

# THOMAS DEACON EDUCATION TRUST GENERIC RISK ASSESSMENT



<b>TITLE:</b>	COVID-19 : Safe Management during Core and Non-Core Hours of Academy Operation		
<b>VERSION:</b>	2.3		
<b>FACULTY/DEPARTMENT/AREA:</b>	TDET Wide		
<b>COMPLETED BY:</b>	Harvinder Singh Rajput	<b>POSITION HELD:</b>	TDET Health and Safety Manager
<b>DATE:</b>	17 <sup>th</sup> May 2020		
<b>AUTHORISATION BY:</b>	Simon Smith and Scott Hudson	<b>POSITION HELD:</b>	TDET Director of Resources/Education
<b>HEALTH AND SAFETY RA REFERENCE NUMBER:</b>	TDET_GRA		
<b>PLANNED REVIEW DATE:</b>	17 <sup>th</sup> May 2023 Kindly note that document review will be <u>continuous</u> and will also take place under the following conditions. <ol style="list-style-type: none"> <li>1. Where there have been significant changes in the evolving advice from HM Government, Public Health England, and Department for Education.</li> <li>2. When there are significant changes in Legislation to address any new hazards and/or risks.</li> <li>3. After an unfortunate incident/accident that has identified gaps in a process.</li> <li>4. Periodically, minimum bi-annually.</li> </ol>		

## VERSION CONTROL – COMPLETE EACH TIME RISK ASSESSMENT IS REVIEWED

DATE	VERSION	REASON FOR AMENDMENTS	COMPLETED BY	AUTHORISING MANAGER
04/06/2020	2	<small>Section 1 – Introduction: Insertion 'respiratory' hygiene.                      Section 3.2 – Protecting people who are at higher risk of harm: BAME communities included and individual risk assessments for all groups identified to be of higher risk of harm.                      Section 3.3 – People who need to self-isolate: Trust stance over 14-day self-isolation statement and the provisions and use of COVID-19 Emergency Grab Bags when aiding someone showing symptoms.                      Section 3.15 – Accident, security and other incidents: Public health England statement added, and further clarification given on the provisions and use of PPE.                      Section 3.23 – Personal Protective Equipment (PPE): Further clarification given on the provisions and use of PPE.</small>	Harvinder Singh Rajput	Simon Smith and Scott Hudson
05/06/2020	2.1	<small>Section 3.2 – Protecting people who are at higher risk of harm: COVID-19 Return to Work/Learning – Individual Risk Assessment added.                      Section 3.3 – People who need to self-isolate: Trust stance over 'blanket' 14-day self-isolation statement removed and replaced with directive to follow existing HM Government guidance. Reviewed protocols for what actions should be taken if someone is showing symptoms, i.e. what to do, whom to notify and the correct lines of communications etc.                      Section 3.4 – Employee second jobs, i.e. voluntary, part-time, or temporary: Removed 1<sup>st</sup> opening paragraph and last bullet point in this section of version-2.                      Section 3.15 – Accident, security and other incidents: Further clarification and rationale given on the provisions and use of PPE.                      Section 3.23 – Personal Protective Equipment (PPE): Further clarification and rationale given on the provisions and use of PPE.</small>	Harvinder Singh Rajput	Simon Smith and Scott Hudson
07/06/2020	2.2	<small>Section 3.2 – Protecting people who are at higher risk of harm: Further clarification given to the guidance and advice for people and their families that fall into the 'high risk' category and the 'Individual Risk Assessment' retitled to 'COVID-19 Safe Working/Learning – Individual Risk Assessment'.                      Section 3.23 – Personal Protective Equipment (PPE): Further clarification given on the provisions and use Personal Protective Equipment (PPE) and how it will be assessed to ascertain whether it is suitable, sufficient, and fit for purpose for a particular task/activity.</small>	Harvinder Singh Rajput	Simon Smith and Scott Hudson
16/06/2020	2.3	<b>Section 3.3 – People who need to self-isolate:</b> Further clarification given with regards to who and when people should self-isolate and the correct lines of communication and reporting between all parties involved. Reference made to <b>GDPR</b> , Government's ' <b>Track and Trace</b> ' protocol, and the use of ' <b>protective bubbles</b> ' in all Academies within the Trust. <b>Section 3.15 – Accident, security, and other incidents:</b> Reference made to ' <b>in loco parentis</b> ' and permitting members of staff within ' <b>protective bubbles</b> ' to carry out ' <b>very basic everyday emergency</b> ' First-Aid. <b>Section 3.22 – Managing visitors and contractors:</b> Visitors and contractors COVID-19 ' <b>self-declaration</b> ' protocol added.	Harvinder Singh Rajput	Simon Smith and Scott Hudson

