

ACTIVITY RISK ASSESSMENT FORM

TASKS UNDERTAKEN/ACTIVITY ASSESSED: Operation of the school for teaching and learning

From September 2020 (Full opening)

RISK ASSESSMENT REF:

BAR 12

LOCATION: Barclay Academy - Version 11 as of 25th February 2022 - Work in Progress

HAZARDS IDENTIFIED	PERSON(S) AT RISK students/staff contractors/visitors	POTENTIAL HARM or LOSS	WORKPLACE PRACTICES RISK CONTROL PROCEDURES	Severity	Likelihood	Risk Factor	Acceptable	Additional Controls 0 to 5 no further action 6 to 11 consider action >12 Further actions MUST be implemented
				(1-5)	(1-5)	(S x L)	Y/N	
What can actually cause the harm or loss? Most hazardous harm or loss first.	What can actually cause the harm or loss? Most hazardous harm or loss first.	What would be the type of outcomes if the hazard was realised? Types of injuries. Types of damage.	Prioritise your controls 1. Can we eliminate the hazard? 2. Can we reduce the hazard or use something else?? 3. Can we control the hazard through an engineered solution: barriers/isolate? 4. Can we use administration controls: signage/ rules/ monitoring/training/emergency procedures? 5. What PPE is required? /Emergency processes?	From the grid below				What else can we do to reduce the risk to a lower level?
1 Direct and indirect transmission of the Covid-19 virus	Staff, students, visitors, contractors, Governors, Trust representatives	Infection with Covid-19 symptoms including but not limited to: Breathlessness Coughing Fever Fatigue Muscle cramps Major organ complications Fatality Loss of taste and smell	<ul style="list-style-type: none"> The virus is now in general transmission so cannot be eliminated Reduction is through following Government, NHS, PHE and DfE guidance. All stakeholders will be trained in new practices and protocols, with regular reminders and signage displayed Emergency response protocols in place for anyone suspected of developing symptoms in the day Protocol for those feeling unwell before attending Students and staff will have access to testing kits while stocks last.. 	5	2	10	Y	

2 Transmission - General controls			<p>The reduction in general transmission will be through:</p> <p>1. For staff and students:</p> <ul style="list-style-type: none"> • Sanitising/washing hands on arrival and departure • There will be split break and lunchtimes in order to reduce pressure on the restaurant and outdoor areas. Years 7 & 8 will have an early break and lunch, and Year 9, KS4 and KS5 a later break and lunch. • Students and staff will have access to testing kits while stocks last. • Staff and students can wear masks/face coverings if this makes them feel more comfortable. <p>2. Other</p> <ul style="list-style-type: none"> - Staff training will be refreshed regularly - Communication to staff, students, and parents sent regularly on processes <p>3. Ventilation</p> <ul style="list-style-type: none"> - All classroom and corridor windows will be open throughout the day and pupils will be allowed to keep their coats on as the weather gets colder 	5	2	10	Y	
3 Transmission of virus and exacerbation of current condition in students and staff identified as “Clinically			<ul style="list-style-type: none"> • The individual staff risk assessments will be reviewed for all staff who were recorded as shielded on the previous staff questionnaire, and discussions with those staff will review whether any accommodations need to be made. 	5	2	10	Y	

extremely vulnerable” (shielded)								
4 Transmission of virus and exacerbation of current condition in students and staff identified as “Clinically vulnerable”			<ul style="list-style-type: none"> The same approach as above will be taken 	5	2	10	Y	
5 Transmission of virus and exacerbation of current condition in BAME staff			<ul style="list-style-type: none"> There is no official Government guidance on BAME staff. However, the same approach as above applies. In addition we will contact all BAME staff, even if they were not on the clinically vulnerable or extremely clinically vulnerable list, to ascertain if any accommodations need to be made. 	5	2	10	Y	
6 Transmission to householder who is designated as clinically extremely vulnerable			<ul style="list-style-type: none"> We will assess such individuals. Staff have returned to school with reassurances put in place as appropriate, and advice given to follow the hygiene protocols and social distancing 	5	2	10	Y	
7 Transmission to householder who is designated as clinically vulnerable (including pregnant women)			<ul style="list-style-type: none"> As above 	5	2	10	Y	
8 Minimising contact with individuals who are unwell at home			<ul style="list-style-type: none"> Communications will be sent to parents and staff to emphasise that if their children or anyone in their household is symptomatic, then they should take lateral flow tests. 	5	2	10	Y	Comms to parents and staff

