



COVID-19 Step 4  
BOLDER ACADEMY  
Whole School Risk Assessment  
(For implementation from Sept 2021 – updated 10 Jan 2022)

## Contents

<a href="#"><u>Introduction</u></a>	3
<a href="#"><u>1 Completing the COVID-19 Risk Assessments</u></a>	3
<a href="#"><u>Step 1: Identify the Hazards</u></a>	3
<a href="#"><u>Step 2: Decide who is at Risk</u></a>	3
<a href="#"><u>Step 3: Implement preventative Measures</u></a>	3
<a href="#"><u>Step 4: Evaluate the level of risk</u></a>	4
<a href="#"><u>Step 5: Introduce further control measures</u></a>	6
<a href="#"><u>2 Action Plan</u></a>	6
<a href="#"><u>3 Communication</u></a>	6
<a href="#"><u>4 Review</u></a>	7
<a href="#"><u>COVID-19 Risk Assessment</u></a>	8
<a href="#"><u>COVID-19 Health &amp; Safety Action Plan</u></a>	34

## Introduction

The following workplace risk assessment is intended to support all London Borough of Hounslow schools and educational settings in the management of risk whilst planning for and during full reoccupation of schools in the autumn term. These resources have been created by the council's Health & Safety Team, in collaboration with colleagues in Children's Services, and in line with the latest advice, at the time of review, from the government, NHS, Public Health England and the DfE.

### 1 –Completing the COVID-19 Risk Assessment

When completing the risk assessment, please follow the steps outlined below:

#### Step 1: Identify the Hazards

The risk assessment template has been pre-populated with hazards that will hopefully cover most of the relevant topics.

However, you should ensure that the risk assessment is tailored to your situation and carefully consider if further hazards need to be added. School may, for instance wish to include other organisational risks that are not directly health and safety related, for completeness.

When attempting to identify hazards, it should be broken down into the workplace environment, on-site and off-site work activities. It may be necessary to carry out a review of the workplace and/or observe the task in order to identify where and how hazards arise in practice and how harm can occur. Staff representatives will also help identify problem areas.

When identifying hazards, the following should be considered:

- Routine and non-routine activities of all persons having access to the workplace (including staff, contractors, visitors, pupils etc.)
- Human behaviour, capabilities, and other human factors
- Identified hazards originating outside of the workplace, which may adversely affect the health and safety of staff and /or service users
- Infrastructure, equipment, and materials at the workplace, whether provided by the employer or others
- Changes or modifications, including temporary changes, to activities, equipment, or materials. These should be assessed prior to their introduction
- Any applicable existing, new, or updated legal obligations
- The design of work areas, processes, installations and operating procedures, including their adaptation to human capabilities

#### Step 2: Decide who is at Risk

For each hazard, you will need to be clear about who might be harmed as it will help to identify the best way of managing the risk. This doesn't mean listing everyone by name, but rather identifying groups of people and any people who may be particularly at risk, e.g. young persons, new and expectant mothers.

#### Step 3: Implement preventative Measures

The risk assessment template has been prepopulated with broad preventative measures, as recommended by government guidance and the council's health and safety advisory service.

You will need to consider these preventative measures carefully and amend them so that they are specific to your setting and provide the additional detail necessary to outline exactly what you will be doing to achieve the recommended outcomes. Comments have been provided on the form to help direct school where they need to add additional content.

You should amend the form by removing information that is not relevant to your setting and adding information where you feel there are gaps. If you cannot adhere to the recommended preventative measures, you should develop alternative solutions. If you cannot adhere to the recommended preventative measures and you are unable to find alternatives, this will impact the level of risk to which your staff and children are exposed.

When considering what control measures are required consider controls in the following order.

a) Elimination	Get rid of the hazard altogether
b) Substitution	Use something less hazardous, which would still do the job
c) Enclosure	Enclose/section off the work to eliminate or control the risk
d) Guarding	Segregation of the user from the hazard
e) Safe system of work	A system which reduces the risk to an acceptable level
f) Written procedures	Written safe system of work, known/understood by those affected

g) Supervision	Put in place adequate supervision Consider new/young staff
h) Information/training	Guidance notes, instruction, notices, signs, training courses
i) Personal protective Equipment (PPE)	Goggles, gloves, helmets, safety shoes

Note: Item (a) is the most effective, and item (i) the least. PPE should be used in conjunction with other control measures. It protects the individual and its effectiveness is very dependent on factors such as correct use, therefore guidance, training and supervision will be very important.

#### Step 4: Evaluate the level of risk

Risk is a combination of two things:

The level of harm that might be caused to a person if they were exposed to a hazard and the likelihood of that person being exposed to the hazard.

To determine the overall level of risk, the possible outcome or **severity** of harm and the **likelihood** that harm will occur, must be determined. Only tasks that present a significant risk need to be evaluated.

#### Possible Outcome/Severity

For each hazard (with your control measures in place) you will need to estimate how harmful the hazard could be and assign a severity of harm rating as detailed below.

Negligible	No treatment required
Minor	e.g. On site first aid treatment required, nuisance irritation; minor symptoms, sent home, observation
Moderate	e.g. further medical advice sought, isolation required
Major	e.g. requiring hospitalisation
Extreme	e.g. Fatality/disability

You will then need to enter this into the 'Possible Outcome/Severity' column of your risk assessment, using the drop-down choices.

#### Likelihood

For each hazard, (consider existing controls), you need to determine how likely it is that the harm will occur and assign one of the following levels:

Very Unlikely	So unlikely that probability is close to zero
Unlikely	Could happen at some time
Possible	Will probably happen at some time
Likely	Will definitely happen at some time
Very likely	Will happen, imminent

You will then need to enter this into the 'Likelihood' column of your risk assessment, using the drop-down choices.

