

Ark Evelyn Grace Academy Risk Assessment



Area/Task/Activity:	COVID-19 Main Academy Risk Assessment				
Location:	Ark Evelyn Grace Academy & All Locations Used by Academy				
Academy Name:	Evelyn Grace Academy				
Assessor Name:	John Rowley/Jo Watts	Job Title:	Vice Principals	Reference Number:	3.0
Date of Assessment:	10/01/22	Date Review is Due:	September 2022	Version Number:	V3
Relevant Documents:	Risk Assessment – Asymptomatic Testing				

Hazard

Identify hazards that are associated with the activity that you are assessing. A hazard is the potential of a substance, activity or process to cause harm, damage, production losses or increased liability. e.g., fire, electricity, manual handling, noise, vehicles, water.

Persons Affected (PA)

Describe in a few words who is at risk from each hazard e.g., staff, students, visitors, operative etc.

Result of Hazard

List the potential outcomes of the hazards that have been identified.

Existing Control Measures

Describe the existing control measures that are already in place. Please see the separate risk assessment guidance sheet for further details on controls.

Likelihood (L)

Analyse the likelihood that a hazard will cause harm/damage/losses.

- 1 - Unlikely
- 2 - May Happen
- 3 - Likely
- 4 - Very Likely
- 5 - Certain

Severity (S)

Analyse the severity of the harm/damage/losses that might result from the hazard.

- 1 - Insignificant (No injury or minor injury requiring first aid)
- 2 - Minor (Up to 7 days off sick)
- 3 - Moderate (More than 7 days off sick)
- 4 - Severe (Life-changing)
- 5 - Catastrophic (Death)

Risk (LxS=R):

Calculate the risk (for each hazard) by multiplying likelihood by severity and ascertain which band the risk falls into.

- 1-4: **LOW** (Maintain existing controls and review periodically)
- 5-12: **MEDIUM** (Maintain existing controls and implement additional controls where reasonably practicable)
- 13-25: **HIGH** (Stop the activity and take urgent action to control risks)

Additional Control Measures Required

Describe control measures that need to be put in place to reduce the risk to the **LOW** category, or **MEDIUM** if all reasonably practicable control measures have been put in place. Controls should be implemented in accordance with the hierarchy of risk controls outlined below, starting with number 1 and progressing further if required.

1. Eliminate the hazard.
2. Substitute with less hazardous materials, processes, operations, or equipment.
3. Use engineering controls *e.g., control risk at source, isolate, insulate or ventilate.*
4. Use safety signs, markings, warning devices and administrative controls *e.g., reduce time exposure, safe systems of work, training, provision of information.*
5. Use personal protective equipment.

Ark Evelyn Grace Academy Risk Assessment



No	Hazard	PA	Result of Hazard	Existing control measures	Current risk			Additional control measures required	Who to implement controls & by when?	Residual risk		
					L	S	R			L	S	R
1	Poor hand hygiene	Everyone at school	Transmission of COVID-19 Infection with COVID-19	<p>Hand sanitiser available at entry points to school buildings and throughout the site.</p> <p>Hand washing facilities with warm water and soap available throughout the site.</p> <p>Students and staff are encouraged to regularly wash or sanitise their hands.</p> <p>Signage displayed throughout the site encouraging good hand hygiene.</p> <p>On educational visits, supplies of hand sanitiser carried by staff.</p>	2	3	6	N/A	N/A	2	3	6
2	Poor respiratory hygiene	Everyone at school	Transmission of COVID-19 Infection with COVID-19	<p>Masks are compulsory for staff and students in indoor communal areas. Masks are made available for staff and students for those who do not bring their own.</p> <p>Facial tissues and bins available in classrooms, offices, and meeting rooms.</p> <p>Students and staff are encouraged to use facial</p>	2	3	6	N/A	N/A	2	3	6

