

COVID-19: Operational Risk Assessment for Secondary Academy Re-opening. Lincoln Castle Academy.

Please note: this risk assessment should be undertaken in conjunction with the guidance on academy reopening issued by the Department for Education.

Assessment conducted by:	Emma Halpin Mr Cliff Medley	Job title:	Principal Operations Manager	Covered by this assessment	Staff, students, contractors, visitors, volunteers, governors
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Date of assessment:	1 st September 2021	Review interval:	This is an agile risk assessment. It will be reviewed weekly as a matter of course but more frequently when changes occur.	Date of next review:	10 th March 2021 18 th March 2021 1 st April 2021 5 th May 2021 13 th May 2021 1 st September 2021 9 th September 2021 17 th September 2021
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Related documents

<p>Trust/Local Authority documents:</p> <p>Procedures to follow if someone develops symptoms.</p> <p>Categories of staff</p>	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-academys-during-the-coronavirusoutbreak/guidance-for-full-opening-academys</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-socialcare/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personalprotective-equipment-ppe https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-yearsfoundation-stage-coronavirus-disapplications</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education</p>
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Current Government advice is checked daily for updates and changes are acted upon immediately and the risk assessment amended accordingly.

Local Authority advice is checked weekly for updates and changes are acted upon immediately and the risk assessment amended accordingly.

Document history			
Date of review	Conducted by	Reviewed by	Note of revisions.
3/3/21	DOE & CM	LL (Operations Mtg)	N/A
10/3/21	DOE & CM	LL	
18/03/21	DOE & CM	LL	
01/4/21	DOE & CM	LL	Revised Risk Assessment for return to specialist teaching spaces instead of zones
05/05/21	DOE & CM	LL	
13/05/21	DOE & CM	LL	Revised risk assessment in response to updated government guidance. (Face masks, educational visits and LFT)

01/09/21	EH	EH (SLT)	Revised based on Government guidelines 16/08/21. Also Outbreak Management Appendix
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The risk rating and the residual risk rating may change depending on local circumstance/ building. Where the risk rating moves from a green or amber to a red or from an amber or red to a green, this must be agreed by the CEO and DoF&O.

Risk assessments are all quality assured to ensure they reflect the operational environment

Introduction

Risk matrix

PROBABILITY	Highly probable	5 Moderate	10 Major	15 Major	20 Severe	25 Severe
	Probable	4 Moderate	8 Moderate	12 Major	16 Major	20 Severe
	Possible	3 Minor	6 Moderate	9 Moderate	12 Major	15 Major
	Unlikely	2 Minor	4 Moderate	6 Moderate	8 Moderate	10 Major
	Rare	1 Minor	2 Minor	3 Minor	4 Moderate	5 Moderate
		Very low	Low	Medium	High	Very High
IMPACT						

The purpose of a risk assessment is not to eliminate all risks, but to put in place control measures in order to mitigate against them as far as possible. It is not realistic to expect that all risk measures should be rated as minor (green). The probability of something happening may be low, but should it happen, the impact would be high, and the risk would therefore be rated as red (severe). In practice, for example, if there was not sufficient cleaning capacity in place to clean an academy, the impact of this would be high, in that we would not be able to open the academy due to the stringent requirements around hygiene. This may therefore rate red on the risk assessment. This does not mean we do not have sufficient cleaning capacity, but only that should this be the case, the impact of this would be high.

