

# Risk Assessment: The Rudheath Senior Academy

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<b>Date: 01/09/2021</b>	<b>School: The Rudheath Senior Academy</b>	<b>Team: SLT</b>	<b>Location: Northwich</b>	<b>Head Teacher: Lee Barber</b>
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**Assessment of Risk for:** Protection from transmission of Covid-19 during pandemic including all school activities.

This is an update to the COVID-19 Risk Assessment to support Rudheath Senior Academy to implement protective measures in the Government's operational guidance to protect staff, pupils and community.

HAZARD	WHO IS AT RISK?	CONTROLS TO BE PUT IN PLACE	WHO IS RESPONSIBLE?	RISK LEVEL
<p><b>Person showing symptoms or positive test result</b></p>	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> <li>• Refer to Cheshire West and Chester Council/Public Health England COVID-19 guidance on testing, self-isolation and managing confirmed cases of COVID-19.</li> <li>• Regular communications that persons are not to come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g. they are required to quarantine).</li> <li>• If anyone in school develops COVID-19 symptoms, they will be sent home and advised to seek a PCR test.</li> <li>• An unwell child awaiting collection will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child).</li> <li>• Staff caring for a child awaiting collection to keep a distance of 2 metres.</li> <li>• PPE to be worn by staff caring for the child, including: <ul style="list-style-type: none"> <li>○ a face mask worn if a distance of 2 metres cannot be maintained.</li> <li>○ if contact is necessary, then gloves, an apron and a face mask should be worn</li> <li>○ eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</li> </ul> </li> <li>• Staff to wash their hands after caring for a child with symptoms.</li> <li>• All areas where a person with symptoms has been to be cleaned after they have left.</li> <li>• School has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids.</li> <li>• If a parent/carer insists on a pupil attending your school with symptoms, Head Teacher may refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</li> </ul>	<p>Head Teacher Senior Leadership Team Pastoral Support Team</p>	<p><b>L/M</b></p>

<p><b>Personal Hygiene</b></p>	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> <li>• COVID-19 posters/ signage displayed.</li> <li>• Frequent and thorough hand cleaning is regular practice.</li> <li>• Hand sanitiser is available in classrooms and communal spaces.</li> <li>• Sufficient handwashing facilities are available across the school.</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).</li> <li>• PSHE and Tutor sessions use resources to teach effective hand hygiene.</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).</li> </ul>	<p>Head Teacher Senior Leadership Team Pastoral Support Team Form Tutors</p>	<p><b>L</b></p>
<p><b>Spreading coronavirus from contact with surfaces, equipment and workstations</b></p>	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> <li>• Reduced clutter and removing difficult to clean items to make cleaning easier.</li> <li>• Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</li> <li>• Surfaces that are frequently touched and by many people in common areas to be cleaned twice a day (AM/PM).</li> <li>• Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user.</li> <li>• Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors), or providing contactless payment.</li> <li>• Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</li> <li>• Provide more bins and empty them more often.</li> <li>• Toilets and communal areas to be cleaned regularly.</li> <li>• Sanitising spray and paper towels to be provided in classrooms for use by members of staff.</li> <li>• Thorough cleaning of rooms at the end of the day.</li> </ul>	<p>Facilities Team Cleaning Staff</p>	<p><b>L/M</b></p>

<p><b>Poorly ventilated spaces leading to risks of coronavirus spreading</b></p>	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> <li>• Ventilation systems working optimally.</li> <li>• Heating used as necessary to ensure comfort levels are maintained when the building is occupied.</li> <li>• Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow.</li> <li>• Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school).</li> <li>• Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible.</li> </ul>	<p>Facilities Team All Staff</p>	<p><b>L</b></p>
<p><b>Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher-risk groups</b></p>	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> <li>• Identify who in the work force could be clinically extremely vulnerable and refer to government guidance and HSE and PHE guidance on protecting vulnerable workers during the pandemic on how to support workers in higher-risk groups and those who are clinically extremely vulnerable.</li> <li>• Carry out a risk assessment of pregnant workers to identify the risk and measures to be taken.</li> <li>• Some pregnant workers will be at greater risk of severe illness from coronavirus and they should stay at home as much as possible and work from home if they can.</li> <li>• Where adjustments to the job or working from home is not possible pregnant workers will be suspended from work on paid leave.</li> </ul>	<p>Head Teacher Business Manager</p>	<p><b>M/H</b></p>
<p><b>Airborne spread of COVID</b></p>	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> <li>• Although from Step 4, face coverings will no longer be advised for pupils, staff and visitors, persons choosing to wear face coverings as a precaution will not be deterred when outside the classroom.</li> <li>• Where staff are in enclosed and crowded spaces, face masks are recommended (but not required).</li> <li>• Face coverings recommended on school transport.</li> </ul>	<p>Head Teacher Senior Leadership Team</p>	<p><b>L</b></p>

<b>Returning to school after Summer</b>	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>• Buildings and health and safety compliance checks continue to be undertaken (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.).</li> <li>• Checking mechanical ventilation systems are working effectively and are properly maintained.</li> <li>• Information and instruction for returning workers to ensure clarity on arrangements for cleaning and hygiene and ventilation.</li> <li>• Communicate updates with supply staff and other temporary or peripatetic staff and volunteers to follow the school's arrangements for managing and minimising risk.</li> <li>• All secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</li> <li>• Staff to undertake twice weekly home tests whenever they are on site until at least the end of September.</li> <li>• Secondary schools to retain a small asymptomatic testing site (ATS) on-site to offer testing to pupils who are unable to test themselves at home.</li> <li>• Review/update policies to reflect changes brought about by updated COVID-19 requirements.</li> </ul>	Head Teacher Senior Leadership Team All Staff	<b>L</b>
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<b>Contingency Measures</b>	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>• Refer to Cheshire West and Chester Council <i>Recommended Actions for Secondary School Settings</i> regarding operational measures in the event of an outbreak.</li> <li>• Increase levels of ventilation in classrooms (through VRF and open windows/doors where possible).</li> <li>• Increase frequency of cleaning classrooms, toilets and shared areas. Door handles and other high touch areas to have increased cleaning.</li> <li>• Increased hand sanitiser stations.</li> <li>• Students and staff to wear face coverings when moving around the school site and when in areas of high traffic/population – e.g. corridors and libraries.</li> <li>• Consider movement of people around the school site.</li> </ul> <p>If an outbreak is identified in a particular class/year group, consider the following implementations:</p> <ul style="list-style-type: none"> <li>• Enhanced cleaning in affected class/year group areas.</li> <li>• Move to remote assemblies for affected class/year group.</li> <li>• Introduce segregation of affected class/year group during communal times, such as break and lunch.</li> <li>• Limit indoor PE for the affected group and, where possible, increase outdoor PE.</li> <li>• No singing/similar activities indoors which involve increased respiratory sections.</li> <li>• Risk assessments for trips/events factored. Consider postponing such events or moving to online delivery.</li> </ul>		
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