#### Level of Risk

Once you have estimated a severity rating and decided how likely it is that the hazard will occur, the hazard can be assigned a risk level.

$$\text{POSSIBLE OUTCOME/SEVERITY} \times \text{LIKELIHOOD} = \text{RISK LEVEL}$$

The Council's risk matrix (below) is a simple method for estimating risk levels, which uses the above formula and will help assessors in their decision making. To estimate the level of risk, read across the top of the matrix to your chosen severity rating and then down the left-hand side to your chosen likelihood rating. The level of risk is displayed as a number in the cell where they meet (for a quantitative rating) and displayed as a combination of low, medium, or high (for a qualitative rating). For example, where the likelihood is 'possible' and the worst likely outcome is 'major'; the hazard will present a risk rating of 12, which is a 'moderate' risk. A RAG rating has also been applied for better visual identification of the levels.

The numbered rating is a much more accurate means of determining risk than the 'finger in the air' approach of just choosing between low, medium, or high, without any scientific foundation. It shows more clearly how much more work needs to be done to reduce the risk further and the 'levels within levels' are a great aid in prioritising your actions. However, the use of low, medium, and high and the RAG rating is less complicated and more accessible to a wider audience. The matrix allows the best of both worlds.

You do not have to enter the numbers onto your risk assessment, but you can if you wish. It is acceptable to enter the descriptions instead, providing you still use the number rating shown in the matrix as the basis for the development of your preventative measures and the further reduction of risk. Ensure the matrix is made available to staff, so they can see the basis of your decision making.

		Possible Outcome/Severity				
Risk Matrix		Negligible 1	Minor 2	Moderate 3	Major 4	Extreme 5
Likelihood	Very Unlikely 1	1 (Low)	2 (Low)	3 (Low)	4 (Low)	5 (Low)
	Unlikely 2	2 (Low)	4 (Low)	6 (Medium)	8 (Medium)	10 (Medium)
	Possible 3	3 (Low)	6 (Medium)	9 (Medium)	12 (Medium)	15 (High)
	Likely 4	4 (Low)	8 (Medium)	12 (Medium)	16 (High)	20 (High)
	Very Likely 5	5 (Low)	10 (Medium)	15 (High)	20 (High)	25 (High)

### Is the level of risk tolerable?

The level of risk should be evaluated with your preventative measures in place to determine if they are suitable and sufficient to reduce, or keep, the level of risk at a tolerable level and ultimately ensure that the activity is safe to continue. If your judgement is that the preventative measures are not enough, then further preventative measures will need to be decided upon and implemented. These will need to be added to your action plan and when complete, you will then need to re-evaluate the level of risk to show that the actions have had the desired effect. Other factors, which have an impact on the likelihood of harm occurring, should also be considered, for example, unsafe acts, frequency, and duration of exposure to the hazard, and failure of machinery/services.

To make it easier to determine the urgency of the action, we need to allocate an action level to each level of risk. To make things more straight-forward, the levels of risk can be categorised as either low, moderate, or high and are described in figure 1 below. A RAG rating, as shown in the risk matrix and figure 1, can also be applied to make the process more intuitive.

Dependant on the level of risk, further control measures may be needed to further reduce the risk to an acceptable level. The Health and Safety Team can be contacted for advice and guidance to assist in the identification of suitable controls. The following actions should be taken for each level of risk.

Risk Level	Management actions required at each risk level
<b>High (15-25)</b>	<ul style="list-style-type: none"> <li>Urgent action/senior management attention is required to eliminate or reduce risk.</li> <li>Report to relevant management committee.</li> <li>Work should not be started or continued until the risk has been reduced.</li> <li>If it is not possible to reduce the risk, even with unlimited resources, activities must remain prohibited.</li> </ul>
<b>Moderate (6-12)</b>	<ul style="list-style-type: none"> <li>Aim to reduce the risk to 'low' if reasonably practicable to do so. If not practicable, try to reduce the risk to a lower scale of 'Moderate'</li> <li>There is a greater likelihood that detailed local safe working procedures will need to be written to make existing control measures more robust for moderate risks. E.g. advanced or increased frequency of training, increased supervisions</li> <li>If a control measure cannot be financed immediately it may be possible to plan for its implementation over a longer period, while other limited risk reduction measures are put in its place as an interim course of action.</li> </ul>
<b>Low (6-10)</b>	<ul style="list-style-type: none"> <li>No additional controls are required, but monitoring is required to ensure that the controls are maintained, and the risk does not increase</li> <li>Manage situation with routine procedures.</li> <li>Implement additional controls only if easy to implement and inexpensive</li> <li>Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden.</li> </ul>

Figure 1.

### Step 5: Introduce further control measures

If you determine that the level of risk is too high to continue safely with an activity or that it is possible to reduce risk further, add additional preventative measures into this column so that the risk can be reduced to a tolerable level. Enter the proposed timescales for completion in the final column.

## 2 – Action Plan

Use the attached Health and Safety Action Plan to record all outstanding preventative measures that you still need to implement, stating responsible persons and timescales for completion. Regularly review and indicate when complete. Amend your risk assessment accordingly.

## 3 – Communication

Communication is key and there's a lot of change that your staff, parents and pupils will need to digest and consider before returning to work. Continuous communication throughout this process will demonstrate that you're putting your staff's and pupil's safety at the heart of this decision.

## 4 – Review

The information around COVID-19 changes on a frequent basis and you will need to monitor the latest advice for any changes that could impact your activities. Frequently review your risk assessment to take account of these and amend as necessary.

