. 			
<p>10. Students and staff who are at higher risk of severe illness if they do not maintain social distancing / follow medical advice</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ All staff and eligible students are encouraged to get their COVID 19 vaccination as soon as they are able to do so and to participate in any programmes to get booster jabs if and when they are offered ✓ Individual risk assessments (based on obtained clinical advice) will be agreed for those whose medical conditions mean that they are amongst the small number of people who advised to take additional precautions. 	8	L	<ul style="list-style-type: none"> ✓ Individuals who are identified as CEV to have completed an updated individual risk assessment at start of academic year. ✓ The shielding programme has now come to an end and adults previously considered CEV should, as a minimum, continue to follow the same guidance as everyone else. It is important that everyone adheres to this guidance but people previously considered CEV may wish to consider taking extra precautions. In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. 	6	L
<p>11. Risk of infecting students and staff if symptomatic students and staff are not managed in line with the guidance</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Ensure that staff are aware of the process for students if they become unwell with a new, continuous cough or a high temperature and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance. ✓ If a student is awaiting collection: <ul style="list-style-type: none"> - Move them to a room where they can be isolated behind a closed door - Open a window for ventilation - If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard 	6	L	<ul style="list-style-type: none"> ✓ Medical room has been nominated as space for symptomatic students ✓ Seek advice from the Public Health Team on any further action to take. Publichealth@warrington.gov.uk ✓ Premises staff have been briefed on cleaning guidelines for areas where positive cases have been held. ✓ Ensure that once the room has been cleaned, the fogger is used to disinfect the room as an additional precaution ✓ PPE to be provided in accordance with the correct guidance (e.g. IIR2 masks are required for aerosol generating procedures. 	4	L

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		STAFF	STUDENTS	VISITORS						
					<p>cleaning products before being used by anyone else. The room will be put out of use until cleaning can take place.</p> <ul style="list-style-type: none"> - PPE should be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained - Call 999 if they are seriously ill or injured or their life is at risk. <p>✓ 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 and feel unwell themselves (and in which case, they should also book a PCR test). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>✓ Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance</p>			<ul style="list-style-type: none"> ✓ Application of first aid measures will follow the guidance in the TCAT Emergency Health and Safety policy. ✓ If a student or staff members becomes unwell with symptoms of coronavirus (COVID-19) while in academy and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising member of staff if a distance of 2 metres cannot be maintained. If contact with the student or staff member is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical 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. ✓ Rooms will be closed to ensure staff are aware not to use the room if it has been used and is awaiting cleaning. ✓ Regular communications to parents, carers and students through various mediums (college website, videos, tutorial, letters from the Principal) to ensure anyone displaying symptoms seeks a PCR test asap and at least within 2 days. 		
12. Visitors do not adhere to social distancing measures put in place	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus 	x	x	x	<ul style="list-style-type: none"> ✓ Visitors advised to take LFD tests before visiting. ✓ Hand sanitiser stations are in reception areas ✓ Visitors are advised of the control measures in academy when arriving at reception and asked to act in accordance with those measures at all times. 	6	L	<ul style="list-style-type: none"> ✓ Maintain a record of all visitors, including contact details – visitor books and entry logs to be completed by staff, stickers to be used as visitor badges. Details are maintained for security and in case of invoking track and trace. 	4	L

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	from hand and hands contact with contaminated surfaces				<ul style="list-style-type: none"> ✓ Visitors who wish to do so may wear face masks whilst in academy. 			<ul style="list-style-type: none"> ✓ Calendar events involving non-student visitors to be operated in line with separate SLT approved risk assessment ✓ Weekly bulletin notices sent on Friday to all staff via SLT Reception informing of staff in/out of college and any expected visitors. All visitors (including contractors) to the academy are advised to take a LFD test before entering the academy's buildings ✓ Contractors who work at the academy regularly (e.g. cleaning or catering staff) are expected to follow the academy's procedures and take a LFD test twice weekly. 		
13.Delivery of inbound good - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x		x	<ul style="list-style-type: none"> ✓ Set up a drop off zone for post and deliveries ✓ Introduce greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical. ✓ Ban non-business deliveries, for example, personal deliveries to workers ✓ Ensure that incoming goods are cleaned if appropriate 	6	L	<ul style="list-style-type: none"> ✓ September announcement from Principal/ Business Support Manager to all staff to request no personal deliveries to College 	2	L
14.Cleaning - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Agreed schedule with the academy's Cleaning Service ✓ Cleaning Services has adopted the COVID-19: cleaning of non-healthcare settings guidance ✓ Additional cleaning requirements and hours agreed with provider ✓ Frequently touched surfaces are cleaned frequently with detergents and bleach ✓ Toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal 	6	L	<ul style="list-style-type: none"> ✓ Premises & Cleaning staff regularly check for refills of hygiene stations. ✓ Use of the fogger machines at regular points throughout the working week specifically in areas of high communal usage. ✓ Additional remote 'hold back' devices for fire doors linked to the fire alarm installed and in operation. ✓ The fogger will be used twice weekly in all toilets, changing rooms, sports hall, gym, 	4	L