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
1.	<p>COVID-19</p> <p>Coronaviruses are a group of viruses that cause <b>respiratory tract infections</b> that can range from mild to fatal. Severe Acute Respiratory Syndrome (SARS), Middle East Respiratory Syndrome (MERS), and the new COVID-19 that materialised in 2019 are all viruses that fall into the coronavirus group.</p> <p>The new coronavirus disease 2019 has been abbreviated by the World Health Organisation (WHO) as COVID-19, 'CO' stands for 'corona', 'VI' for 'virus', and 'D' for disease</p> <p>The World Health Organisation (WHO) has identified that COVID-19 is not an airborne virus.</p> <p>Respiratory tract infections can be transmitted through <b>respiratory droplets</b></p>	<ul style="list-style-type: none"> <li>• Transmission and contracting disease.</li> <li>• Continuous coughing or frequent episodes of coughing.</li> <li>• Higher than normal body temperature.</li> <li>• Severe fatigue.</li> <li>• Mild to moderate respiratory illness for most people infected that have a good immune system.</li> <li>• Older people and those with underlying medical conditions may develop serious, chronic and life-threatening respiratory illness.</li> </ul>	<ul style="list-style-type: none"> <li>• Members of Staff</li> <li>• Pupils</li> <li>• Volunteers</li> <li>• Parents</li> <li>• Visitors.</li> </ul>	<p><b>1. Who should be advised to come into work or work from home?</b></p> <p>Staff that can work from home will be advised to work from home until further notice.</p> <p>The SLT will conduct a 'Staff Requirement Assessment' that will identify who is required to come into work and who can work from home. The assessment will consider the following:</p> <ul style="list-style-type: none"> <li>• Minimum number of employees needed on site to operate safely and effectively.</li> <li>• Employees in roles that are critical for business and operational continuity, safe estates and facility management, regulatory requirements, and those that cannot be performed remotely.</li> <li>• Employees that work remotely (i.e. from home) but are unable to do so due to home circumstances or the unavailability of safe enabling equipment.</li> </ul> <p>The wellbeing, mental and physical health, and personal security of those working from home will be monitored by their direct line manager and all provisions will be made available to help those working from home to stay connected with the rest of the workforce, especially if the majority of their colleagues are on-site. New ways of working will be adopted to achieve this and will include the use of ICT, i.e. remote access to work systems,</p>	<p>L (2)</p> <p><b>Unlikely</b></p>	<p>S (4)</p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p>R (8)</p> <p><b>High</b></p>	<p><b>Yes</b></p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
	<p>or <b>droplet nuclei</b> depending on their size. When the droplet particles are above a certain size they are referred to as '<i>respiratory droplets</i>', and when they are below a certain size, are referred to as '<i>droplet nuclei</i>'.</p> <p>According to current evidence, COVID-19 virus is a 'sticky protein cell' that is primarily transmitted between people through respiratory droplets and contact routes including touch points.</p> <p>Respiratory droplets are of a weight that they will fall to the ground at round 1-metre, thus the 2-metre social distance rule, and can remain on surfaces for some time depending on the type of material, please refer to the HM Government guide for more detail:  <ul style="list-style-type: none"> <li><a href="https://www.gov.uk/government/guidance/protecting-yourself-and-others-from-covid-19">https://www.gov.uk/government/guidance/protecting-yourself-and-others-from-covid-19</a></li> </ul> </p>			<p>Microsoft Teams and Zoom video meeting etc.</p> <p>Safe working from home advice and guidance given by the Health and Safety Section, including online self-assessments.</p> <p>TDET has Adult Mental Health First Aid provisions in place that are managed by TDET's Health and Safety Section. Provisions and how to reach out to an appointed Adult Mental Health First Aider have been communicated to all staff.</p> <p>The Trust's Human Resources Department will address and manage any well-being issues or concerns.</p>				
				<p><b>2. Protecting people who are at higher risk of harm.</b></p> <p>All <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> individuals will be protected by abiding to the directives given by HM Government, Public Health England, and National Health Service.</p> <ul style="list-style-type: none"> <li><b>Clinically extremely vulnerable</b> people will have received a letter telling them they are in this group or will have been informed by their General Practitioner (GP). Guidance on who is in this group can be found in the following link; <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-groups">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-groups</a></li> </ul>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
	<p><a href="#">uk/government.</a></p> <p>Therefore, some methods of preventing the spread and infection are as follow:</p> <ol style="list-style-type: none"> <li>1. Maintain high levels of 'respiratory' hygiene, i.e. apply 'Catch It', 'Bin It', and 'Kill It' into your daily life.</li> <li>2. Maintain high levels of 'personal' hygiene (i.e. more frequent washing of hands or use of hand sanitiser gel).</li> <li>3. Avoid touching your face unnecessarily.</li> <li>4. Maintain social distancing and where this is not possible to consider other mitigating control measures.</li> </ol>			<p><a href="#">extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19.</a></p> <p>Employees and pupils in this group will be strongly advised to continue working from their home until further directives have been received from HM Government, Public Health England, and National Health Service.</p> <p>Without delay, the 'clinically extremely vulnerable' person will register online at gov.uk for support.</p> <p>HM Government, Public Health England and the NHS had initially advised people in this category to 'shield' until 30<sup>th</sup> June 2020 however, advice has evolved with some restrictions being eased as the infection rates continue to fall.</p> <p>The following extract taken from HM Government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19, publication date 31<sup>st</sup> May 2020.</p> <ul style="list-style-type: none"> <li>o <b>Living with other people.</b> <ul style="list-style-type: none"> <li>- The rest of your household <b>do not</b> need to start shielding themselves, but they should do what they can to support you in shielding and to carefully follow HM Government guidance on '<b>staying alert and safe</b>', i.e.</li> </ul> </li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>taking extra care to avoid physical contact with others by maintaining strict social distancing, and maintaining personal and respiratory hygiene at all time.</p> <p>The Trust will work with all employees and pupils who have family members 'shielding' and with a professional, responsible, sensibly and considered approach, will negotiate 'safe' protocols for working safely.</p> <ul style="list-style-type: none"> <li>• <b>Clinically vulnerable</b> people include those aged 70 or over and those with some underlying health conditions and are all listed in the 'clinically vulnerable' section;  <a href="https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others">https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others</a>.</li> </ul> <p>HM Government, Public Health England and the NHS have advised people in this category that they can go to work, that is if it is safe to do so, if they <u>cannot</u> work from home because of the person's role, accountability or home circumstances.</p> <p>Clinically vulnerable people will be initially assessed to see whether they can work from home or not. The first preference would be for them to work from home however, if</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>this is not possible because of their role, accountability or home circumstance, the clinically vulnerable person will be:</p> <ul style="list-style-type: none"> <li>o Required to work in collaboration with the Trust in a professional, responsible, sensible, and considered approach in negotiating 'safe' protocols for working safely.</li> <li>o Offered to take an alternative temporary role that will allow them to work from home, that is only if it is possible to do so and if an alternative role is practicably available.</li> <li>o Instructed to take extra care in observing the 2-metre social distancing rule.</li> <li>o Required to complete the Trust's '<b>COVID-19 Safe Working/Learning – Individual Risk Assessment</b>' with their direct Line Manager so as to assess and ascertain the levels of acceptable risks and additional mitigating control measures required.</li> </ul> <p>Emerging UK and international data suggest that people from the 'Black', 'Asian', and 'Minority Ethnic' (BAME) communities in the general population are being disproportionately affected by COVID-19. The Trust recognise that these shocking figures have understandably led to widespread fear, anxiety and grief amongst our BAME staff and their communities. While it may not be clear as to why the BAME communities in the general</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>population are being disproportionately affected by COVID-19, we are still committed to ensuring the Health, Safety and Mental Wellbeing of all our BAME staff and their communities.</p> <p>Staff from the BAME communities will be initially assessed to see whether they can work from home or not. The first preference would be for them to work from home however, if this is not possible because of their role, accountability or home circumstance, staff from the BAME communities will be:</p> <ul style="list-style-type: none"> <li>• Offered to take an alternative temporary role that will allow them to work from home, that is only if it is possible to do so and if an alternative role is practicably available.</li> <li>• Instructed to take extra care in observing the 2-metre social distancing rule.</li> <li>• Required to complete the Trust's '<b>COVID-19 Safe Working/Learning – Individual Risk Assessment</b>' with their direct Line Manager so as to assess and ascertain the levels of acceptable risks and additional mitigating control measures required.</li> </ul> <p>The Trust's <b>Human Resources Department</b> will work in collaboration with the Trust's <b>Health and Safety Section</b> in advising, guiding, and working with people that fall into either of these three groups, including their direct line manager.</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p><b>3. People who need to self-isolate.</b></p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• It <b>does not</b> necessarily mean that anyone showing symptoms of COVID-19 actually has the disease. However, HM Government and Public Health England are advising people who are showing symptoms of COVID-19 to stay at home, self-isolate, follow existing HM Government and Public Health England guidance, and adhere to the Governments '<b>Track and Trace</b>' protocol, i.e. apply online for a COVID-19 test <b>within the first 3-days</b> of experiencing any COVID-19 symptoms. The test is best taken within the first 5-days of the symptoms being experienced.</li> <li>• There will be a requirement to notify others that have been in '<b>recent</b>' close proximity with someone who is '<b>showing</b>' symptoms of COVID-19 or who has '<b>recently</b>' been tested and confirmed positive for having COVID-19. <ul style="list-style-type: none"> <li>○ In such cases where others need to be notified, <b>General Data Protection Regulations (GDPR)</b> should be complied with wherever possible and '<b>permission</b>' should be sought for '<b>sharing data</b>'. However, due to the insignificant/low risk nature of the data in question being shared, <b>Health and Safety Regulations</b> and the necessity to comply with them will '<b>trump</b>' General Data Protection Regulations (GDPR).