## COVID-19 Step 4 Model School Risk Assessment

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
<b>Social Distancing</b>	Staff, Pupils, Parents, visitors, contractors	Transmission of virus  staff, pupil, and parent Anxiety about relaxed control measures	<ul style="list-style-type: none"> <li>For the Spring term 2022, from Jan 2022 in line with government guidance, the school will not need to use consistent class groups/bubbles.</li> <li>Assemblies will be conducted using Teams to reduce contact from Jan 2022 until further notice.</li> <li>Previous specific arrangements to avoid year group bubbles mixing at breaktimes and lunchtime will be stepped down.</li> </ul>	Moderate	Very Likely	Medium	Other measures will remain in place to reduce risk and to support behaviour management: <ul style="list-style-type: none"> <li>Encourage 2m distancing where possible</li> <li>Keep left in corridors</li> <li>Allotted staircases for year groups</li> <li>Teaching from front (2m) strongly recommended</li> <li>Hygiene measures remain in place ie</li> <li>Regular handwashing</li> <li>Sanitising of desks and tables at each class change</li> </ul>	From Jan 2022
<b>Contact Tracing</b>	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>From 19<sup>th</sup> of July 2021, it is DfE guidance that the school will no longer be expected to routinely undertake contact tracing, and this will instead be performed by NHS Track and Trace, who will work directly with the positive case.</li> <li>Students and staff members who record a positive LFD or PCR test will be asked to let the Academy know.</li> <li>Staff and students (or the parent) are required to report both LFT and PCR test results via the NHS Online reporting system for negative, void, and positive test results.</li> <li>All positive, negative, and void LFT results should be reported to the Academy as instructed using the following links:</li> </ul>	Major	Possible	Medium	Where the Academy believes that there is a significant risk to specific individuals that may not have been picked up by test and trace (eg clinically extremely vulnerable students or staff members) a risk assessment will be done and appropriate action taken to notify them as soon as possible	

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p> <p>STAFF: <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=-XQot2SOk0SoWtlAk7-d4g9y5Y73dyZGnMab3QagqF5UMDY1QTK3TIY5WTZJQ0dDWDJWMIIXTIJSTC4u">https://forms.office.com/Pages/ResponsePage.aspx?id=-XQot2SOk0SoWtlAk7-d4g9y5Y73dyZGnMab3QagqF5UMDY1QTK3TIY5WTZJQ0dDWDJWMIIXTIJSTC4u</a></p> <p>STUDENTS: <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=-XQot2SOk0SoWtlAk7-d4nwSJrwGPS5lgHYBDxa_SlhUM0xQMVlQMUJGS1hUNUJUNDQyWIIQVjEvRi4u">https://forms.office.com/Pages/ResponsePage.aspx?id=-XQot2SOk0SoWtlAk7-d4nwSJrwGPS5lgHYBDxa_SlhUM0xQMVlQMUJGS1hUNUJUNDQyWIIQVjEvRi4u</a></p> <ul style="list-style-type: none"> <li>All positive PCR and LFT test result should be reported to the Academy via:  STAFF: <a href="mailto:head@bolderacademy.co.uk">head@bolderacademy.co.uk</a> and <a href="mailto:cover@bolderacademy.co.uk">cover@bolderacademy.co.uk</a></li> <li>STUDENTS: <a href="mailto:office@bolderacademy.co.uk">office@bolderacademy.co.uk</a></li> <li>NHS Test &amp; Trace will contact those who test positive (or their parent or guardian) to identify close contacts. They will ask a series of questions to help the individual understand what is meant by a close contact, making it easier for them to be identified. Being in the Academy with an individual who has tested positive for COVID-19 will not necessarily mean a person is identified as a close contact. We expect there to be a very small number of close contacts on average for each case.</li> <li>Contacts in school will be traced by NHS only if the positive case specifically</li> </ul>					



AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<p>identifies an individual as having close, prolonged contact, which will normally have occurred in a social setting rather than in normal day-to-day school activities e.g. sleepovers. Therefore, numbers are expected to be low.</p> <ul style="list-style-type: none"> <li>The positive outcomes of NHS Track and Trace taking over the tracing process, will be reduced burden on schools and it will also ensure a consistent approach to identification of contacts across all locations, i.e. Prevention of under and over-reporting.</li> <li>The Academy will keep a simple record of pupils and staff known to be symptomatic or to have tested positive, so that we can provide assistance if contacted by NHS Track and Trace.</li> <li>If the Academy does not agree with the close contacts that have been identified by one of their students or their legal guardian, we will escalate to the DfE helpline for advice.</li> <li>The Academy may be contacted, by our local health protection teams in response to a local outbreak, which is currently what happens in managing any other infectious diseases.</li> <li>If the Academy knows that it has had several positive cases within a 14-day period, but has not been contacted by Track and Trace, we will contact the dedicated DfE advice service on 0800 046 8687, who will escalate to the local health protection team if necessary and may advise the</li> </ul>				<p>We will take <a href="#">extra action</a> if the number of positive cases substantially increases based on the thresholds detailed below and seek public health advice if necessary if one of these thresholds is reached:</p>	



AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<p>school to implement its outbreak management plan.</p> <ul style="list-style-type: none"> <li>If a case of the new Omnicrom variant is traced back to the Bolder Academy we may be required to support with contact tracing and further measures may be taken if required following advice from DfE and Public Health Hounslow</li> </ul>				<ul style="list-style-type: none"> <li>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <p>When the above thresholds are reached, we will review and reinforce the testing, hygiene and ventilation measures already in place and seek additional public health advice if concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.</p>	

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
<b>Isolation of Positive Cases and close contacts.</b>	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>From January 2022 the Academy will help to communicate and implement the following isolation rules amongst its staff, students, contractors, and wider community:</li> <li><b>Any person</b> that develops Covid symptoms, and their household, must self-isolate and the symptomatic person must immediately arrange a confirmatory PCR test. <ul style="list-style-type: none"> <li>If the confirmatory test is negative, they and the other members of their household can end their isolation (unless they have developed symptoms or been instructed to self-isolate by Test and Trace for other reasons).</li> </ul> </li> <li><b>Any person</b>, irrespective of their age or vaccination status will be required to self-isolate for up to 10 days following a positive PCR test. <ul style="list-style-type: none"> <li>If the confirmatory PCR test is positive, they and the other members of their household must self-isolate for up to 10 days after the date their symptoms began, following latest Guidance. They can stop self-isolating after 7 days (returning on day 8) if they do a rapid lateral flow test on days 6 and 7 of their self-isolation period and: <ol style="list-style-type: none"> <li>both tests are -ve</li> <li>they did both tests 24 hrs apart</li> <li>they do not have a high temp</li> </ol> </li> </ul> </li> </ul>	Major	Possible	High	<p>This will be communicated via Parentmail to parents and students ahead of return to school in Sept and to staff via Staff H&amp;S briefings at INSET / induction.</p> <p>Thereafter we will regularly update/remind staff and students via Parentmail, staff briefings and the school's parents communications – website, newsletter, and individuals will be advised accordingly by Bolder Admin staff members when they report issues/ results to the Academy.</p>	By Sept 2021

