**Covid 19 Risk Assessment Form Consett & NDA Academies – Staff & Visitors**

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| Risk assessment carried out by –  Andy Collishaw/Kevin Broadfoot | Job title –  Corporate Senior Managers | Date of assessment –  04/05/2022 |
| Review interval - Ongoing | Date reviews carried out – Ongoing | |

Staff covered by this assessment – Staff / Visitors / Contractors Activities involved – All activities on site

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| **RISK RATING** | | **Likelihood** | | |
| **Probable**  Occurs repeatedly, to be expected or could affect large number of people | **Possible**  Could occur sometime or effect a few people | **Remote**  Unlikely to occur or not many people to be affected |
| **Impact** | **Major**  Major injury, permanent disability or ill-health | High | High | Medium |
| **Severe**  Injury requiring medical treatment | High | Medium | Low |
| **Minor**  First aid treatment | Medium | Low | Low |

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| **Hazards / issue** | **Risk**  **rating H/M/L (before)** | **Controls already in place** | **Risk**  **Rating H/M/L (after)** | **Monitored** |
| **Building Capacity** | **H** | As per fire regulations. | **M** | **KEB** |
| **Staff Arrival on site** | **M** | Controlled entry to site using the main entrance.  All people entering the building must sign into Inventry using card.  Regular hand washing should take place. | **L** | **KEB** |
| **Visitor Arrival on**  **Site** | **M** | Visitor meeting can take place on site.  Visitors entering the building must sign in using the inventory system.  Regular hand washing is advised | **L** | **KEB** |

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| **Hazards / issue** | **Risk rating H/M/L (before)** | **Controls already in place** | **Risk Rating H/M/L (after)** | **Monitored** |
| **Reception** | **H** | The reception team will control visitors to site. | **M** | **MER**  **/KIL** |
| **Office Space/On**  **Site Operations** | **M** | Normal operating procedures are in place  Staff should adhere to a one-way system to support the regular flow of movement around the building.  Corridors to operate a walk on the left-hand side to assist with the flow of movement.  Ventilation system to provide a flow of fresh air.  Co2 monitors have been located throughout the site to monitor the position  Frequent cleaning regime is in place. | **L** | **KEB** |
| **Classrooms** | **H** | Normal operating procedures.  Students to move around the building and teachers to remain in their classrooms.  Staff would be supported if they choose to wear face coverings within classrooms,  Staff should continue to regularly wash their hands with hand sanitiser made available upon request via the service desk.  Staff should encourage students to continue to regularly wash their hands and will have hand sanitiser and cleaning products available upon request via the service desk.  In external facing classrooms, windows should be open to allow a flow of fresh air. | **M** | **KEB** |
| **Computer Rooms or other shared facilities** | **H** | Regular cleaning regime in place. | **M** | **KEB** |

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| **Hazards / issue** | **Risk rating H/M/L (before)** | **Controls already in place** | **Risk Rating H/M/L (after)** | **Monitored** |
| **One Way System** | **M** | Steady flow of movement throughout the buildings.  Corridors will operate a walk on the left-hand side.  Where it is safe to do so corridor doors will be held open, fire safety will take precedent over Covid-19. | **L** | **GRK / MAC** |
| **PPE** | **H** | Staff would be supported should they choose to continue to wear PPE.  Requests for PPE made via the service desk | **L** | **GRK / MAC** |
| **Dining Strategy** | **H** | Normal operating procedures | **L**  **M** | **ANC / KEB**  **JRW** |
| **Leaving Site** | **M** | All staff must leave via the main entrance.  Sign out using the Inventory system and exit the building. | **L** | **GRK / MAC** |
| **On site protocols** | **L** | Hand washing and sanitizing of hands should be carried out regularly.  Catch it, bin it, kill it approach.  Most staff not required to wear PPE.  Regular cleaning regime in place.  Spaces are well ventilated.  Mechanical ventilation systems increased to main a draw of fresh air.  Opening of windows recommended.  Opening of internal doors and external doors can assist with a throughput of air, Fire and safeguarding regulations take precedent. Balance to be made with increased ventilation and maintaining a comfortable temperature. | **L** | **JRW** |
| **Human Resource**  **Protocols** | **H** | Normal operating procedures re-introduced.  All staff to work from site.  Pregnant women are required to complete an individual risk assessment. | **M** | **KAF** |

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| Testing | **M** | Staff and students are no-longer required to undertake twice-weekly asymptomatic testing | **L** | **SLT** |
| Staff whom are not fully vaccinated | **M** | The Academy Trust recommends that all staff are fully vaccinated. | **M** | **KAF** |
| Outbreak Management | **H** | Should circumstances result to a change in operating procedures the outbreak management policy will be followed.  The Academy Trust will follow the guidance issued by the Government, Local Authority’s Director of Public Health and UK health protection agency.  Plans have been considered for the following additional precautions:   * Introduction of additional testing * Re-introduction of face coverings * Re-introduction of zoning/bubbles * Re-introduction of 2m zone within Classrooms * Re-introduction of shielding * Restrictions to other events, including educational visits, transition days, parental events, performances * Introduction of attendance restrictions * Meals to continue to be provided to all students * Re-introduction of high quality remote leaning | **M** | **ANC/ KEB** |

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