</li> </ul> </li> </ul>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<ul style="list-style-type: none"> <li>▪ Anyone sharing such insignificant/low risk data should act '<b>responsibly</b>' and '<b>professionally</b>' when doing so.</li> <li>• You only need to self-isolate if you:               <ul style="list-style-type: none"> <li>○ Are '<b>showing</b>' symptoms of COVID-19 <b>yourself</b>.</li> <li>○ Have '<b>recently</b>' been in <b>close proximity</b> with someone who has '<b>recently</b>' been tested and <b>confirmed positive</b> to having COVID-19.</li> <li>○ In both of the scenarios above, you should:                   <ul style="list-style-type: none"> <li>▪ Follow existing HM Government and Public Health England guidance.</li> <li>▪ Adhere to the Government '<b>Track and Trace</b>' protocol, i.e. <b>apply</b> online for a COVID-19 test within the first 3-days of experiencing any COVID-19 symptoms. Note, the test is best taken within the first 5-days of symptoms.</li> </ul> </li> </ul> </li> </ul> <p>Anyone '<b>showing</b>' symptoms of COVID-19 will be prohibited to come onto the Academy's premises and will be instructed to stay at home and self-isolate, follow existing HM Government and Public Health England guidance, and adhere to the Governments '<b>Track and Trace</b>' protocol, i.e. apply online for a COVID-19 test <b>within the first 3-days</b> of experiencing any COVID-19 symptoms.</p> <p>Anyone who has '<b>recently</b>' (i.e. within 14-days) been <b>tested</b></p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p><b>positive</b> for having COVID-19, or is living in a household with someone who has '<b>recently</b>' (<i>i.e. within 14-days</i>) been <b>tested positive</b> for having COVID-19, or even been in close proximity with someone who has '<b>recently</b>' (<i>i.e. within 14-days</i>) been <b>tested positive</b> for having COVID-19, will also be strictly prohibited to come onto the Academy's premises and will be instructed to stay at home and self-isolate, follow existing HM Government and Public Health England guidance, and adhere to the Governments '<b>Track and Trace</b>' protocol, <i>i.e.</i> apply online for a COVID-19 test <b>within the first 3-days</b> of experiencing any COVID-19 symptoms.</p> <p>If any members of staff, visitor, or contractor becomes unwell and starts showing symptoms of COVID-19 should abide by the following '<b>statutory</b>' and '<b>mandatory</b>' directives:</p> <ul style="list-style-type: none"> <li>• Immediately notify their direct <b>Line Manager</b> or responsible member of staff, if they are a visitor or contractor, by the safest method so as to avoid any risk of COVID-19 transmission.</li> <li>• If physically present on the Academy's premises, will self-isolate in a safe place, and as soon as it is practicably possible, will leave the Academy's premises safely and in a control manner so as to reduce the risk of COVID-19 transmission, go home, self-isolate at home and</li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>follow existing HM Government and Public Health England guidance.</p> <ul style="list-style-type: none"> <li>○ There is no requirement for anyone else to go home and start self-isolating at this moment in time, that is unless they start showing symptoms themselves.</li> <li>○ There is no requirement for the rest of the household to start self-isolating at this moment in time, that is unless the person self-isolating has been <b>tested positive</b> for having COVID-19, in which case they will all have to self-isolate and follow existing HM Government and Public Health England guidance.</li> <li>● Adhere to the Governments <b>'Track and Trace'</b> protocol, i.e. apply online for a COVID-19 test within the first 3-days of experiencing any COVID-19 symptoms. Note, the test is best taken within the first 5-days of symptoms.</li> <li>● Must keep their direct Line Manager or the responsible member of staff, if they are a visitor or contractor, updated with their health condition on a daily basis.</li> <li>● If tested positive for COVID-19, the direct Line Manager or the member of staff responsible for the person tested positive, upon notification will immediately notify the relevant obligatory regulatory bodies, i.e. Principal/Head Teacher and Trust Officials, and will make the necessary arrangements for</li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>contacting all those individuals that were in close proximity and will give them the following 'mandatory' directive:</p> <ul style="list-style-type: none"> <li>o Leave Academy premises safely and in a control manner so as to avoid the risk of COVID-19 transmission, go home, self-isolate at home, and follow existing HM Government and Public Health England guidance. <ul style="list-style-type: none"> <li>▪ There is no requirement for the rest of the household to start self-isolating at this moment in time, that is unless the person self-isolating starts showing symptoms of COVID-19 themselves <b>and</b> tests positive for having COVID-19, in which case they will all have to self-isolate and follow existing HM Government and Public Health England guidance.</li> </ul> </li> <li>o Immediately notify their direct Line Manager if they start showing COVID-19 symptoms.</li> <li>o Adhere to the Governments '<b>Track and Trace</b>' protocol, i.e. apply online for a COVID-19 test within the first 3-days of experiencing any COVID-19 symptoms. Note, the test is best taken within the first 5-days of symptoms.</li> <li>o Immediately share results of their COVID-19 test as soon as they are known.</li> <li>o If tested positive for COVID-19, their direct Line Manager upon notification will immediately notify the relevant obligatory regulatory bodies, i.e.</li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Principal/Head Teacher and Trust Officials, and will make the necessary arrangements for contacting all those individuals that were in close proximity and will give them similar 'mandatory' directives as above.</p> <ul style="list-style-type: none"> <li>• Person can return if the test results are negative.</li> <li>• Follow guidance for HM Government, National Health Service (NHS), Public Health England if they continue to be unwell and continually experiencing symptoms of COVID-19.</li> </ul> <p>The direct <b>Line Manager</b> will be responsible for notifying the following <b>obligatory regulatory bodies</b>.</p> <ul style="list-style-type: none"> <li>• Principal/Head Teacher. <ul style="list-style-type: none"> <li>◦ Principal/Head Teacher will be responsible for notifying Trust Executive Body.</li> </ul> </li> <li>• Head of Human Resources.</li> <li>• Trust Health and Safety Section for <b>Public Health England</b> and <b>HSE – RIDDOR</b> notifications.</li> </ul> <p>If the person showing symptoms of COVID-19 is a child, then the following protocols will be upheld:</p> <ul style="list-style-type: none"> <li>• Depending on the scenario, the child or the child's parent(s)/legal guardian(s)/carer(s) should abide by the following <b>'statutory'</b> and <b>'mandatory'</b> directives: <ul style="list-style-type: none"> <li>◦ The child's parent(s)/legal guardian(s)/carer(s) should immediately notify the</li> </ul> </li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Academy by the safest method so as to avoid any risk of COVID-19 transmission if the child is showing symptoms of COVID-19 at home and refrain from sending their child into the Academy's environment.</p> <ul style="list-style-type: none"> <li>○ If the child is physically present in a <b>'protective bubble'</b> on the Academy's premises, the child should immediately notify a responsible member of staff by the safest method so as to avoid any risk of COVID-19 transmission. <ul style="list-style-type: none"> <li>▪ A responsible member of staff should immediately carry out a dynamic assessment to verify the symptoms and when confirmed contact the child's parent(s)/legal guardian(s)/carer(s) and instruct them to collect their child from the Academy and take them home in a safe and controlled manner so as to avoid the risk of COVID-19 transmission, self-isolate their child at home, and follow existing HM Government and Public Health England guidance. <ul style="list-style-type: none"> <li>- There is <b>no requirement</b> for anyone else within the <b>'protective bubble'</b> to go home and start self-isolating themselves at this moment in time, that is unless they themselves start showing symptoms of COVID-19.</li> <li>- If the child is awaiting collection, then the following protocols will be</li> </ul> </li> </ul> </li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>strictly applied:</p> <ul style="list-style-type: none"> <li>➤ The child will be moved, if possible, to a room where they can be isolated behind a closed door and depending on the age of the child will be supervised by an appropriate member of staff.</li> <li>➤ If it is not possible to isolate the child in a room behind a closed door, the child will be moved into an open area that is 2-metres away from other people.</li> <li>➤ If the child needs to go to the toilet while waiting to be collected, they will use a separate toilet that will be cleaned and disinfected using standard cleaning products immediately after use and before being used by anyone else.</li> </ul> <ul style="list-style-type: none"> <li>▪ The <b>'protective bubble'</b> should be moved immediately into another safe and clean area/room whilst the area/room where the protective bubble was currently working from is 'thoroughly' cleaned and all hard surfaces disinfected in line with the COVID-19 cleaning regimes.</li> <li>▪ With respects to <b>General Data Protection Regulations (GDPR)</b>, a responsible member of staff will</li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>immediately seek <b>'permission'</b>, i.e. from the parent(s)/legal guardian(s)/carer(s) of the child that is showing symptoms of COVID-19 before any attempts are made to inform other parent(s)/legal guardian(s)/carer(s) of children that were/are in the same <b>'protective bubble'</b> as the child who is showing symptoms of COVID-19.</p> <ul style="list-style-type: none"> <li>- Permission and the conversation held should be recorded and logged, in brief, by the responsible member of staff.</li> <li>- When permission is sought, a responsible member of staff will contact and inform all parent(s)/legal guardian(s)/carer(s) of the other children in the same protective bubble of the situation, i.e. it has been reported that a child in the same <b>'protective bubble'</b> as their child has shown signs of COVID-19 symptoms, the child has been <b>removed</b> from the 'protective bubble' with immediate effect, and that they should be <b>'observant'</b> for any signs of COVID-19 symptoms in their child because of the <b>heightened</b> risk as the protective bubble has been compromised. The responsible member of staff should also: <ul style="list-style-type: none"> <li>➤ Remind all</li> </ul> </li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>parent(s)/legal guardian(s)/carer(s) that it <b>does not</b> necessarily mean that anyone showing symptoms of COVID-19 actually has the disease.</p> <ul style="list-style-type: none"> <li>➤ Record and log all calls and conversations, in brief, that have taken place with all the parent(s)/legal guardian(s)/carer(s) of the other children.</li> <li>➤ Keep all parent(s)/legal guardian(s)/carer(s) of the other children updated as soon as there is anything significant to report, i.e. outcomes of COVID-19 test results.</li> </ul> <ul style="list-style-type: none"> <li>• Self-isolate their child at home and follow existing HM Government and Public Health England guidance. <ul style="list-style-type: none"> <li>◦ There is no requirement for the rest of the household to start self-isolating at this moment in time, that is unless their child <b>tests positive</b> for having COVID-19, in which case they will all have to self-isolate and follow existing HM Government and Public Health England guidance.</li> </ul> </li> <li>• Adhere to the Governments '<b>Track and Trace</b>' protocol, i.e. apply online for a COVID-19 test within the first 3-days of their child experiencing any COVID-19 symptoms. Note, the test is best taken within the first 5-days of symptoms.