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p> <ul style="list-style-type: none"> <li>• <b>Any person</b> that has a positive lateral flow device (LFD) test, and their household, must self-isolate. <ul style="list-style-type: none"> <li>○ Symptomatic individuals who return a positive LFT result must arrange a confirmatory PCR test within 48 hrs.</li> <li>○ Asymptomatic individuals who return a positive LFT result must self isolate but do NOT require a confirmatory PCR result. This is a temporary measure that will be reviewed 29<sup>th</sup> January 2022.</li> <li>○ If the confirmatory PCR test is taken within two days and the result is negative, they and the other members of their household can end their isolation (<i>unless they have developed symptoms or been instructed to self-isolate by Test and Trace for other reasons</i>).</li> <li>○ If the confirmatory PCR test is positive (or is taken more than two days after the LFD), they and the other members of their household must self-isolate in line with Government Guidance.</li> </ul> </li> <li>• <b>All fully vaccinated adults and students</b> identified as a close contact via NHS of someone with COVID – regardless of variant – should take an LFD test every day for 7 days instead of self-isolating and report the results through the NHS <a href="#">online reporting system</a> and to the school via test results form. If they test negative, they can continue to attend school. If positive they should confirm via PCR and follow NHS guidance</li> </ul>				<p>Guidance says that Close Contacts from Mon Jan 11<sup>th</sup> no longer need to self isolate IF they are fully vaccinated jabbled OR under 18yrs. However they do need to take daily LFT test for 7 days and additional measures are recommended ie:</p> <ul style="list-style-type: none"> <li>- Limit close contact with people outside their household</li> <li>- Wear a face covering in enclosed spaces</li> </ul>	

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<ul style="list-style-type: none"> <li>Adults that have not been vaccinated yet, have chosen not to be vaccinated, cannot be vaccinated on medical grounds, or who have only received 1 dose of the vaccine so far, will be required to self-isolate immediately if identified as close contacts.</li> </ul>				- Limit contact with anyone who is Clinically Extremely Vulnerable	
Asymptomatic Testing	Staff, Pupils, visitors,	Transmission of virus after returning from mixing widely during summer break	<ul style="list-style-type: none"> <li>Staff and Students will continue taking twice weekly rapid flow tests as a minimum and as necessary ahead of engaging in social events where contact with others is involved and distancing is not possible.</li> <li>The school will continue to provide at home test kits for Staff and Students for the above.</li> <li>All Staff and Students will receive 1 on-site lateral flow test on their return to school in January 2022 for the start of the Spring term</li> <li>We will commence Student testing on Weds 5<sup>th</sup> January and will stagger the return of pupils over the first week to manage the delivery of testing.</li> <li>Staff and Students will return to at home testing and continue testing twice weekly at home until further notice.</li> </ul>	Moderate	Very Likely	Medium		Jan 2022 for on-site testing before start of Spring term

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
<b>Staff, pupils, or visitors attending site with COVID symptoms</b>	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>o Anyone with coronavirus (COVID-19) symptoms or who has tested positive in the previous 10 days will not be permitted into school.</li> <li>o Anyone coming onto the site displaying COVID-19 symptoms, will be sent home, and asked to arrange a PCR test.</li> <li>o Anyone who becomes unwell in school with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) will be sent home and advised to follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></li> <li>o Individuals will be advised that they must self-isolate for up to 10 days following latest guidance from the date when their symptoms were first displayed and will not be permitted to return to school within that period unless their PCR test result is negative.</li> <li>o <b>If the confirmatory PCR test is positive, they and the other members of their household must self-isolate for up to 10 days after the date their symptoms began, following latest Guidance. They can stop self-isolating after 7 days (returning on day 8) if they do a rapid lateral flow test on days 6 and 7 of their self-isolation period and:</b> <ol style="list-style-type: none"> <li>1. both tests are -ve</li> <li>2. they did both tests 24 hrs apart</li> <li>3. they do not have a high temp</li> </ol> </li> <li>o If they still have a high temperature after 10 days, they will be asked to keep self-isolating until their temperature returns to normal.</li> </ul>	Major	Possible	Medium	<p>Visitors/ guests will be asked to do a LFT before attending site. Visits are by appt only.</p> <p>Inventry COVID content and visitor notice updated for clarity.</p>	Jan 2022



AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<ul style="list-style-type: none"> <li>○ If they no longer have a temperature, but still have a cough or loss of sense of smell/taste, they will be permitted to return to school (this is because a cough or anosmia can last for several weeks once the infection has gone)</li> <li>○ In the event that a parent or guardian insists on a child with symptoms attending school, or refuses to arrange a PCR test, the school will ask the parent to isolate the child for up to 10 days following latest guidance and contact Public Health for possible intervention. Any such decision will be carefully considered in light of all the circumstances and the current public health advice.</li> <li>○ The school will keep a supply of home PCR testing kits. The use of these kits will be for a child or adult who:               <ul style="list-style-type: none"> <li>○ has developed symptoms whilst at school, and</li> <li>○ the school believes may have barriers to accessing a test elsewhere, and that by giving them a test kit directly, will significantly increase the likelihood of them getting tested, and</li> <li>○ where it is felt that if the individual were to be sent home without a kit, they would not receive a test at all.</li> </ul> </li> <li>○ If a child is awaiting collection after displaying symptoms, they will be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate ventilation, and adult supervision if required               <ul style="list-style-type: none"> <li>○ If it is not possible to isolate them, they will be moved to an area</li> </ul> </li> </ul>					