Ark Evelyn Grace Academy Risk Assessment



No	Hazard	PA	Result of Hazard	Existing control measures	Current risk			Additional control measures required	Who to implement controls & by when?	Residual risk		
					L	S	R			L	S	R
				tissues when sneezing and dispose of tissues in bins. "Catch it, kill it, bin it" signage displayed throughout site.								
3	Close contact with symptomatic individual	Staff caring for someone with suspected COVID-19	Infection with COVID-19	<p>Staff avoid close contact with anyone with suspected/confirmed COVID-19, speaking to patient at distance of at least 2m in an isolation room.</p> <p>If close contact is required, staff are provided with and wear:</p> <ul style="list-style-type: none"> Fluid resistant surgical face mask (Type IIR) Disposable gloves Disposable apron Eye protection (face visor/goggles) <p>Staff are trained in how to safely put PPE on and take PPE off.</p> <p>Staff wash hands thoroughly after removing PPE.</p> <p>Personal waste from individuals with symptoms of covid-19 and waste from cleaning will be disposed of</p>	1	3	3	N/A	N/A	1	3	3

Ark Evelyn Grace Academy Risk Assessment



No	Hazard	PA	Result of Hazard	Existing control measures	Current risk			Additional control measures required	Who to implement controls & by when?	Residual risk		
					L	S	R			L	S	R
				in a separate black bin bag which is tied and double bagged. It is kept aside for 72 hours before being disposed of or sooner if a negative test result is confirmed, the waste is disposed of as normal waste.								
4	Uncleaned surfaces	Everyone at school	Transmission of COVID-19 Infection with COVID-19	Hard surfaces and equipment are cleaned regularly with particular focus paid to frequently touched surfaces. Where hot desking is necessary, staff are encouraged to clean equipment in between use. Cleaners informed of any areas where people with suspected/confirmed COVID-19 have spent extended amount of time so that additional cleaning can be carried out in these areas.	1	3	3	N/A	N/A	1	3	3
5	Lack of ventilation	Everyone at school	Increased transmission of COVID-19 Infection with COVID-19	Areas in the school with poor ventilation have been identified and action taken to improve ventilation e.g., by opening windows and doors.	2	3	6	CO2 monitors have been deployed in areas identified with poor ventilation.	N/A	2	3	6

Ark Evelyn Grace Academy Risk Assessment



No	Hazard	PA	Result of Hazard	Existing control measures	Current risk			Additional control measures required	Who to implement controls & by when?	Residual risk			
					L	S	R			L	S	R	
				<p>Where possible, mechanical ventilation adjusted to increase ventilation rate and only draw fresh air rather than recirculate air.</p> <p>Areas without mechanical ventilation or with reduced/poor ventilation have ventilation increased by opening windows and doors (without propping open fire doors).</p> <p>Opening of doors/windows balanced with maintaining comfortable temperature.</p>									
6	People with symptoms of COVID-19 attend school	Everyone at school	<p>Transmission of COVID-19</p> <p>Infection with COVID-19</p>	<p>Signage displayed throughout the site reminding people with COVID-19 symptoms not to enter and to self-isolate in accordance with Government guidelines.</p> <p>Staff and students required to inform school if they develop COVID-19 symptoms and not attend school.</p> <p>Staff alert to the main COVID-19 symptoms so that anyone developing symptoms on site is sent to the isolation room until</p>	1	3	3	<p>School engages with parents of confirmed case on day 6 of isolation to clarify procedure about ending isolation early with two negative LFD tests. If returning early on days 7-10, the school asks for confirmation that two negative results have been received.</p>	N/A	1	3	3	