</li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<ul style="list-style-type: none"> <li>• Should keep the Academy updated on a daily basis with the health condition of their child.                             <ul style="list-style-type: none"> <li>◦ Where parent(s)/legal guardian(s)/carer(s) of the child fail to contact and update the Academy, the Academy should make every effort to contact them for an update and remind them of the importance to adhere to the strict protocols during this unprecedented public health threat.</li> </ul> </li> <li>• Immediately share results of their child's COVID-19 test as soon as they are known.</li> <li>• If <b>tested positive</b> for COVID-19, a responsible member of staff upon notification will immediately notify the relevant obligatory regulatory bodies, i.e. Principal/Head Teacher and Trust Officials, and will make the necessary arrangements for contacting all parent(s)/legal guardian(s)/carer(s) of those children that were in the <b>same 'protective bubble'</b> to the child that is unwell and will inform them of the immediate termination of that <b>'individual' protective bubble</b> as well as giving them the following 'mandatory' directives:                             <ul style="list-style-type: none"> <li>◦ Collect their child from the Academy and take them home in a safe and controlled manner so as to avoid the risk of COVID-19 transmission, self-isolate their child at home, and follow existing HM Government and Public Health England</li> </ul> </li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>guidance.</p> <ul style="list-style-type: none"> <li>▪ There is no requirement for the rest of the household to start self-isolating at this moment in time, that is unless the child self-isolating starts showing symptoms <b>and</b> is tested positive for having COVID-19, in which case they will all have to self-isolate and follow existing HM Government and Public Health England guidance.</li> <li>○ Immediately notify the Academy if their child starts showing COVID-19 symptoms.</li> <li>○ Adhere to the Governments '<b>Track and Trace</b>' protocol, i.e. apply online for a COVID-19 test within the first 3-days of their child experiencing any COVID-19 symptoms. Note, the test is best taken within the first 5-days of symptoms.</li> <li>○ Immediately share results of their child's COVID-19 test as soon as they are known.</li> <li>○ If tested positive for COVID-19, the Academy upon notification will immediately notify the relevant obligatory regulatory bodies, i.e. Principal/Head Teacher and Trust Officials, and will make the necessary arrangements for contacting all those individuals that were in close proximity and will give them similar 'mandatory' directives as above.</li> <li>• The child can return if the test results are negative.</li> <li>• The parent(s)/legal guardian(s)/carer(s) of the child will be advised to follow HM</li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Government, National Health Service (NHS), and Public Health England guidance if their child continues to be unwell and continually experiences symptoms of COVID-19.</p> <p><b>COVID-19 Emergency Grab Bags</b> containing the appropriate essential personal protective equipment (PPE), i.e. gloves, aprons and face mask, will be strategically located around the Academy and locations will be communicated to all members of staff just in case they need to use PPE in the event of a likely risk of COVID-19 transmission, i.e. aiding someone who is showing symptoms of the disease. The Health and Safety Section will review and advise on the correct essential PPE and contents of the 'COVID-19 Emergency Grab Bag'</p> <p>Members of staff do not need to go home if they have aided someone who was taken unwell and showing symptoms of COVID-19, that is unless they develop symptoms themselves. The members of staff concerned will be instructed to wash their hands thoroughly for 20 seconds immediately after aiding the person that was unwell and showing symptoms of COVID-19.</p> <p>The Trust's <b>Health and Safety Section</b> will be on hand to advice and guide all Academies within the Trust should any of the above scenarios arise.</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p><b>4. Employee second jobs, i.e. voluntary, part-time, or temporary</b></p> <p><b>Employees</b> have a moral and legal duty to <u>inform</u> the Academy's Leadership Team and the Trust's Human Resources Department of any potential second jobs, i.e. voluntary, part-time, or temporary, that they have <u>outside</u> of the Academy or Trust.</p> <p>The Academy's Leadership Team will work closely and in partnership with the Trust's Human Resources Department and Health and Safety Section in reviewing and assessing the <b>nature</b> of the employees second job during this COVID-19 pandemic, i.e. is there an elevated risk of the employee contracting the disease in their second job and transmitting it generally in society as well as when working for the Academy or Trust.</p> <p>Considerations will be given to the following to reduce the risk of COVID-19 infection and transmission where employees have a second job <u>outside</u> of the Academy or Trust that poses an elevated risk of contracting the disease and transmitting it generally in society as well as when working for the Academy or Trust:</p> <ul style="list-style-type: none"> <li>• A clear open dialogue will be held with the employee informing them of the elevated risks posed for infection and transmission by their second job.</li> </ul>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<ul style="list-style-type: none"> <li>Professionally, responsibly, and sensibly with a considered approach negotiate 'safe' protocols for working safely.</li> </ul> <p>The Trust's <b>Human Resources Department</b> will work in collaboration with the Trust's <b>Health and Safety Section</b> in advising and guiding the person concerned, including their direct line manager.</p>				
				<p><b>5. Equality in the workplace.</b></p> <p>Everyone will be treated equally, and no one will be discriminated against any particular circumstances of their protected characteristics, i.e. age, religion or belief, sexual orientation, disability, sex (gender), gender reassignment, race, pregnancy and maternity, marriage and civil partnership.</p> <p>Human Resources and the Health and Safety Section will advise, guide, and work with staff and their direct line managers, and with pupil(s) and their academy's, whose protected characteristics might either expose them to a different degree of risk, or when any new protocols (i.e. working/learning procedures) may be deemed inappropriate or challenging for them. Further assessments may need to be undertaken by the persons direct Line Manager who will be assisted by a relevant group, i.e. Human Resources or Health and Safety Section, and any additional</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>measures or adjustments will be discussed with all parties involved, including the person with the protected characteristic, for example,</p> <ul style="list-style-type: none"> <li>• Making reasonable adjustments to avoid disabled people being put at a disadvantage.</li> <li>• Making reasonable adjustments for not placing new and expectant mothers at any greater risk.</li> <li>• Making sure that steps taken do not have an unjustifiable negative impact on some groups compared to others, i.e. groups with caring responsibilities and groups with religious commitments.</li> </ul>				
				<p><b>6. Social distancing (i.e. 2-metres) communication, enforcement, and mitigating actions.</b></p> <p>The 2-metre social distancing rule will be enforced and maintained wherever possible, that is so far as is reasonably practicable, whilst:</p> <ul style="list-style-type: none"> <li>• arriving at and departing from Academy premises,</li> <li>• working and/or learning and moving around Academy premises,</li> <li>• travelling between different Academy sites.</li> </ul> <p>Letters sent to Parents and legal Guardians/Carers regarding their moral and legal duty to uphold and maintain the 2-metre social distancing rule wherever possible, that is so far as is reasonably practicable, when arriving at and departing from the Academy</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>premises.</p> <p>A clear directive given to all staff, pupils, volunteers, and visitors to uphold and maintain the 2-metre social distancing rule wherever possible, that is so far as is reasonably practicable, whilst arriving at and departing from Academy premises, working and/or learning and moving around Academy premises, and when travelling between different Academy sites.</p> <p>All staff given a clear directive that they must enforce the 2-metre social distancing rule wherever possible, that is so far as is reasonably practicable, and actively intervene and challenge those that breach the rule.</p> <p>Estates and facilities department will conduct a physical site survey with the Health and Safety Section and the Academy's Principal/Head Teacher (or members of their SLT) to see how best the 2-metre social distancing rule can be implemented throughout the Academy, i.e. visual signage and floor markings, removing equipment, erecting screen and barriers, one way traffic routes, reducing and controlling the number of people working/learning/moving at any one given time etc.</p> <p><b>NOTE: (Mitigating Actions)</b></p> <ul style="list-style-type: none"> <li>• In relation to any particular activity where social distancing cannot be followed in full,</li> </ul>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>management will review that particular activity and consider whether that activity is business critical and whether it needs to continue for the Academy's operations, and if so, will take all mitigating actions possible to reduce the risk of transmission of COVID-19 between their staff, pupils, volunteers, and visitors.</p> <p><b>Mitigating actions</b> will include:</p> <ul style="list-style-type: none"> <li>• Further increasing the frequency of hand washing and surface cleaning.</li> <li>• Keeping the activity time involved as short as possible.</li> <li>• Using screens or barriers to separate people from each other.</li> <li>• Using back-to-back or side-to-side working rather than face-to-face whenever possible, that is so far as is reasonably practicable.</li> <li>• Reduce the number of people each person has contact with.</li> </ul> <p>Social distancing applies to all parts of the Academy's operations, not just the place where people spend most of their time, but also applies to entrances and exits, offices, breakrooms, classrooms, laboratories, refectories and other similar settings.</p>				
				<p><b>7. Physical Education, Playgrounds, and Off-Site Educational Enrichment Visits.</b></p> <p>There will be an abeyance on all of the following activities until further guidance from HM</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Government, Department for Education, and Public Health England:</p> <ul style="list-style-type: none"> <li>i. Physical contact activities and sharing of activity/play equipment during a physical education lessons and during playtime.</li> <li>ii. Off-Site Educational Enrichment Visits.</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>i. Physical education lessons and playtimes can continue as long as the 2-metre social distancing and non-sharing of activity/play equipment during each activity is upheld. Activity/play equipment used by an individual will be cleaned with disinfectant wipes after each use.</li> </ul> <p>The following control measures will be implemented to uphold the 2-metre social distancing rule:</p> <ul style="list-style-type: none"> <li>• Reducing numbers and staggering PE lessons and playtimes to avoid breaching the 2-metre social distancing rule.</li> <li>• <b>Only</b> as an <u>extreme last resort</u> will the <b>mitigating actions</b> highlighted in Control (6) above be considered to reduce the risk of COVID-19 transmission.</li> </ul> <ul style="list-style-type: none"> <li>ii. Off-site educational enrichment visits can continue to be planned for the academic year 2020-2021 and upfront deposits can be taken however, <b>NO</b> payments should made to any</li> </ul>		affecting more than one person		