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>					
			<p>which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> <li>○ If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. Before being used by anyone else, the bathroom will be cleaned and disinfected following the cleaning procedures already outlined in this risk assessment.</li> <li>○ If two metres cannot be maintained or first aid has to be administered the member of staff caring for the student while they await collection, must wear appropriate PPE.</li> <li>○ Once they have vacated the premises, the area around the person with symptoms must be cleaned following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> to reduce the risk of passing the infection on to other people.</li> <li>○ In an emergency, the school will call 999 if they are seriously ill or injured or their life is at risk.</li> <li>○ Staff have been advised to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. However, they will not need to self-isolate, unless they develop COVID-19 symptoms themselves or they have been requested to do so by NHS Test and Trace</li> </ul>					
<b>Wearing of Face Coverings and PPE</b>	Staff, Pupils, Parents,	Transmission of virus	<ul style="list-style-type: none"> <li>● From January 2022 the government reinstated the legal requirement to wear face coverings in classrooms in addition to in shared/ communal areas. It is hoped that</li> </ul>					Jan 2022



AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
	visitors, contractors		<p>this is a temporary measure and will be reviewed 26<sup>th</sup> Jan 2022. Staff, students and visitors must wear a face covering in enclosed and crowded spaces where distancing is not possible and when in contact with people they do not normally meet, including:</p> <ul style="list-style-type: none"> <li>○ In classrooms</li> <li>○ Whilst on the school mini bus</li> <li>○ Whilst on public transport and in shops</li> <li>○ In corridors</li> <li>○ Confined spaces/ were 2m distance cannot be maintained easily indoors</li> </ul> <ul style="list-style-type: none"> <li>• Guidance does not currently state that face coverings must be worn in classrooms but if Staff and Students wish to they will be allowed to do so.</li> <li>• In the event of a COVID outbreak or on the advice of DFE or Public Health Hounslow, the school may be directed to reintroduce the mandatory wearing of face coverings. Please refer to the outbreak section at the end of the risk assessment.</li> <li>• Changing habits, cleaning and hygiene are still the most effective measures in controlling the spread of the virus. (Masks and face coverings can lead to a false sense of security; they can be used and fitted incorrectly: they can easily be contaminated through touch and increase the potential for transmission of the virus; they have a lifespan that is quickly exceeded).</li> <li>• if a student becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn</li> </ul>					

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>					
			<p>by the supervising adult, if 2 metres cannot be maintained.</p> <ul style="list-style-type: none"> <li>• If contact with the student is necessary, then disposable gloves and a disposable apron should be worn by the supervising adult.</li> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then a face shield will also be worn.</li> <li>• When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. Staff administering First Aid have been trained.</li> <li>• When using face masks, staff will be advised to adhere to the following practice:               <ul style="list-style-type: none"> <li>○ cover both your nose and mouth</li> <li>○ do not allow to dangle around the neck when not in use</li> <li>○ do not touch once put on, except when carefully removed before disposal</li> <li>○ change when they become moist or damaged</li> <li>○ wear once and then discard - hands must be cleaned after disposal</li> </ul> </li> </ul>					
<b>Maintaining good personal hygiene</b>	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>• Frequent and thorough hand cleaning with soap and water or hand sanitiser is regular practice in school, and this will continue regardless of any future easing of COVID measures, because of the broader health benefits gained since it was introduced.</li> <li>• Staff and students are encouraged and prompted to clean hands more often than</li> </ul>	Major	Likely	Medium	Soap and water is available for use in all toilet facilities, changing rooms and specialist classrooms on all floors of the building. Sanitiser is available in all classrooms and large dispensers are placed at regular intervals around the school in particular in high traffic areas and all entrance/ exits and outside	Sept 2021

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>					
			<p>usual and to wash hands thoroughly for 20 seconds with running water and soap.</p> <ul style="list-style-type: none"> <li>Alcohol hand rub or sanitiser will be used at regular intervals in between washing with soap and water, or where running water and soap is not available or impractical to access.</li> <li>Hand sanitiser stations are in communal areas, canteen, entrances and exits.</li> <li>Sanitiser has been sourced that contains at least 60-95% alcohol.</li> <li>As a minimum, students and adults are expected to clean their hands when they arrive at school, when returning from breaks, when changing rooms, before and after eating, after toileting and after sneezing or coughing.</li> <li>Those who can't use sanitiser, e.g. because they have contact dermatitis or for religious reasons (i.e. because of the alcohol content) will be supervised to go to a sink to use soap and water.</li> <li>Enough hand washing facilities are available in the school to allow safe controlled use, without overcrowding.</li> <li>Staff, parents, and students will be advised that there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.</li> </ul>				<p>communal areas. and learning areas, outside toilets etc. Students sanitise hands on entering a classroom at each class changeover.</p>	
<b>Maintaining good respiratory hygiene</b>	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>Students and adults are encouraged not to touch their mouth, eyes, and nose</li> <li>Students and adults are encouraged to cough or sneeze into a tissue or elbow to and use bins for tissue waste promoting the 'catch it, bin it, kill it' approach</li> <li>Bins are emptied and appropriately cleaned at regular intervals throughout the day.</li> </ul>	Moderate	Very Likely	Medium		Sept 2021



AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<ul style="list-style-type: none"> <li>Waste bins are lined with a plastic bag so that they can be emptied without contacting the contents or the inside of the bin.</li> </ul>					
Maintaining appropriate cleaning regimes	Staff, Pupils, Parents, visitors, contractors	Transmission of virus day to day operations	<ul style="list-style-type: none"> <li>As part of an enhanced cleaning regime, surfaces that students are touching, such as desks, chairs, door handles, sinks, toilets, light switches, bannisters, are being cleaned more regularly than normal.</li> <li>As well as having an enhanced cleaning schedule delivered by the school's cleaning contractor, the school will adopt a 'clean as you go' policy, in which surfaces such as tabletops and resources / equipment are cleaned immediately after use. This is the most effective way of controlling the risk and all staff will be required to be part of this process.</li> <li>Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day.</li> <li>To enable the 'clean as you go approach' disinfectant spray and disposable paper towels or disinfectant wipes are made available in teaching spaces, offices, and resource centres.</li> <li>Spray bottles of disinfectant are clearly labelled with their contents, health risks and method of use and are to be used by staff members only unless supervised. Details of the cleaning products in use can be provided on request.</li> <li>For individual and very frequently used equipment, such as pencils and pens, pupils and adults will have their own items and they will not be shared.</li> <li>The school will regularly reduce clutter and difficult to clean items.</li> </ul>	Moderate	Possible	Medium	<p>Copy of Cleaning Rota and Scheduler available on request. Team rota'd as follows Mon to Fri:</p> <p>Supervisor x 1 7am to 9am/ 3.15 – 5.45pm Day Janitor x 1 11am – 3pm Day cleaner x 2 7-9am Eve cleaner x 11 3.15 – 5.45pm</p> <p>The day janitor cleans hi touch points and ensures toilet facilities are cleaned during the school day and is responsible for cleaning rooms occupied by symptomatic individuals as needed.</p> <p>Staff members are provided with resources (anti bac spray/ wipes, paper towels, hand sanitiser etc) and are equipped to 'clean as you go'. Staff supervise students to ensure desks are cleaned down between room changes and equipment is cleaned as necessary.</p>	Sept 2021

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
<b>Maintaining appropriate cleaning regimes cont.</b>	Staff, Pupils, Parents, visitors, contractors	<b>Transmission of virus of normal professional cleaning regime</b>	<p>For general cleaning where there has been no suspected or confirmed cases of COVID-19, the following cleaning principles will be applied:</p> <p><b>Cleaning and Disinfection</b></p> <ul style="list-style-type: none"> <li>• Appropriately competent cleaning staff will be employed throughout the school day</li> <li>• An increased frequency of cleaning will be carried out using the school's standard detergent and disinfectant products.</li> <li>• Specific attention to all surfaces but especially those that are frequently touched, such as door handles, light switches, stair rails, work surfaces, remote controls, and electronic devices.</li> <li>• When cleaning, specific attention will be paid to bathrooms and kitchens.</li> <li>• Cleaning staff will only be required to wear the PPE that they would normally use for cleaning.</li> </ul> <p><b>Laundry</b></p> <ul style="list-style-type: none"> <li>• Laundry items will be washed as they normally would, according to the manufacturer's instructions.</li> </ul>	Moderate	Unlikely	Medium	<p>Bolder's Cleaning Rota and Schedule Mon to Fri is as follows:</p> <p>Supervisor x 1 7am to 9am/ 3.15 – 5.45pm Day Janitor x 1 11am – 3pm Day cleaner x 2 7-9am Eve cleaner x 11 3.15 – 5.45pm</p> <p>The day janitor cleans hi touch points and ensures toilet facilities are cleaned during the school day and is responsible for cleaning rooms occupied by symptomatic individuals as needed.</p> <p>Deep cleans are conducted termly during school holidays along with other periodic cleaning activities based on the Academy's specific requirements.</p> <p>Copies of COSHH and MSDS data sheets for cleaning products used by our cleaning contractor are available on request.</p> <p>Cleaning products are clearly labelled and stored securely in locked cleaners cupboards. Access is via access control key cards held only by the</p>	Sept 2021



AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.				cleaners and the site staff to ensure products are secured safely.	



			<p><b>Kitchens and communal canteens</b></p> <ul style="list-style-type: none"> <li>• It is considered unlikely that COVID-19 is transmitted by food, but catering staff will be expected to follow the same good hygiene practice and wash their hands regularly with soap and water for at least 20 seconds before handling food.</li> <li>• Crockery and eating utensils are not shared and are cleaned in between use in an industrial dishwasher guaranteeing sterilisation through temperatures in excess of 70 degrees centigrade.</li> <li>• The school's catering contractors will continue to follow the Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices in food preparation</a>, <a href="#">Hazard Analysis and Critical Control Point</a> (HACCP) processes, and preventative practices (<a href="#">Pre-requisite Programs</a> (PRPs)) and the school will regularly monitor their performance.</li> <li>• Lunch tables are thoroughly cleaned with detergent and disinfectant before each staggered lunch group/ sitting.</li> </ul> <p><b>Bathrooms/Toilets</b></p> <ul style="list-style-type: none"> <li>• Frequently touched surfaces, such as door handles and push plates, latches, toilet seats and taps, are cleaned regularly throughout the day by the cleaning contractors day janitor in addition to the am team and pm team.</li> <li>• Suitable hand washing facilities are available including running water, liquid soap and hand driers and are regularly monitored and re-stocked daily as required.</li> </ul> <p><b>Waste</b></p> <ul style="list-style-type: none"> <li>• Routine waste is not segregated or stored for a period of time unless an individual in the Academy shows symptoms of or tests positive for COVID-19 and will be disposed straight away and in the normal way.</li> </ul>				<p>The school's catering contractors follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes, and preventative practices (Pre-requisite Programs (PRPs) and we monitor their performance via agreed KPIs and via an annual external Hygiene Audit performed by an expert consultant.</p> <p>A copy of our catering provider's HACCP can be provided on request.</p>	
--	--	--	--	--	--	--	--	--