			Everyone should be undertaking twice weekly lateral flow tests.					
9 Minimising contact with individuals who become unwell at school - students			<ul style="list-style-type: none"> • Any student who becomes unwell at school will be sent home immediately and advised to self-isolate for 5 days. They can return if they test negative on days 5 and 6. • Whilst waiting for the parent to collect the student: <ul style="list-style-type: none"> - The student will be moved to the Welfare room where they can be isolated, with appropriate adult supervision as required. - The welfare room windows will be open in order to ensure ventilation - If they need to go to the bathroom whilst waiting, the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else - Appropriate PPE will be worn by the member of staff looking after the student if a distance of 2 metres cannot be maintained - We will call 999 if we believe that the student is seriously ill - Staff will wash their hands with antibacterial soap for 20 seconds if they have been in contact with someone who has been unwell 	5	2	10	Y	

10 Minimising contact with individuals who become unwell at school - staff/adults			<ul style="list-style-type: none"> If a staff member becomes ill, with a new, continuous cough or a high temperature, they will be sent home immediately and advised to self-isolate. 	5	2	10	Y	
11 Minimising transmission following an individual becoming unwell			<ul style="list-style-type: none"> Staff and students who are displaying symptoms will be sent home for a test. They will be advised to self-isolate if they test positive. 	5	2	10	Y	
12 Transmission during travel to and from the site			<ul style="list-style-type: none"> Most students walk to school. Face masks/coverings can be worn on public transport but this is no longer mandatory. 	5	2	10	Y	
13 Poor hygiene			<ul style="list-style-type: none"> Students, staff and visitors will be asked to sanitise their hands on entry to the school Hand sanitiser available in each classroom and in communal areas 	5	2	10	Y	
15 Poor housekeeping and inappropriate cleaning standards			<ul style="list-style-type: none"> Protocols and Covid-Secure commitment from cleaning contractors Cleaning contractors to follow their own professional guidance issued by the Government and that of the most up to date version of the document Covid-19: Cleaning of non-healthcare settings guidance Protocols for cleaning toilets, handwashing facilities, catering, workshops, labs, furniture Bin removal and clinical waste management (tissues) It is for the cleaners to clean the school, not the teachers. We have received feedback from teachers that they would appreciate having a pack of antibacterial wipes that they can use e.g. to wipe down their work station after they have finished their lessons in a classroom. We will 	5	2	10	Y	

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			replenish the stock wipes						
16 Inappropriate facilities management			<ul style="list-style-type: none"> Mandatory and statutory testing to be continued Protocols and Covid-Secure commitment from facilities contractors All relevant mandatory and statutory testing and recording is completed Good ventilation maintained, windows open as a standard Water system maintained in good health Doors propped open where possible and not contravening fire or safeguarding strategy 	5	2	10	Y		
17. Communication with students and families			<ul style="list-style-type: none"> Tutor time is used to regularly revisit key messages about hygiene and responsible health and safety Families receive regular school updates and advice as DfE directives change. 	5	2	10	Y		
18. Parent evenings and option process for Year 9 and 12			<ul style="list-style-type: none"> Face to face meetings have been reintroduced but some meetings will be held on line 	5	2	10	Y		
19. Mental Health			<ul style="list-style-type: none"> Emotional well-being lead in place and mental health first aid course completed 	5	2	10	Y		

FOR CALCULATION OF RISK FACTOR FOLLOWING IMPLEMENTATION OF ALL CONTROL MEASURES

SEVERITY					LIKELIHOOD				
5	4	3	2	1	5	4	3	2	1
FATAL	MAJOR INJURY	MEDIUM INJURY	MINOR INJURY	TRIVIAL/NO INJURY	LIKELY	PROBABLE	POSSIBLE	REMOTE	HIGHLY UNLIKELY
<i>Fatality - RIDDOR</i>		<i>Major - Fracture/Amputation - RIDDOR</i>			<i>Medium - Significant sprain/Digit fracture/Significant burn - possible RIDDOR</i>		<i>Minor - Minor sprain/Small burn</i>		<i>Trivial/No injury - Scratch</i>

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Contingency plan/outbreak management plan

In the event of an outbreak of Covid-19 at Barclay Academy (if 5 or more students or staff test positive for Covid-19), the school would seek the advice of public health officials at the UK Health Security Agency and Hertfordshire County Council.

Following the advice given, measures that could be introduced in the event of an outbreak of Covid -19 are:

- The wearing of masks/face coverings in corridors and communal areas
- The wearing of masks/face coverings in lessons
- More regular on-site lateral flow testing of staff and students
- The cancellation of face to face meetings
- An increase in the amount of outdoor learning (weather permitting)
- A thorough deep clean of all classrooms
- The cancellation of any trips, live performances or open days
- The introduction of remote education for any student who is isolating but well enough to learn at home
- The reintroduction of year group bubbles