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>service providers under any circumstances until further guidance from HM Government, Department for Education, and Public Health England is received. The rationale behind this decision is to protect the deposits received just in case the visit is cancelled and refunds need to be made.</p>				
				<p><b>8. Personal (i.e. frequent handwashing) and respiratory (i.e. catch it, bin it, kill it) hygiene communication and enforcement.</b></p> <p>Letters sent to Parents and legal Guardians/Carers regarding their moral and legal duty to uphold and maintain their family's personal (i.e. frequent handwashing) and respiratory (i.e. catch it, bin it, kill it) hygiene at all times.</p> <p>A clear directive given to all staff, pupils, volunteers, and visitors to uphold and maintain their personal (i.e. frequent handwashing) and respiratory (i.e. catch it, bin it, kill it) hygiene at all times.</p> <p>All staff given a clear directive that they must encourage and enforce pupils to maintain their personal (i.e. frequent handwashing) and respiratory (i.e. catch it, bin it, kill it) hygiene, and actively intervene and challenge those that fail to maintain good personal (i.e. frequent handwashing) and respiratory (i.e. catch it, bin it, kill it) hygiene.</p>	<p><b>L (2)</b> <b>Unlikely</b></p>	<p><b>S (4)</b> <b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b> <b>High</b></p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Signs and poster will be prominently displayed in strategic locations around the Academy premises to increase the awareness of:</p> <ul style="list-style-type: none"> <li>• handwashing frequency,</li> <li>• handwashing techniques,</li> <li>• avoid touching your face, and</li> <li>• catch it, bin it, kill it, i.e. cough or sneeze into a tissue which can be binned safely, or into your arm if a tissue is not available.</li> </ul> <p>Wherever possible, and so far as is reasonably practicable, paper towels and appropriate lined lidded waste bins that enclose the hazard, i.e. potential COVID-19 contaminated waste, will be provided as an alternative to hand dryers in handwashing facilities.</p> <p>Where appropriate and adequate handwashing facilities are not available, the use of hand sanitiser gels stations will be considered and strategically placed around the Academy. Hand sanitiser gel stations will be manned, and the use of the hand sanitiser station will be supervised to avoid incorrect use, over usage, and people filling their own bottles with gel for later use. Hand sanitiser gels stations will definitely be placed in prominent areas immediately entering the building, i.e. main reception area, where handwashing facilities are not immediately available, this will help control COVID-19 from entering into the Academy's</p>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>'safe' zone.</p> <p>Once in the 'safe' zone, frequent handwashing will be encouraged over the use of hand sanitiser gels.</p> <p>Estates and facilities department will conduct a physical site survey with the Health and Safety Section and the Academy's Principal/Head Teacher (or members of their SLT) to review their existing handwashing provisions and if necessary consider additional mobile handwashing equipment to be strategically placed, and how best to strategically place hand sanitiser gel stations.</p>				
				<p><b>9. Numbers coming to and leaving Academy premises at any one time.</b></p> <p>Numbers coming to and leaving the Academy premises at any one time will be regulated and managed responsibly and sensibly so as to avoid any unnecessary congestion as well as upholding the 2-metre social distancing rule, and the following control measures will be considered:</p> <ul style="list-style-type: none"> <li>• Reducing the number of people required to come and leave during the day by using some form of rota system or split timetable for staff and pupils.</li> <li>• Staggering arrival and departure times.</li> <li>• Having more entry and exit points.</li> <li>• Using appropriate signs and/or floor markings as well as</li> </ul>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>introducing one-way traffic flow protocols at entry and exit points.</p> <ul style="list-style-type: none"> <li>Patrolling and supervising human and vehicle traffic flow at entry and exit points.</li> </ul>				
				<p><b>10. Migrating within and around the Academy premises.</b></p> <p>Migrating within and around the Academy premises will be managed responsibly and sensibly by either reducing, limiting, and discouraging any non-essential migration.</p> <p>The use of radios or internal telephone systems will be encouraged wherever possible and the equipment used will be cleaned with sanitiser wipes after each use.</p> <p>Consideration will also be given to the following:</p> <ul style="list-style-type: none"> <li>Restricting or even prohibiting access to some areas within and around the Academy's premises.</li> <li>Reducing numbers and location rotation, i.e. pupils remain in class and staff rotate from one class to another.</li> <li>Introducing one-way traffic flow protocols within and around premises.</li> <li>Restricting the use and reducing the maximum occupancy of the goods/human lift, i.e. only authorise the movement of goods from one floor to another as well as making sure that people with disabilities are able</li> </ul>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>to access the lift with readily available hand sanitiser, and not forgetting to encourage those that are able to do so to use the stairs wherever possible.</p> <ul style="list-style-type: none"> <li>Regulating, patrolling and supervising all traffic routes/areas, including bottlenecks, so that concurrent migration can be avoided, and the 2-metre social distancing rule upheld.</li> </ul>				
				<p><b>11. Workplaces, workstations, teaching and learning areas, work and learning equipment including soft cuddly toys.</b></p> <p>Occupancy levels in all areas, workstation usage and possible, i.e. not definite, sharing of work or learning equipment including soft and cuddly toys will be regulated and managed responsibly and sensibly to uphold the social distancing rule as well as reducing the risks of COVID-19 transmission.</p> <p>Wherever possible, and so far as is reasonably practicable, workplaces and workstations will be configured in such a way that social distancing is maintained. Where this is not possible, consideration will be given to whether that activity needs to continue for the Academy to operate, and if so, and <b>only</b> as an <u>extreme last resort</u> will the <b>mitigating actions</b> highlighted in Control (6) be considered to reduce the risk of COVID-19 transmission.</p>	<p><b>L (2)</b> <b>Unlikely</b></p>	<p><b>S (4)</b> <b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b> <b>High</b></p>	<p><b>Yes</b></p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Hot desking and the sharing of any work or learning equipment including soft and cuddly toys will be strictly prohibited, and where this is not possible, and <b>only</b> as an <u>extreme last resort</u> will the <b>mitigating actions</b> highlighted in Control (6) be considered to reduce the risk of COVID-19 transmission, i.e. maintaining good cleaning regimes after each individual occupants use of the workstation and/or work or learning equipment including soft and cuddly toys.</p> <p>Disinfectant surface cleaning spray bottle and disposable paper towels will be made readily available at strategic locations to aid any surface cleaning that may be required immediately after each individual occupant's use of a workstation, work or learning equipment. Appropriate lidded bins will be provided at strategic locations to enclose the hazard, i.e. potential COVID-19 contaminated waste, when the item used for cleaning is disposed.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• Please don't be fooled with the use of personal protective gloves when sharing work equipment, hence the reason why they are <u>not</u> advised or encouraged in such circumstances, that is, unless the activity/task/use is of a high risk, i.e. use of hazardous chemicals and substances that have the potential to cause skin irritations and/or burns.</li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Personal protective gloves may initially protect you from coming into physical contact with the disease however, the disease is a 'sticky' protein cell that will stick to the gloves and be transmitted elsewhere if the gloves are used for many other different activities/tasks over a prolonged period.</p> <p>For personal protective gloves to be <b>effective</b> in reducing the risk of infection and transmission, they must be disposed of safely and correctly into a lidded bin <u>immediately</u> after <b>each individual</b> activity/task/use and a fresh pair worn for the next activity/task/use. For example, sharing an item:</p> <ul style="list-style-type: none"> <li>○ Dispose gloves safely and correctly into a lidded bin <u>immediately</u> after <u>sharing</u> the item.</li> <li>○ Wear a fresh pair of gloves for cleaning the item.</li> <li>○ Dispose gloves safely and correctly into a lidded bin <u>immediately</u> after <u>cleaning</u> the item.</li> <li>○ Wear a fresh pair of gloves for the <u>next</u> activity/task/use.</li> </ul> <p>Consideration will also be given to the following:</p> <ul style="list-style-type: none"> <li>● Continuous review of layouts and activities.</li> <li>● Use of prominent visual signs to make everyone aware of social distancing.</li> <li>● Use of visual floor markings to help everyone keep to a 2-</li> </ul>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>metre distance from one another.</p> <ul style="list-style-type: none"> <li>Regulating and managing traffic flow such as restricting or reducing numbers as well as applying one-way protocols.</li> <li>Only where it is not possible to move workstations further apart will consideration be given to people working back-to-back or side-to-side with other mitigating actions such as erecting physical screens or barriers to separate them from each other rather than them working face-to-face.</li> </ul>				
				<p><b>12. Meetings.</b></p> <p>Face-to-face meetings will not be encouraged, and wherever possible, and so far as is reasonably practicable, everyone will be given a clear directive to explore the option of using remote working ICT software and/or equipment at the first instant when planning to hold any meeting.</p> <p>The use of 'Microsoft Teams' and 'Zoom' has proven to be a great success when hosting remote meetings.</p> <p>Where face-to-face meeting are unavoidable, the number of attendees to any meeting will be regulated and managed responsibly and sensibly by the host, ensuring that only the absolute necessary participants should attend so that the 2-metre social distancing rule can be</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>upheld. Unavoidable face-to-face meeting will only take place in appropriately sized and well-ventilated spaces / areas / rooms. The sharing of any work equipment in any unavoidable face-to-face meeting will not be permitted. However, additional <b>mitigating actions</b> highlighted in Control (6) will also be considered to reduce the risk of COVID-19 transmission, i.e. using physical screens or barriers to separate people from each other, keeping the meeting time as short as possible, using prompts such as signs and floor markings, readily available hand sanitiser, readily available disinfectant surface cleaning spray bottle and disposable paper towels that can be used when any piece of equipment has been shared during the meeting etc.</p>				
				<p><b>13. Common areas.</b></p> <p>Everyone will be given a clear directive to work collaboratively to ensure consistency is maintained across all common areas, e.g. reception, walkways, staircases, refectory, breakout/rest areas etc.</p> <p>Migration and occupancy in and around all common areas will be managed responsibly and sensibly, and the following will either be implemented or considered:</p> <ul style="list-style-type: none"> <li>• Break times will be staggered to reduce migration and occupancy levels at any one</li> </ul>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>time in all common areas.</p> <ul style="list-style-type: none"> <li>• Seating and table configuration in refectory and breakout/rest areas will be reviewed and reconfigured to uphold the 2-metre social distancing rule.</li> <li>• Visual prompts such as signs and floor markings will be used to raise awareness and help people maintain the 2-metre social distancing rule.</li> <li>• People will be encouraged to bring their own wholesome food, and whenever possible (i.e. weather permitting), can eat outside in an open space.</li> <li>• Opening other areas of the building and premises during break times, e.g. sports hall.</li> <li>• Providing packaged meals or similar to avoid fully opening and congesting refectory.</li> </ul> <p>Additional <b>mitigating actions</b> highlighted in Control (6) will also be considered to reduce the risk of COVID-19 transmission, i.e. using physical screens or barriers to separate people from each other, regulating (i.e. keeping the time spent in any common area as short as is practicably possible) and ensuring adequate enforcement and supervision at all times to reduce concurrent migration and occupancy.</p> <p>Estates and facilities department will conduct a physical site survey with the Health and Safety Section and the Academy's Principal/Head Teacher (or members of their SLT) to review the seating and table</p>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>configurations in all common rooms/areas and will reconfigure if deemed necessary to uphold the 2-metre social distancing rule.</p>				