<p><b>00Maintaining appropriate cleaning regimes cont.</b></p>	<p>Staff, Pupils, Parents, visitors, contractors</p>	<p><b>Transmission of virus after development of symptoms by staff, pupils, or visitors on site</b></p>	<p>If someone with symptoms of, or confirmed (COVID-19) has been in the school, the following cleaning principles will be applied, as soon as they have vacated the area:</p> <p><b>Personal Protective Equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>As a minimum standard, cleaners will wear disposable gloves and an apron.</li> <li>If a higher level of virus is likely to be present (e.g. where surfaces have been visibly contaminated with body fluids) then additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. The school will contact the local Public Health England (PHE) <a href="#">Health Protection Team</a> to advise on this.</li> </ul> <p><b>Cleaning and disinfection</b></p> <ul style="list-style-type: none"> <li>Areas where a symptomatic person has only passed through and spent minimal time and which are not visibly contaminated with body fluid, such as corridors, will be cleaned thoroughly as normal.</li> <li>All surfaces that the person has made contact with, will be cleaned and disinfected, including all potentially contaminated and frequently touched areas, such as bathrooms, door handles, telephones, grab rails and stairwells.</li> <li>Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following the principle of 'one site, one wipe, in one direction'.</li> <li>The following cleaning and disinfectant solutions will be used:             <ul style="list-style-type: none"> <li>a combined detergent and bleach disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.)                 <ul style="list-style-type: none"> <li>or</li> </ul> </li> <li>a household detergent followed by bleach disinfection (1000 ppm av.cl.).                 <ul style="list-style-type: none"> <li>or</li> </ul> </li> <li>if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses</li> </ul> </li> </ul>	<p><b>Moderate</b></p>	<p><b>Possible</b></p>	<p><b>Medium</b></p>	<p>Bolder's cleaning contractor's rota is described above.</p> <p>Quality audits take place as follows:</p> <p>Daily checklist / walk around (conducted by On-site Cleaning Teams / Working Supervisor)</p> <p>Weekly checklist / walk around (conducted by Area Manager / Supervisor)</p> <p>Monthly quality audit (conducted by Area Manager)</p> <p>Quarterly quality audit (conducted by Area Manager / Divisional Director)</p> <p>Annual quality audit (conducted by Divisional Director / External Auditing Body)</p> <p><b>Core chemical list/ cleaning products used 2021-2022 are as follows:</b></p> <p>CW 124 Reosan HD - Floor cleaner CW113 LA3 – Washroom Disinfectant</p> <p>CW 173 AX Ultra Sanitiser - Disinfectant CW 139 LA8 - Limescale remover CW111 LA1 – Toilet Cleaner &amp; Descale CW141 LA5 – Multi Purpose Cleaner</p>	<p>Sept 2021</p>
--	--	---	--	------------------------	------------------------	----------------------	---	------------------





								Copies of all COSHH, MSDS data sheets can be provided on request.	
--	--	--	--	--	--	--	--	---	--



			<ul style="list-style-type: none"> <li>• Cleaning products will not be mixed together as this can create toxic fumes.</li> <li>• The manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants will be strictly adhered to</li> <li>• Cleaners will Avoid creating splashes and spray when cleaning.</li> <li>• When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used.</li> <li>• Cleaners will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> <li>• After cleaning, disposable gloves and any cloths and mop heads used will be disposed of and put into waste bags as outlined below.</li> </ul> <p><b>Laundry</b></p> <ul style="list-style-type: none"> <li>• Items will be washed in accordance with the manufacturer’s instructions.</li> <li>• The warmest water setting will be used, and items will be allowed to dry completely.</li> <li>• Dirty laundry that has been in contact with an unwell person can be washed with other people’s items.</li> <li>• To minimise the possibility of dispersing virus through the air, dirty laundry will be handled gently and not shaken prior to washing.</li> <li>• Any items that are heavily contaminated with body fluids and cannot safely be cleaned by washing should be disposed of, following the methods outlined below.</li> <li>• Anything used for transporting laundry with be cleaned and disinfected following the methodology described above.</li> </ul> <p><b>Waste</b> Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) will be:</p>				<p>The Academy has laundry facilities in the Food Tech room only for washing aprons, tea towels, cleaning cloths only and this guidance is followed.</p>	
--	--	--	--	--	--	--	--	--

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p> <ul style="list-style-type: none"> <li>○ put in a plastic rubbish bag and tied when full.</li> <li>○ placed in a second bin bag and tied.</li> <li>○ put in a suitable and secure place and marked for storage until the individual's test results are known.</li> <li>● Waste will be stored safely and kept away from children.</li> <li>● It will not be put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</li> <li>● If the individual tests negative, waste will be put in with the normal waste</li> <li>● If the individual tests positive for COVID-19, the waste will be stored for at least 72 hours and then put in with the normal waste</li> <li>● If an emergency occurs, in which waste needs to be removed before 72 hours has elapsed, it will be treated as Category B infectious waste and will be kept separate from other waste and collection will be arranged by a specialist hazardous waste contractor</li> </ul>					
<b>Keeping spaces well ventilated</b>	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>● Adequate ventilation can reduce how much virus is in the air and can therefore help reduce the risk from aerosol transmission. However, it has minimal impact on droplet transmission between individuals in close contact or surface contamination, which are still the main transmission vectors for the virus.</li> <li>● Efficient ventilation is treated as one control measure among many and is not solution on its own. The school will ensure that mechanical ventilation systems are maintained and running effectively, with</li> </ul>	Moderate	Unlikely	Medium	Bolder has AHU's - Air Handling Units for internal ventilation. These units draw fresh air into the school from outside and stale air out. Air is NOT recirculated. Air conditioning units are installed in the server and hub rooms and the 6 <sup>th</sup> form study area only. AHU's and AC units are subject to a regular service and maintenance programme and filters are changed as required.	Sept 2021