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					<ul style="list-style-type: none"> ✓ Spaces are well ventilated using natural ventilation (opening windows) or ventilation units. Ventilation units only to be used if they draw on fresh air – units which recycle fresh air will be switched off. ✓ Checks to be made throughout the day to ensure adequate supply of soap and water available in all areas ✓ Sanitiser stations to include hand sanitiser, sanitiser wipes, tissues and bins set up at entrance and exit and strategic points around academy. ✓ Checks to be made that adequate supply of paper towels ✓ Check rubbish bins are emptied throughout the day – use bins with lids with operated foot pedals in areas where medical waste is generated ✓ Cleaning products and gloves to be made available for use in specific areas of academy. ✓ Procedure to be identified in academy where urgent assistance is required in a classroom with cleaning. 			<ul style="list-style-type: none"> performance spaces and canteen areas of the College ✓ Risk assessment and fire evacuation procedures have been reviewed to provide for the instruction that internal doors left open should be closed as the last person leaves the room or area. 		
<p>15.Higher risk of contamination through close contact between staff member and student during administration of first aid, medication and personal care</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Designated medical room for treatment of sick and injured students to be nominated ✓ Room to be well-ventilated and with toilet/ handwash facilities in the room or nearby ✓ PPE to be used (gloves and apron as minimum). ✓ Where the person being treated has symptoms of Covid 19 a mask must also be worn. ✓ Staff to be trained in the use of PPE ✓ Room to be cleaned after every use in accordance with cleaning guidelines 	6	L	<ul style="list-style-type: none"> ✓ Guidance on handling and wearing of PPE has been provided through a training video to all first aiders. ✓ Premises staff have been trained by the Health & Safety Officer in the cleaning of any rooms used after first aid has been administered. ✓ IIR2 masks to be used when there are aerosol generating procedures required for a person exhibiting symptoms of Covid 19, ✓ If a student or staff member becomes unwell with symptoms of coronavirus (COVID-19) while in academy and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising member of staff if a distance of 2 metres cannot be 	4	L

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16. Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	<ul style="list-style-type: none"> Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19 	x	x	x	<ul style="list-style-type: none"> All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Operations Director, TCAT for onward reporting of incidents to RIDDOR. 	8	L	<p>maintained. If contact with the student or staff member is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical 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> <p>See HSE guidance re RIDDOR and Coronavirus (COVID-19)</p> <ul style="list-style-type: none"> Single cases amongst both staff and students will be reported to the LA inline with the School Resource Pack v7 via the MDS form and will send a copy to admin@tcat.uk.com https://www.smartsurvey.co.uk/s/wbcschoolsdataset/ The school will maintain the template to record school absences as indicated in the LA School Resource Pack v7 Where the school identifies that there has been possible transmission in school to a member of staff, the TCAT Head of HR and the Operations Director will be notified immediately. 	6	L
17. Outbreaks are not managed in line with government, LA and PHE guidance	<ul style="list-style-type: none"> Lack of management of outbreaks increases risk of the spread of the disease within the academy and local population 	x	x		<ul style="list-style-type: none"> The academy has developed an Outbreak Plan in accordance with government and PGE guidance which will be put into effect when an outbreak has been identified within the academy Weekly asymptomatic testing of staff and students in place and daily 7 day testing of close contacts of positive cases as required All staff and secondary and Sixth form students will be offered a LFD test three times on the academy site 3-5 days apart. The first test will be offered before the student starts 	6	L	<ul style="list-style-type: none"> Latest guidance re: the management of cases to be followed Daily TCAT and DfE reporting of attendance and confirmed staff and student cases alongside numbers of students self-isolating if still required in September 2021. (TBC) The Principal receives daily updates from the Local Authority and the Authority Covid Task Force where the CEO of TCAT represents the Trust. 		

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					<p>back to academy/ college. Staff and Students will then be provided with home test kits to carry out twice a week. Tests will be booked out to staff individually and staff must record their test result to NHS Test and Trace in accordance with the home test kit instructions.</p> <p>✓</p>		<ul style="list-style-type: none"> ✓ The Principal and BSM complete relevant Local Authority daily surveys to maintain regular contact. ✓ Single cases amongst both staff and students will be reported to the LA in line with the School Resource Pack v7 via the MDS form and will send a copy to admin@tcat.uk.com https://www.smartsurvey.co.uk/s/wbcschoolsdataset/ ✓ The College will maintain the template to record College absences as indicated in the LA School Resource Pack v7 ✓ Where the thresholds in the outbreak management plan are reached, public health and the LA will be consulted and a decision made as to whether the outbreak management plan will be invoked. ✓ Students and staff to then undertake twice weekly LFD tests with home test kits available. 			