				<p><b>14. Issuing new school uniforms.</b></p> <p>The issuing of new school uniforms will be planned and managed professionally and sensibly so that the 2-metre social distancing rule is upheld, personal hygiene is maintained and the risk of COVID-19 transmission kept to a minimal.</p> <p>Letters will be issued to parents/guardians/carers informing them of the strict protocols for collecting their child's new school uniform, i.e. abiding with the 2-metre social distancing, maintaining personal hygiene at all times, and adherence to the strict protocol for collecting their child's new school uniform.</p> <p>Wherever possible, and so far as is reasonably practicable, every effort will be made to carry out this task out of core hours with collection times staggered across the day so that the interaction and overlap between people is reduced, therefore reducing the risk of COVID-19 transmission.</p> <p>Everyone will be given a clear strict directive to work collaboratively to ensure consistency is maintained throughout the process.</p> <p>Visible signage and floor markings will be used to raise awareness</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>and help people keep 2-metres from one another.</p> <p>One-way traffic flow systems will be enforced throughout the Academy to control the flow of people and vehicle traffic.</p> <p>Handwashing facilities will be made available to everyone and hand sanitiser will also be placed in prominent strategic locations, i.e. immediately on entry, reception, or place of uniform distribution.</p> <p>Sharing of any work equipment will not be encouraged however, if it is and unavoidable, i.e. a writing instrument or card-reader, then appropriate cleaning materials will be made readily available so that the shared equipment can be cleaned thoroughly after <b>each individual</b> use. Appropriate lidded bins will be provided at strategic locations to enclose the hazard, i.e. potential COVID-19 contaminated waste, when the item used for cleaning is disposed.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• Please don't be fooled with the use of personal protective gloves when sharing work equipment, hence the reason why they are <u>not</u> advised or encouraged in such circumstances, that is, unless the activity/task/use is of a high risk, i.e. use of hazardous chemicals and substances that have the potential to cause</li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>skin irritations and/or burns.</p> <p>Personal protective gloves may initially protect you from coming into physical contact with the disease however, the disease is a 'sticky' protein cell that will stick to the gloves and be transmitted elsewhere if the gloves are used for many other different activities/tasks over a prolonged period.</p> <p>For personal protective gloves to be <b>effective</b> in reducing the risk of infection and transmission, they must be disposed of safely and correctly into a lidded bin <u>immediately after <b>each individual</b></u> activity/task/use and a fresh pair worn for the next activity/task/use. For example, sharing a card-reader to take a payment:</p> <ul style="list-style-type: none"> <li>o Dispose gloves safely and correctly into a lidded bin <u>immediately after sharing</u> the card-reader.</li> <li>o Wear a fresh pair of gloves for cleaning the card-reader.</li> <li>o Dispose gloves safely and correctly into a lidded bin <u>immediately after cleaning</u> the card-reader.</li> <li>o Wear a fresh pair of gloves for the <u>next</u> activity/task/use.</li> </ul> <p>Anyone not complying with the strict protocols will be asked to leave the Academy premises and if necessary, may be escorted off premises</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p><b>15. Accident, security and other incidents.</b></p> <p>Public Health England have confirmed that “<b>personal protective equipment (PPE) is not required when administering First-Aid on a non-symptomatic person</b>”, that is unless ‘normal’ First-Aid procedure specify otherwise, i.e. when there is blood involved.</p> <p>The Academy’s ‘<b>First Aider Needs Assessment</b>’ will be reviewed by the Academy’s Senior Leadership Team (SLT) and TDET’s Health and Safety Section to ensure that adequate and appropriate First Aid Provisions are maintained, i.e. Appointed Person (AP), Emergency First Aid (EFA), First Aid at Work (FAW), Paediatric First Aid (PFA), and Adult Mental Health First Aid (AMHFA).</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• With all the risk management protocols and mitigating safety control measures in place, the nature of the working and learning activities performed within an Academy and the risk of harm associated with them are deemed to be <b>low</b>.</li> <li>• With the above bullet point in mind, <b>very basic ‘emergency’ First-Aid kits</b> can be <b>considered</b> within ‘<b>protective bubbles</b>’. <ul style="list-style-type: none"> <li>◦ Members of staff within their ‘protective bubbles’ are permitted under ‘<b>in loco parentis</b>’, i.e. a legal doctrine that has been established</li> </ul> </li> </ul>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>through precedents in English common law/civil law, to carry out <b>very basic everyday emergency First-Aid</b>, i.e. clean a graze and dress it.</p> <ul style="list-style-type: none"> <li>Dedicated First-Aid rooms can be used and <b>'protective bubbles'</b> can be compromised in any emergency health (i.e. injury or ill-health) and safety (i.e. fire evacuation) situation as long as personal and respiratory hygiene and cleaning regimes are upheld and maintained at all times before and after any emergency situation.</li> </ul> <p><b>COVID-19 Emergency Grab Bags</b> containing the appropriate essential personal protective equipment (PPE), i.e. gloves, aprons and face mask, will be strategically located around the Academy and locations will be communicated to all members of staff just in case they need to use PPE in the event of a likely risk of COVID-19 transmission, i.e. aiding someone who is showing symptoms of the disease. The Health and Safety Section will review and advise on the correct essential PPE and contents of the 'COVID-19 Emergency Grab Bag'.</p> <p>HM Government and Public Health England have stipulated in their guidance that COVID-19 transmission risk in a <b>non-healthcare</b> setting are significantly lower than those seen in healthcare settings. Therefore, due to the pure nature of activities and operations within</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>academies, people in academies are not deemed to be at the same risk of contracting the disease as those in Care Homes and Hospitals. Therefore, with this in mind, there is no immediate requirement to wear any personal protective equipment (PPE) when aiding others in the event of any unforeseen emergency situation, including First Aid, where the 2-metre social distancing cannot be upheld, that is, <b>unless</b> the person in distress is showing symptoms of COVID-19 or where 'normal' First-Aid procedure specify otherwise, i.e. when there is blood involved. Please note that if normal protocols specify the use of personal protective equipment (PPE) when administering First-Aid for a particular injury or ill health regardless of whether the person in distress is showing COVID-19 symptoms or not, then personal protective equipment should be taken from their normal stock and worn, not from the COVID-19 Emergency Grab Bags.</p> <p>In either of the scenarios above, i.e. aiding a distressed person showing or not showing symptoms, members of staff concerned will be given a 'consistent' clear directive to wash their hands thoroughly for 20 seconds immediately after aiding the person that was in distress regardless of whether they were showing symptoms or not.</p> <p>Further guidance on practicing First-Aid safely, including safe</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>working arrangements, during the current health threat posed by COVID-19 can be sought by the Trust's Health and Safety Section.</p> <p>The Health and Safety Executive have recently updated the <b>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)</b> to include the requirement to report possible or actual exposure to COVID-19 as a result of or in connection with a work activity. Any confirmed positive cases will be reported to the Health and Safety Section through the correct channels as soon as is practicably possible.</p> <p>The Academy's '<b>Supporting Pupils with Medical Need Procedure</b>' will be reviewed by the Academy's Senior Leadership Team (SLT) and TDET's Health and Safety Section to ensure that adequate and appropriate support provisions are maintained to support pupils with medical needs.</p> <p>HM Government guidance stipulates "<b>that in an emergency situation, e.g. an accident or fire, people do not have to stay 2-metre apart if it would be unsafe</b>".</p> <p>In the event of any unfortunate emergency evacuation, people will be given a clear directive to:</p> <ul style="list-style-type: none"> <li>• Follow normal protocols, work collaboratively and evacuate the building in a professional, sensible and safe manner.</li> <li>• Pay particular attention to personal sanitation measures</li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>immediately afterwards including either washing their hands thoroughly for 20-seconds or use hand sanitiser gel.</p> <p>Estates and facilities department will conduct a physical site survey with the Health and Safety Section and the Academy's Principal/Head Teacher (or members of their SLT) to review strategic locations for the safe and secure stowage and access of the 'COVID -19 Emergency Grab Bags'.</p>				
				<p><b>16. High risk pupils, i.e. those that are socially vulnerable, have an EHCP (SEND) and/or IMCP (Medical).</b></p> <p>High risk pupils due to their vulnerability in society, unacceptable behaviour, and/or specific physical, mental or medical health conditions will have their individual assessments <b>reviewed</b> by an appropriate competent person within the Academy, i.e. Special Educational Needs Co-ordinator (SENCO), Medical Supervisor or Child Welfare Officer.</p> <ul style="list-style-type: none"> <li>• Vulnerability in society assessment - Special Educational Needs Co-ordinator (SENCO)</li> <li>• Educational Health Care Plan (EHCP) – Special Educational Needs Co-ordinator (SENCO)</li> <li>• Individual Medical Care Plan (IMCP) – Medical Supervisor or Child Welfare Officer</li> </ul>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Cambridgeshire County Council, including Peterborough City Council, have issued a <b>specific 'SEND and Vulnerable Child during COVID-19' assessment</b> which will complement the Academy's internal assessments and help the Academy determine whether it can safely support the pupil on its premises or not during this COVID-19 pandemic, i.e. does the pupil continue with home learning or is it safe for them and others if they are to come into the Academy.</p> <ul style="list-style-type: none"> <li>• <b>Alex West</b> (TDET Lead SENCO), <b>Karin Rudd</b> (SENCO/ASD Hub Manager at Welbourne Primary Academy), and <b>Jean Bloye</b> (Assistant Principal/SENCO at Queen Katharine Academy) can advise on the Local Authority's <b>specific 'SEND and Vulnerable Child during COVID-19' assessment</b>: <ul style="list-style-type: none"> <li>○ Multi-Agency Risk Assessment Tool <ul style="list-style-type: none"> <li>▪ Offering School and College Placements to Vulnerable Children and those with Educational Health Care Plans (EHCPs) during the COVID-19 pandemic.</li> </ul> </li> </ul> </li> <li>• Local Authority assessments <b>only</b> need to be completed if it is deemed that the high-risk pupil poses a significant elevated risk of harm or transmission of the disease during the COVID-19 pandemic, not only to themselves but also to others within close proximity to them, i.e. members of staff, other children, and visitors.</li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>The Academy's SEND department will ensure that the Local Authority's specific '<b>SEND and Vulnerable Child during COVID-19</b>' assessment is completed for any pupil that they deem to be at a significant elevated risk of harm or transmission of the disease during the COVID-19 pandemic, not only to themselves but also to others within close proximity to them, i.e. members of staff, other children, and visitors. The results of the assessment will be shared with all the appropriate and obligatory parties, informing them of whether the Academy can safely support the pupil on its premises or not.</p> <p>Review of the Academy's existing internal assessments together with the completion of the Local Authority's '<b>SEND and Vulnerable Child during COVID-19</b>' specific assessment will allow the Academy to ensure that the safest decisions are made as to whether it can safely support the pupil on its premises or not during this COVID-19 pandemic.</p> <p>The Academy fully understands it's moral and legal obligations to not discriminate or disadvantage any pupil due to their SEND needs and also fully understands it's moral and legal obligations to safeguarding the health, safety, and wellbeing of all its staff, pupils, and visitors whilst on the Academy premises.</p> <p>The Academy will work closely</p>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>with the Local Authority and will consider all options for mitigating any circumstances where a pupil cannot be supported on the grounds of their SEND needs, and so far as is reasonably practicable and <u>only if it safe to do so</u>, the Academy will endeavour to ensure that all pupils are able to attend the Academy irrespective of their SEND needs.</p> <p>Assessment reviews will be a <u>continuous</u> and will also take place under the following conditions.</p> <ul style="list-style-type: none"> <li>• Where there have been significant changes in the evolving advice from HM Government, Public Health England, and Department for Education.</li> <li>• When there are significant changes in Legislation to address any new hazards and/or risks.</li> <li>• After an unfortunate incident/accident that has identified gaps in a provision or identified new hazards and/or risks.</li> <li>• Periodically, minimum bi-annually.</li> </ul> <p>All provisions will be continuously reviewed to ensure that they remain appropriate and adequate (i.e. competent member of staff, staff-to-pupil ratio, contact time and breaks etc), and are maintained in line with the guidance from HM Government, Department for Education, and Public Health</p>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>England.</p> <p>When teaching and/or supervising any high-risk pupil, members of staff who are competent in the task and feel comfortable in carrying out their duties during the COVID-19 pandemic will only be permitted to carrying out the task. Anyone not deemed to be competent in either teaching or supervising a high-risk pupil will not be permitted to carrying out that task, and no competent person will be forced into carrying out their duties if they don't feel comfortable during the COVID-19 pandemic.