Ark Evelyn Grace Academy Risk Assessment



No	Hazard	PA	Result of Hazard	Existing control measures	Current risk			Additional control measures required	Who to implement controls & by when?	Residual risk		
					L	S	R			L	S	R
				<p>they can leave / be collected.</p> <p>Designated isolation room with access to a nearby toilet available at all times.</p> <p>Visitors to site required to complete a COVID-19 declaration as part of sign-in process.</p> <p>Anyone with suspected/confirmed COVID-19 provided with letter reminding of Government guidance to self-isolate and request a test.</p>								
7	Individuals with asymptomatic COVID-19 attend school	Everyone at school	<p>Transmission of COVID-19</p> <p>Infection with COVID-19</p>	<p>All staff and secondary students are encouraged to undertake rapid testing using an LFD every 3-5 days.</p> <p>Where possible, staff workspaces, meeting rooms and reception areas are setup so that people can stay 2m from others.</p> <p>Staff and students required to: inform school if they test positive for COVID-19, not attend school, and to self-isolate in accordance with Government guidelines.</p>	3	3	9	<p>All staff and secondary students are encouraged to take a rapid test using an LFD at home the evening before they return to school in January.</p> <p>Secondary students are encouraged to undertake rapid testing using an LFD twice (3-4 days apart) at on-site test centre just before start of Spring term.</p> <p>Visitors to school should be asked to take an LFD</p>	Principal By SPR1	3	3	9

Ark Evelyn Grace Academy Risk Assessment



No	Hazard	PA	Result of Hazard	Existing control measures	Current risk			Additional control measures required	Who to implement controls & by when?	Residual risk		
					L	S	R			L	S	R
							3	on the day they visit, before they attend site. All staff and secondary students should wear a face covering in communal areas and during transition, unless exempt. Secondary students should wear a face covering in classrooms and teaching spaces, unless exempt. Staff should wear a face covering when not at the front of class, unless exempt. School engages with parents of confirmed case on day 6 of isolation to clarify procedure about ending isolation early with two negative LFD tests. If returning early on days 7-10 and asks for confirmation that two negative results have been received.				3
8	Lack of appropriate information sharing about positive cases in students or staff	Everyone at school	Transmission of COVID-19 Infection with COVID-19	School maintains COVID-19 register to log details of any suspected/confirmed cases in students, staff and	1	3	3	Attendance Officer engages with parents of confirmed case on day 6 of isolation to clarify procedure about ending isolation early with two	N/A	1	3	3

Ark Evelyn Grace Academy Risk Assessment



No	Hazard	PA	Result of Hazard	Existing control measures	Current risk			Additional control measures required	Who to implement controls & by when?	Residual risk		
					L	S	R			L	S	R
				volunteers including isolation periods. Attendance officer communicates dates of any isolation periods to form tutor so that students cannot attend school before end of isolation period.				negative LFD tests. If returning early on days 7-10, EA asks for confirmation that two negative results have been received.				
9	Lack of plan to respond to change in level of controls required by LA/DsPH/HPT	Staff and students	Delay to implementing additional controls Disruption to education	School has become adept at adapting to changing guidance throughout the pandemic. Outbreak management plan is in place.	3	2	6		Principal By AUT1	2	2	4
10	Clinically extremely vulnerable students not identified	Clinically extremely vulnerable students	Infection with COVID-19	Parents asked to make school aware if GP has informed them the child is clinically extremely vulnerable. Note added to student's record on MIS.	1	4	4	N/A	N/A	1	4	4
11	Clinically extremely vulnerable staff not identified	Clinically extremely vulnerable staff	Infection with COVID-19	Staff asked to inform school if their GP has told them they are clinically extremely vulnerable.	1	4	4	Line managers of CEV staff to meet 1:1 and discuss any concerns that the CEV individual has in returning to work on site at school	Line Managers By AUT1	1	4	4