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
2. Investing in health and safety arrangements and safety equipment to limit the spread of COVID-19					
2.1 Public Health England system control measures (CEO, DoF&O & P)					
2.2 Cleaning (DoF&O, P, BM, SM)					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	20 - Severe	<ol style="list-style-type: none"> An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Cleaning staff work appropriate hours to ensure the academy is COVID secure. 	Y Y Y	Hours adjusted to ensure adequate cleaning regime during the day and full touch surfaces and deep clean at night.	2 - Minor
2.3 Hygiene and handwashing (DoF&O, P, BM & SM)					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency.	15 - Major	<ol style="list-style-type: none"> Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Y Y Y		1 - Minor
Pupils forget to wash their hands regularly and frequently.	25 - Severe	<ol style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. Academy leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Y Y Y		6 - Moderate
2.4 Clothing/fabric (P, BM & SM)					
Not wearing clean clothes each day may increase the risk of the virus spreading.	20 - Severe	<ol style="list-style-type: none"> Children will wear full uniform. Staff will wear business dress 	Y Y		2 - Minor
The use of fabric chairs may increase the risk of the virus spreading.	15 - Major	<ol style="list-style-type: none"> Fabric chairs are taken out of use where possible. Where that is not possible, chairs are limited to single person use. 	N Y	Fabric chairs are sprayed by cleaners with viral disinfectant to reduce the risk of spread.	6- Moderate
2.5 Testing and managing symptoms (DoF&O, P)					
NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff,	25 - Severe	<ol style="list-style-type: none"> Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. Staff, parents and pupils are clear that they should book a test if they are displaying symptoms. 	<ol style="list-style-type: none"> Y Y 	All staff and students issued with tests during form time to test 2 times a week. Parents and staff	6 - Moderate

<p>maximise staffing levels and support staff wellbeing.</p>		<p>3. Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact if asked by NHS Test & Trace. 4. Post-testing support is available for staff through the academy's health provider.</p>	<p>3. Y 4. Y</p>	<p>informed on reporting positive cases.</p>	
<p>Transmissions due to asymptomatic cases, especially of the new variants, put pupils and staff at risk and could result in some transmissions in academy's going undetected</p>	<p>25 - Severe</p>	<p>5. In-academy testing is provided in line with current government guidance. 6. Any testing arrangements carried out in academy are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required. 7. A positive result must require a full COVID test</p>	<p>5. Y 6. Y 7. Y</p>	<p>Low rates 8 March onwards. 13.05.21 Pg 28. Testing remains voluntary however both staff and pupils will be offered tests twice per week as per the guidance.</p>	<p>6 - Moderate</p>
<p>Staff, pupils and parents are not aware of the academy's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>	<p>20 - Severe</p>	<p>8. Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the academy. 9. This guidance has been explained to staff and pupils as part of the induction process. 10. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</p>	<p>8. Y 9. Y 10. Y</p>		<p>3 Minor</p>
<p>Staff, pupils and parents are not aware of the academy's procedures should there be a confirmed case of COVID-19 in the academy</p>	<p>20 - Severe</p>	<p>11. Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the academy. 12. This guidance has been explained to staff and pupils as part of the induction process. 13. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</p>	<p>11. Y 12. Y 13. Y</p>		<p>3 - Minor</p>
<p>2.6 First Aid/Designated Safeguarding Leads (DoF&O, P, SL)</p>					

<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</p>	<p>25 - Severe</p>	<ol style="list-style-type: none"> The Academy has 9 trained first aider. A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other academies in the locality have been agreed. 	<p>Y N</p>		<p>2.Minor</p>
<p>2.7 Medical rooms (DoSI, EP)</p>					
<p>Medical rooms are not adequately equipped or configured to maintain infection control</p>	<p>25 - Severe</p>	<ol style="list-style-type: none"> Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<ol style="list-style-type: none"> Y Y 	<p>Overspill area identified in the Newton Suite. Separate isolation room for suspected Covid – 19 cases by main reception</p>	<p>3 - Minor</p>
<p>2.8 Communication with parents (CEO & P)</p>					
<p>Parents and carers are not fully informed of the health and safety requirements for the reopening of the academy</p>	<p>25 - Severe</p>	<ol style="list-style-type: none"> Parents are kept up to date with information, guidance and the academy's expectations on a weekly basis using a range of communication tools. A specific communication on the requirements for academy attendance from March 2021 is issued and followed up with discussion where necessary. A COVID-19 section on the academy website is created and updated. Parent and pupil handbooks are created and updated. 	<ol style="list-style-type: none"> Y Y Y Y 		<p>1 - Minor</p>
<p>Parents and carers may not fully understand their responsibilities should a child show symptom of COVID-19</p>	<p>25 - Severe</p>	<ol style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the academy's website. 	<p>Y</p>		<p>1 - Minor</p>
<p>4. Continuing enhanced protection for children and staff with underlying health conditions</p>					
<p>4.1 Pupils with underlying health issues (CEO & P)</p>					
<p>Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend academy even</p>	<p>25 - Severe</p>	<ol style="list-style-type: none"> Parents have been asked to make the academy aware of pupils' underlying health conditions and the academy has sought to ensure that the appropriate guidance has been acted upon. The academy, and parents are clear about the definitions and associated mitigating strategies in relation to people who are 	<ol style="list-style-type: none"> Y 		<p>3 - Minor</p>