</p> <p>All members of staff will be informed of their moral and legal duties in maintaining their own personal health, safety and wellbeing at all times and will be given a clear directive to ensure that they maintain their obligations to themselves by not endangering themselves and others by their own acts or omissions.</p> <p>Any type of Personal Protective Equipment (PPE) will not be issued to any member of staff teaching or supervising a high-risk pupil unless a dynamic risk assessment identifies otherwise. At the time of this assessment, it was considered that face shields/masks could potentially become a 'target' and attract the high-risk pupil into carrying out an unacceptable behaviour, i.e. spitting or</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>compromising the 2-metre social distancing rule by trying to knock the face shield/mask off the wearers head.</p> <p>However, appropriate Personal Protective Equipment (PPE) will definitely be considered in tasks that involve '<b>personal and intimate care</b>', i.e. babies in nursery, pupils' in early years and where there is a medical, physical or mental health condition making it applicable. Personal Protective Equipment such as appropriate gloves, aprons and face masks will be made readily available to the members of staff concerned. Staff will be given a clear directive to pay particular attention to personal sanitation measures including washing their hands thoroughly for 20-seconds immediately after undertaking a personal and intimate care task.</p> <p>When working with a high-risk pupil and where it is deemed that there may be a potential risk of the 2-metre social distancing rule being compromised, the following additional reinforcing social distancing measures will be taken into consideration:</p> <ul style="list-style-type: none"> <li>• Use of appropriate visual signs to raise <u>awareness</u> of the importance to maintain the 2-metre social distancing rule.</li> <li>• Use of visual floor marking and physical barriers, i.e. tables place between high-risk pupil and member of staff, to help <u>maintain</u> the 2-metre social distancing.</li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>In any event where a high-risk pupil has been considered safe within reason, and been given a placement to attend, but compromises the 2-metre social distancing rule and has either biting or spat at a someone, then that high-risk pupil will:</p> <ul style="list-style-type: none"> <li>• be immediately isolated in a separate room from everyone else,</li> <li>• eventually removed off the Academy's premises as soon as is practicably possible in a safe and controlled manner,</li> <li>• their assessments will be reviewed, and placement reconsidered.</li> </ul> <p>As for the person that has been bitten or spat at, that person will be given the following '<b>mandatory</b>' instructions:</p> <ul style="list-style-type: none"> <li>• Immediately clean themselves hygienically as best as they possible can.</li> <li>• Leave Academy premises, go home and self-isolate for 7-days.</li> <li>• Follow HM Government guidance.</li> <li>• Apply online for a COVID-19 test within the first 3-days of any COVID-19 symptoms. Note, the test is best taken within the first 5-days of symptoms.</li> <li>• Immediately notify Academy Principal or Head Teacher, depending on primary or secondary setting, if they are experiencing symptoms and immediately share results of COVID-19 test as soon as they are known.</li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>o If tested positive for COVID-19, the Academy Principal or Head Teacher will make the necessary arrangements for contacting the parents / legal guardians / carers of the high-risk pupil and advise them to get their child and themselves tested for COVID-19</p> <ul style="list-style-type: none"> <li>• Person can return after 7-days of self-isolation if they are feeling well and not experiencing any symptoms.</li> <li>• Follow guidance for HM Government, National Health Service (NHS), Public Health England if they continue to be unwell and continually experiencing symptoms of COVID-19.</li> </ul> <p>The Academy's '<b>Supporting Pupils with Medical Need Procedure</b>' will be reviewed by the Academy's Senior Leadership Team (SLT) and TDET's Health and Safety Section to ensure that adequate and appropriate support provisions are maintained to support pupils with medical needs.</p> <ul style="list-style-type: none"> <li>• The <b>Medical Supervisor</b> or <b>Child Welfare Officer</b> will review all Individual Medical Care Plans (IMCPs) to ensure that provisions remain appropriate and adequate to support the high-risk pupil with medical needs.</li> </ul> <p>The Academy fully understands it's moral and legal obligations to not discriminate or disadvantage any pupil due to their medical needs and will endeavour to ensure that all avenues are</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>explored to support pupils with any medical need.</p> <p>The Local Authority's '<b>SEND and Vulnerable Child during COVID-19</b>' specific assessment also covers 'health' and the document will be considered in the assessment and decision making process so as to ensure that the safest decisions are made as to whether the Academy can safely support the pupil with medical needs on its premises or not during this COVID-19 pandemic.</p> <p>However, in cases where it is not deemed possible to support a pupil on medical grounds, the Academy will log and record the reasons why and will work in partnership with the Local Authority and Clinical Commissioning Group (CCG) by sharing the relevant medical details of the pupil and reasons why the Academy is unable to support that particular pupil.</p> <p>The Academy will work closely with the Local Authority and the Clinical Commissioning Group (CCG) and will consider options for mitigating the circumstances, and so far as is reasonably practicable and <u>only if it safe to do so</u>, will ensure that all pupils are able to attend the Academy irrespective of their medical needs.</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p><b>17. Safeguarding, pupil mental health and wellbeing.</b></p> <p>Safeguarding and pupil mental health provisions will be reviewed by the Academy's Senior Leadership Team (SLT) and TDET's Health and Safety Section to ensure that they are appropriate, adequate, maintained and in line with the guidance from HM Government, Department for Education, and Public Health England.</p> <p>Further guidance on Safeguarding is available via the following link.</p> <ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</a></li> <li>• Department for Education stipulate in their guidance that the basic principles of safeguarding remains the same and wherever possible, and so far as is reasonably practicable, a <b>Designated Safeguarding Lead (DSL)</b> should be present on site however, if this is not possible then a contingency plan must be considered and communicated to all staff.</li> <li>• Regular contact with non-attending vulnerable pupils must still continue after reopening.</li> <li>• Safer recruitment principles for staff and volunteers must</li> </ul>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>continue to apply.</p> <p>Everyone will be advised to be alert to mood or behavioural changes in any pupil as a consequence of them experiencing anxiety, loss, bereavement, isolation, or loneliness caused by COVID-19 and the lockdown measure taken by the Government. Pupils suffering from any anxiety, loss, bereavement, isolation, or loneliness caused by COVID-19 will be assisted by the Academy's Child Mental Health and Wellbeing Teams.</p>				
				<p><b>18. Cleaning regimes and safe waste disposal.</b></p> <p>Estates and facilities department will consult with their cleaning contractor and/or in-house cleaning teams to agree and arrange a thorough deep clean before staff and pupils return.</p> <p>More frequent robust cleaning regimes will be in place within and around the Academy premises upon opening, particularly around 'common areas' and at potential 'touch points' including:</p> <ul style="list-style-type: none"> <li>• Taps and washing facilities.</li> <li>• Toilet flush and seats.</li> <li>• Door handles and push plates.</li> <li>• Handrails on staircases and corridors.</li> <li>• Lift and hoist controls.</li> <li>• Machinery and equipment control panels.</li> <li>• Telephone equipment.</li> <li>• Common area, office, classroom and laboratory equipment,</li> </ul>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>including desks and chairs.</p> <ul style="list-style-type: none"> <li>• Changing rooms and shower facilities in physical education curriculum.</li> <li>• All areas used for eating wholesome food.</li> </ul> <p>Cleaning teams will continue to abide with their cleaning protocols, CoSHH risk assessment, safe working procedures including the correct use of PPE, and training.</p> <p>All cleaning waste will be managed and disposed of responsibly and sensibly so as to reduce the potential risk of COVID-19 transmission. All waste bins will be lined with an appropriate bin liner and lidded so as to enclose the hazard, i.e. potential COVID-19 contaminated waste. All bin liners or waste bags will be securely tied before they are manually handled and correctly disposed</p> <p>Cleaning teams will adhere to the strict cleaning guidance provided by HM Government when a known or suspected case of COVID-19 is confirmed:</p> <ul style="list-style-type: none"> <li>• <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>• Entry into the building, area, or room suspected to be contaminated will be prohibited and kept secure for 72-hours and then thereafter undergo a thorough deep clean.</li> </ul>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p><b>19. Handling inbound and outbound goods, merchandise, and other materials.</b></p> <p>All precautionary measure will be taken to minimise the surface transmission risk of COVID-19 by apply the 2-metre social distancing rule.</p> <p>Pick-up and drop-off collection points, protocols, signage and markings will be reviewed, and if necessary, amended accordingly to reduce the risk of COVID-19 transmission.</p> <p>Protocols will be put in place for handling and cleaning inbound goods, merchandise, and other materials before entering the Academy building.</p> <p>Unnecessary handling of goods, merchandise, and other materials will be discouraged.</p> <p>Where possible and safe to do so, have a single person to manage and handle inbound and outbound goods, and where more than one person is need, to use the same two people.</p> <p>Wherever possible and safe to do so, delivery drivers will be encouraged to stay in their vehicles to reduce the risk of COVID-19 transmission.</p> <p>New ways of working will be considered such as applying 'Lean Management' and 'Just-In-Time (JIT)' philosophies and</p>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>techniques for deliveries and collections so that they can be managed more effectively and at the same time reduce the risk of COVID-19 transmission.</p> <p>Additional <b>mitigating actions</b> highlighted in Control (6) will also be considered to reduce the risk of COVID-19 transmission, i.e. using physical screens or barriers to separate delivery drivers from staff, and the use of PPE etc.</p>				
				<p><b>20. Managing the workforce.</b></p> <p>Inevitably, changes will be made to the working day of the workforce so that the 2-metre social distancing rule can be upheld and the transmission risk of COVID-19 reduced.</p> <p>Consideration will be given to the following:</p> <ul style="list-style-type: none"> <li>• Those that can work from home will be advised and permitted to work from home.</li> <li>• Those that need to come into work will have their working day possibly staggered with reduced contact-hours and on some kind of rota system or split timetable.</li> </ul>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>
				<p><b>21. Reasonable adjustments to timetables.</b></p> <p>Inevitably, changes will be made to every pupil's timetable so that the 2-metre social distancing rule can be upheld and the transmission risk of COVID-19 reduced.</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Consideration will be given to the following until further guidance received from HM Government and the Department for Education:</p> <ul style="list-style-type: none"> <li>• Split timetable and reducing face-to-face learning hours on Academy premises.</li> <li>• Increasing self-study at home.</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• The above will not be applicable to vulnerable children and children of key workers who need to be in during the full day.</li> </ul>		<p>person</p>		