Ark Evelyn Grace Academy Risk Assessment



No	Hazard	PA	Result of Hazard	Existing control measures	Current risk			Additional control measures required	Who to implement controls & by when?	Residual risk		
					L	S	R			L	S	R
12	Pregnant or otherwise vulnerable staff not identified or supported appropriately	Pregnant and other vulnerable staff	Transmission of COVID-19 Infection with COVID-19	All affected staff to have individual risk assessment carried out and reviewed periodically	2	3	6	N/A	N/A	2	3	6
13	People arriving from abroad attend school	Everyone in school	Transmission of COVID-19 Infection with COVID-19	Clear communications sent to parents and staff about Government guidance around international travel and expectations about attendance.	2	3	6	N/A	N/A	2	3	6
14	Isolation and lack of social contact AND/OR Exposure to sickness/death of friends/colleagues/family members	Staff	Poor mental health	Staff encouraged to focus on their wellbeing. Line managers proactive in discussing wellbeing with staff they manage, including workload. Staff briefings and training have included content on wellbeing. Staff signposted to resources on wellbeing. Staff are reminded to engage with the Employee Assistance Programme if needed.	3	3	9	N/A	N/A	3	3	9
15	Isolation and lack of social contact AND/OR	Students	Poor mental health	Students encouraged to focus on their wellbeing.	3	3	9	N/A	N/A	3	3	9

Ark Evelyn Grace Academy Risk Assessment



No	Hazard	PA	Result of Hazard	Existing control measures	Current risk			Additional control measures required	Who to implement controls & by when?	Residual risk		
					L	S	R			L	S	R
	Exposure to sickness/death of friends/colleagues/family members			Form tutors proactive in discussing wellbeing with students. Wellbeing regularly discussed in assemblies/PSHE/briefings. All students have access to designated staff to discuss wellbeing/mental health. Staff trained in supporting students with mental health issues. Students signposted to resources on wellbeing.								
16	Lack of access to FSMs	Students eligible for FSMs	Hunger Reduction in well-being	School provides food parcels or food vouchers to any students eligible for FSMs during holiday period as per guidance from Lambeth.	1	3	3	N/A	N/A	1	3	3
17	Lack of consideration of COVID-19 when planning educational visits	Students	Transmission of COVID-19 Infection with COVID-19	All educational visits have a separate risk assessment carried out which considers hazards relating to COVID-19	1	3	3	N/A	N/A	1	3	3
19	School vehicles used to transport staff/students	People in vehicle	Transmission of COVID-19 Infection with COVID-19	Driver and all passengers encouraged to wear a face covering.	2	3	6	N/A	N/A	2	3	6

Ark Evelyn Grace Academy Risk Assessment



No	Hazard	PA	Result of Hazard	Existing control measures	Current risk			Additional control measures required	Who to implement controls & by when?	Residual risk		
					L	S	R			L	S	R
				Hand sanitiser available for driver and passengers to use as they board the vehicle. Vehicle is cleaned after use, with particular attention paid to frequently touched surfaces e.g., door handles, window handles, seatbelts. Windows opened to provide ventilation.								
20	Sharing water fountains	Students	Transmission of COVID-19 Infection with COVID-19	Water fountains are regularly cleaned. Students instructed/supervised to only use water fountains to fill bottles. Drinking water freely available to students without bottles.	2	3	6	N/A	N/A	2	3	6
21	Insufficient staff	Students	Disruption to education due to need to close part/all school	Clear communication protocol for staff absence frequently shared. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes. Staff members reporting absent who are SLT, DSLs, first aiders are flagged so assessment can be made of	3	3	9	N/A	N/A	3	3	9

Ark Evelyn Grace Academy Risk Assessment



No	Hazard	PA	Result of Hazard	Existing control measures	Current risk			Additional control measures required	Who to implement controls & by when?	Residual risk		
					L	S	R			L	S	R
				need to potentially close site.			3					3
22	Key stakeholders not informed about changes to policies/procedures due to COVID-19	Key Stakeholders	Impaired relationships	Communication strategies for the groups below are in place: <ul style="list-style-type: none"> • Staff • Students • Parents • Governors/Trustees • LA • Professional Associations • Unions 	1	3	3	N/A	N/A	1	3	3
23	Existing policies/procedures no longer fit for purpose	Everyone	Lack of consideration of COVID-19 Transmission of COVID-19	All relevant policies/procedures have been reviewed to consider COVID-19 and Government guidance	1	3	3	N/A	N/A	1	3	3