<p>though it is deemed safe to do so</p>		<p>classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance.</p> <p>3. The register of pupils with underlying health conditions is regularly updated.</p> <p>4. For clinically extremely vulnerable and clinically vulnerable pupils, concerns are discussed, procedures explained and risk assessments offered.</p>	<p>2. Y</p> <p>3. Y</p> <p>4. Y</p>		
<p>4.2 Staff with underlying health issues (DoF&O, THR, P & BM)</p>					
<p>Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so</p>	<p>25 - Severe</p>	<p>1. All members of staff with underlying health issues, those within vulnerable groups have been instructed to make their condition or circumstances known to the academy. Records are kept of this and regularly updated.</p> <p>2. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</p> <p>3. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance.</p> <p>4. For vulnerable and clinically vulnerable staff, concerns are discussed, procedures explained and risk assessments offered /reviewed.</p> <p>5. Current government guidance is being applied based on 21/08/21 guidelines</p>	<p>1. Y</p> <p>2. Y</p> <p>3. Y</p> <p>4. Y</p> <p>5. Y</p> <p>6. Y</p>		<p>3 - Minor</p>
<p>5. Enhancing mental health support for pupils and staff</p>					
<p>5.1 Mental health concerns – pupils (CEO & P)</p>					

<p>Pupils' mental health has been adversely affected during the period that the academy has been closed and by the COVID-19 crisis in general</p>	<p>16 - Major</p>	<ol style="list-style-type: none"> 1. There are sufficient numbers of trained staff available to support pupils with mental health issues. 2. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. 3. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies. 4. Meetings take place weekly to discuss any concerns and agree strategies moving forward. 5. Resources/websites to support the mental health of pupils are provided. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 5. Y 		<p>6 - Moderate</p>
<p>5.2 Mental health concerns – staff (CEO, DoF&O, THR & P)</p>					
<p>The mental health of staff has been adversely affected during the period that the academy has been closed and by the COVID-19 crisis in general</p>	<p>12 - Major</p>	<ol style="list-style-type: none"> 1. Staff are encouraged to focus on their wellbeing. 2. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. 3. Staff briefings and training have included content on wellbeing. 4. Staff have been signposted to useful websites and resources. 	<ol style="list-style-type: none"> 1. Y 2. Y 3. Y 4. Y 	<p>Staff voice requested in 3 x week briefings and through regular meetings between Principal & union reps. Supporting resources shared.</p>	<p>6 - Moderate</p>
<p>5.3 Bereavement support (CEO, DoF&O, THR, & P)</p>					
<p>Pupils and staff are grieving because of loss of friends or family</p>	<p>12 - Major</p>	<ol style="list-style-type: none"> 1. The academy has access to trained staff who can deliver bereavement counselling and support. 2. Support is requested from other organisations when necessary 	<ol style="list-style-type: none"> 1. Y 2. Y 	<p>School Counsellor as required.</p>	<p>3 - Minor</p>
<p>9. Additional site-specific issues and risks</p>					
<p>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</p>					
		<p>Separate Risk Assessment for Test Centre</p>			
		<p>Separate Outbreak Management Plan</p>			

Key			
CEO	Chief Executive	DoSI	Director of Academy Improvement
DoF&O	Director of Finance & Operations	P	Principal
THR	Trust HR Manager	SL	Safeguarding Lead for the Academy
BM	Business Manager	SM	Site Manager for the Academy

As of 1st September No longer actioned due to changes in Government Guidelines. But maybe required as part of Outbreak Management Plan if an outbreak occurs.