				<p><b>22. Managing visitors and contractors.</b></p> <p>All visitors, contractors and Academy host's will be encouraged to use either telephone systems or ICT remote working connects such as Microsoft Teams and Zoom to replace site meetings/visits.</p> <p>Where site visits are required and/or unavoidable, the visitor or contractor will be given clear guidance by the Academy's host and receptionist on the Academy's visiting protocols and at the same time be given strict directives on the importance to maintain their personal hygiene and adhere to the 2-metre social distancing rule at all times. Any visitor or contractor failing to abide with the Academy's visiting, personal hygiene, and social distancing protocols will be</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>requested to leave the premises immediately, or even be escorted off the premises if necessary.</p> <p>All visitors and contractors should give either the Receptionist or the Academy Host a signed <b>declaration</b> of the following <b>before</b> they are permitted to sign in or even given authorisation to enter the Academy's premises.</p> <ul style="list-style-type: none"> <li>• Do they deem themselves to be at an elevated risk of harm from COVID-19 or not, i.e. Clinically Extremely Vulnerable, Clinically Vulnerable, and/or Black Asian Minority Ethnic (BAME)?                             <ul style="list-style-type: none"> <li>○ If so, what mitigating safety control measure do we need to put in place to ensure their health and safety whilst on the Academy's premises?</li> </ul> </li> <li>• Are they experiencing any symptoms of COVID-19 or have they experienced any COVID-19 symptoms within the last 14-days?</li> <li>• Have they been in contact with any person showing symptoms of COVID-19 and/or anyone who has been tested positive for having COVID-19 within the last 14-days?</li> </ul> <p><b>NOTE:</b> Anyone answering 'yes' to the last two bullet points above <b>should not be permitted to sign in or even given authorisation to enter the Academy's premises.</b></p> <p>All staff will be given a clear directive to not encourage any unnecessary and non-business critical visits to the Academy. In the case of any visits that are</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>deemed business critical, the Academy host will regulate, i.e. limit, and manage their visitor(s) and/or contractor(s) professionally and sensibly so that social distancing on the premises can be upheld safely during this unprecedented public health threat.</p> <p>Contractors will <b>not</b> be given any 'Approval to Work' until they provide a suitable and sufficient task-based risk assessment for the activities that they are required to perform on the Academy's premises. The task-based risk assessment must include their control measure for managing the transmission risk of COVID-19. The Academy host responsible for the contractors will need to approve the task-based risk assessment before authorising any work to commence and if in any doubt can consult the Health and Safety Section.</p> <p>Wherever possible, and so far as is reasonably practicable, every effort should be made by the Academy's host to review planned preventative and reactive maintenance schedules with the contractor so that work can be done out of core hours so that the interaction and overlap between people is reduced, therefore reducing the risk of COVID-19 transmission.</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p><b>23. Personal protective equipment (PPE).</b></p> <p>The 'Hierarchy of Hazard Control' model has been adopted to help understand when to use personal protective equipment (PPE) in the fight against COVID-19.</p> <p>HM Government and Public Health England have stipulated in their guidance that COVID-19 transmission risk in a non-healthcare setting can be managed simply by working from home, maintaining personal and respiratory hygiene, and staying 2-metre away from each.</p> <p>However, HM Government and Public Health England are now advising that some form of mask should be worn in '<b>confined</b>' spaces and/or '<b>heavily congested</b>' areas, i.e. when travelling on public transport, where there is a '<b>very high likelihood</b>' that some mitigating controls measures may be compromised, i.e. personal and respiratory hygiene, 2-metre social distancing, and cleaning regimes etc.</p> <p>The <b>Health and Safety Executive (HSE)</b> have also worked with many Healthcare, Social Care, and Non-Healthcare institutions and have given the following '<b>specific</b>' advice to help employers and employees in <b>Non-Healthcare</b> settings to better understand the necessities, i.e. provisions and use, of personal</p>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>protective equipment (PPE) in their settings.</p> <ul style="list-style-type: none"> <li>• “For most people any potential infection from coronavirus will not be because of their work. If you do not normally wear a face mask, or any other PPE for work, then you do not need to because of coronavirus. There is currently no evidence that using face masks outside of a healthcare or clinical setting will protect people from coronavirus. Face covering do not need to be worn in the workplace, but employers should support their workers if they choose to wear one. You can find more on face coverings in the GOV.uk guides on, <ul style="list-style-type: none"> <li>o <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a>.”</li> </ul> </li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• Please don't be fooled with the use of personal protective gloves when sharing work equipment, hence the reason why they are <u>not</u> advised or encouraged in such circumstances, that is, unless the activity/task/use is of a high risk, i.e. use of hazardous chemicals and substances that have the potential to cause skin irritations and/or burns.</li> </ul> <p>Personal protective gloves may initially protect you from coming into physical contact with the disease however, the disease is a 'sticky' protein cell that will</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>stick to the gloves and be transmitted elsewhere if the gloves are used for many other different activities/tasks over a prolonged period.</p> <p>For personal protective gloves to be <b>effective</b> in reducing the risk of infection and transmission, they must be disposed of safely and correctly into a lidded bin <u>immediately</u> after <b>each individual</b> activity/task/use and a fresh pair worn for the next activity/task/use. For example, sharing an item:</p> <ul style="list-style-type: none"> <li>o Dispose gloves safely and correctly into a lidded bin <u>immediately</u> after <u>sharing</u> the item.</li> <li>o Wear a fresh pair of gloves for cleaning the item.</li> <li>o Dispose gloves safely and correctly into a lidded bin <u>immediately</u> after <u>cleaning</u> the item.</li> <li>o Wear a fresh pair of gloves for the <u>next</u> activity/task/use.</li> </ul> <p>The use of personal protective equipment (PPE) will only be promoted when a particular risk assessment, i.e. individual, and activity/task-based risk assessment, has confirmed a <b>high risk of COVID-19 transmission and/or harm</b>.</p> <p>Personal protective equipment (PPE) specific risk assessments will be carried out to assess and ascertain whether the personal protective equipment (PPE) selected is suitable, sufficient, and</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>fit for purpose for that particular <b>task/activity</b>.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>It is <b>imperative</b> to bear in mind that when <b>inappropriate</b> personal protective equipment (PPE) is being used, i.e. donned, worn, and doffed, or even when the correct personal protective equipment (PPE) is being <b>inappropriately</b> used, i.e. donned, worn, and doffed, the personal protective equipment (PPE) itself can become a hazard and inevitably increase the risk of transmission and infection of the disease, COVID-19.</li> </ul> <p>The Health and Safety Section will be at hand to advice and guide when selecting personal protective equipment (PPE) for a particular <b>task/activity</b>.</p> <p>Personal Protective Equipment (PPE) will definitely be 'considered' in tasks that involve '<b>personal and intimate care</b>', i.e. babies in nursery, pupils' in early years, and where there is a medical, physical or mental health condition making it applicable. If Personal Protective Equipment (PPE) such as appropriate gloves, aprons and face masks are deemed to be necessary for the task/activity at hand, then they will be made readily available to the members of staff concerned. Staff will be given a clear directive to pay particular attention to personal</p>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>sanitation measures including washing their hands thoroughly for 20-seconds immediately after undertaking a personal and intimate care task.</p> <p>COVID-19 Emergency grab bags containing essential personal protective equipment (PPE) will be strategically located around the Academy and locations will be communicated to all members of staff just in case they need to use PPE in the event of a likely risk of COVID-19 transmission, i.e. aiding someone who is showing symptoms of the disease. The Health and Safety Section will review and advise on the correct essential PPE and contents of the 'COVID-19 Emergency Grab Bag'.</p> <p>With the widespread anxiety and worry in the general population over the transmission of the disease, the Trust recognises that members of staff, pupils and visitors may wish to wear their own privately purchased personal protective equipment (PPE), i.e. face mask and/or gloves, whenever they feel that it provides them with some form of comfort and reassurance when undertaking their tasks. The wearing of any type of personal protective equipment (PPE), i.e. face mask or gloves, purchased privately by the wearer which the Trust doesn't deem necessary for their task/activity will neither encourage nor discourage their use. In such circumstances the member of staff, pupil, or visitor</p>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>will be informed of the details of this risk assessment and will be requested to complete the Trust's '<b>COVID-19 Safe Working/Learning – Individual Risk Assessment</b>' as soon as is practicably possible with either their Line Manager, Tutor, or Host.</p> <p>Estates and facilities department will conduct a physical site survey with the Health and Safety Section and the Academy's Principal/Head Teacher (or members of their SLT) to review strategic locations for the safe and secure stowage and access of the 'COVID-19 Emergency Grab Bags'.</p>				
				<p><b>24. Building services, i.e. water supply and treatment (legionella), heating, cooling, ventilation, gas and electrical safety.</b></p> <p>Estates and facilities department will ensure the following:</p> <ul style="list-style-type: none"> <li>• That all relevant property statutory compliance checks have been completed and records updated on their maintenance management system, i.e. Every.</li> <li>• Daily and weekly checks have been reinstated.</li> <li>• Confirm all building service systems are good to go, i.e. water, heating, cooling, ventilation, gas, and electricity.</li> </ul>	<p><b>L (2)</b></p> <p>Unlikely</p>	<p><b>S (4)</b></p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p><b>R (8)</b></p> <p>High</p>	<p>Yes</p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p><b>25. Trust and hire vehicles, i.e. minibuses, and vehicles used by maintenance and catering.</b></p> <p>There will be strict usage, cleaning and inspection regimes in place to ensure that all vehicles are maintained in good working order and kept clean and tidy.</p> <p>Social distancing will also be strictly adhered to when travelling in any vehicle. If social distancing is practicably not possible, then the task/journey will need to be reviewed to see if it is business critical or not. If the task/journey is not business critical then the task/journey will be terminated, but if it is deemed to be business critical then alternative transport/vehicle must be considered so that the 2-metre social distancing rule can be upheld.</p>	<p>L (2)  Unlikely</p>	<p>S (4)  Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)  High</p>	<p>Yes</p>
				<p><b>26. Work-related travel.</b></p> <p>Unnecessary work-related travel that isn't deemed business critical will be discouraged.</p> <p>Where work-related travel is not avoidable, then the number of people travelling together in any one vehicle will be minimal so that the 2-metre social distancing rule can be upheld.</p> <p>If social distancing is practicably not possible, then the task/journey will need to be reviewed to see if it is business critical or not. If the task/journey is not business critical</p>	<p>L (2)  Unlikely</p>	<p>S (4)  Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)  High</p>	<p>Yes</p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>then the task/journey will be terminated, but if it is deemed to be business critical then alternative transport/vehicle must be considered so that the 2-metre social distancing rule can be upheld.</p> <p>Strict cleaning regimes will be encouraged to ensure that the personal vehicles shared are kept clean and tidy and safe to use for the next journey.</p>				
				<p><b>27. Sharing the results of the risk assessment, i.e. communication.</b></p> <p>The results of this risk assessment will be shared with the whole workforce by publishing it under Health and Safety Section on the Academy's and TDET's intranet.</p> <p>Notices will be displayed at prominent strategic locations throughout the academy building to show that guidance from HM Government, Public Health England, and Department for Education were followed.</p> <p>Posters will be displayed at prominent strategic locations throughout the academy building, letters and flyers will be distributed to parents, carers, legal guardians and members of staff to communicate what is meant by being COVID-19 safe and what measure have been taken to be COVID-19 safe.</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p><b>28. Mental health and wellbeing.</b></p> <p>Everyone will be advised to be alert to mood or behavioural changes in any member of staff as a consequence of the experiencing anxiety, loss, bereavement, isolation, or loneliness caused by COVID-19 and the lockdown measure taken by the Government.</p> <p>Employees suffering from any anxiety, loss, bereavement, isolation, or loneliness caused by COVID-19 will be encouraged to reach out to the Trust's and Academy's joint Adult Mental Health First Aid provision through the correct channels.</p> <p>The Adult Mental Health First Aid Team will listen, advise and guide any member of staff suffering from potential Post Traumatic Stress Disorder (PTSD) as a consequence of the effects of COVID-19 to the right professional help and will support the member of staff through their journey until some level of acceptable recovery is made.</p> <p>Adult Mental Health First Aid provisions and how to reach out to an appointed Adult Mental Health First Aider have been communicated to all staff.</p> <p>The Trust's Human Resources Department will address and manage any well-being issues or concerns.</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

**Table 2 - FURTHER ACTION REQUIRED**

<b>No</b>	<b>Further Control Measures Required</b>	<b>Who is Responsible and by When</b>	<b>Residual Risk Level</b>	<b>Date and Details of Progress and Completion of Action</b>

## Risk Rating Guidance

### Severity Level of Injury (i.e. level of harm being realised)

- 1 Very minor injury/ill-health requiring little or no first-aid.
- 2 More severe injury/ill health that may require up to six days absence from full duties and medical attention (non-RIDDOR).
- 3 Specified injury and significant ill-health as defined by RIDDOR, or seven or more days absence from full duties.
- 4 Specified injury and significant ill-health as defined by RIDDOR, or seven or more days absence from full duties affecting more than one person.
- 5 Single or multiple fatality or life/career changing injury/ill-health.

### Likelihood Level (i.e. probability of harm being realised)

- 1 Very unlikely.
- 2 Unlikely.
- 3 Likely.
- 4 Very likely.
- 5 Certain.

### Risk matrix

		Likelihood Level				
		x	1	2	3	4
Severity Level	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

1-2	Very low
3-4	Low
5-6	Medium
8-15	High
16-25	Very high