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p>					
			<p>fresh air only supplied or a combination of fresh air and recirculated air.</p> <ul style="list-style-type: none"> <li>Where mechanical ventilation systems are not working or not fitted, natural ventilation will be used (e.g. opening windows and propping open doors to classrooms from corridors and directly to the outside where possible in ground floor classrooms, weather permitting.</li> </ul> <p>Site security protocols will be amended as necessary to allow external doors to be kept open if necessary and fire procedures will be amended to make it the responsibility of staff to close doors behind them and prevent the spread of fire in the event of an emergency evacuation.</p>				<p>In addition, staff are able to open classroom windows to increase natural ventilation and classroom doors are left open during teaching sessions. During warmer weather external doors are left open to benefit nearby classrooms.</p> <p>Bolder's Fire Risk Assessment reflects these measures. Fire Wardens clearing floors close classroom doors after checking all clear and fire doors close automatically. A copy of the Academy's Fire Risk Assessment is available on request.</p>	
<b>Staff and Pupils that are clinically extremely vulnerable (CEV)</b>	Staff, Pupils, Parents, visitors, contractors	<b>Increased vulnerability to virus</b>	<ul style="list-style-type: none"> <li>All CEV children and young people are to attend school unless they have been advised not to by their GP or clinical specialist, or because they have tested positive for Coronavirus.</li> <li>Staff who are CEV will be required to attend work as normal if it is not possible or practical for them to work from home.</li> <li>Those staff that are CEV may wish to take extra precautions within their own control to protect themselves, both in and out of work, and the school will direct them to the CEV guidance to help minimise exposure to the virus <a href="https://www.gov.uk/guidance/guidance-on-shielding-and-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a></li> <li>The school will support the DHSC in encouraging vaccine take up, because this is ultimately the primary solution for protecting all staff.</li> </ul>	Moderate	Possible	Medium	CEV staff are offered the opportunity to have a risk assessment and are advised to take additional precautions if appropriate.	Sept 2021

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
<b>Those who are anxious about returning to school</b>			<ul style="list-style-type: none"> <li>The school will ensure that support is in place to address the concerns of anyone that is anxious about returning.</li> <li>The school will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school and the requirement under national guidance.</li> <li>The school will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).</li> <li>The school will utilise sources of support to help those experiencing emotions such as anxiety or stress, such as <a href="https://www.gov.uk/guidance/promoting-and-supporting-mental-health-and-wellbeing-in-schools-and-colleges">Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK (www.gov.uk)</a></li> </ul>	Moderate	Possible	Medium		Sept 2020
<b>Communication and consultation</b>	Staff, Pupils, Parents, visitors, contractors	Lack of awareness of national and local COVID measures leading to increased transmission of virus	<ul style="list-style-type: none"> <li>This risk assessment has been shared and consulted on with staff and staff representatives to ensure it is practicable and has been posted on the school's website for transparency.</li> <li>It has been explicitly communicated to staff, children/young people, parents, carers or any visitors, such as suppliers, not to come on site if they are displaying any symptoms of coronavirus (following the <a href="https://www.gov.uk/guidance/covid-19-guidance-for-households-with-possible-coronavirus-infection">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>Recommendations have been made to parents and young people on transport to and from school (including avoiding peak times) and they have been referred to</li> </ul>	Minor	Unlikely	Low	<p>The RA and the Academy's Covid measurers/ plans are shared via the Academy website and key aspects communicated via staff briefings, new staff starter inductions, and at INSET day Health and Safety briefings. Staff were consulted with regards class changeovers and associated hygiene measures that would be needed.</p> <p>It has been communicated to parents that they should do a LFT test before visiting the site, and that they must not come to site without an appointment or if displaying Covid symptoms. This has</p>	Sept 2021

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<p><a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></p> <ul style="list-style-type: none"> <li>Staff have been informed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</li> <li>Contractors and suppliers have been contacted to ensure they can support the school's plans for opening, e.g. maintenance, cleaning, catering, food supplies, hygiene suppliers</li> <li>It has been discussed and agreed with cleaning contractors/staff the additional cleaning requirements and the additional hours to allow for this</li> <li>Students will be encouraged to learn and practise good hygiene habits.</li> </ul>				<p>been communicated via reception signage, inventory sign in content, and email parent comms.</p> <p>The schools travel plan encourages students to walk to school if possible, and use the park and stride facilities if driving. Our website includes a link to safer travel guidance for those using public transport.</p> <p>Students are encouraged to practise good hygiene habits through signage, and a daily routine that requires them to sanitise or wash hands on arrival and at key intervals during the day including class changeover, break and lunchtimes, after toileting and exiting etc</p>	
Foreign travel during summer break	Staff, Pupils, Parents, visitors, contractors	Increased transmission of virus	<ul style="list-style-type: none"> <li>It has been made explicit to staff, parents and pupils that if they are travelling abroad for the holidays, that they will be required to adhere to the current testing and quarantine rules of the country being visited and the UK when returning. The latest guidance on quarantine coronavirus (COVID-19): how to self-isolate when you travel to the UK has been shared with all parties.</li> <li>If families are returning from foreign travel towards the end of a school break and they are required to quarantine, that they inform the school and they must not return to school until the 14-day quarantine period has finished.</li> </ul>					Sept 2021

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<ul style="list-style-type: none"> <li>staff will need to be available to work in school from the start of the Spring term. Therefore, the school has discussed leave arrangements with staff before the end of the Spring term to avoid this occurrence as far as is practicable.</li> <li>There is also a risk that even where a member of staff's official return date provides sufficient time for quarantine, that their travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</li> <li>If it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to work from home or take unpaid leave.</li> </ul>					
<b>Educational Visits</b>	Staff, Pupils, Parents, visitors, contractors	<b>Increased risk of transmission</b>  <b>Risk of trip cancellation and significant financial loss</b>	<ul style="list-style-type: none"> <li>Domestic residential visits and international visits have recommenced from the beginning of September 2021. However, the school will not organise any such trips unless it can be guaranteed that financial protection against cancellation for COVID reasons is provided, or the ability to reschedule free of charge.</li> <li>Non-residential domestic educational visits will continue as normal.</li> <li>These trips will include any trips for pupils with SEND connected with their preparation for adulthood (e.g. workplace visits, travel training etc.).</li> <li>Trips will be carried out in accordance with all current council trip planning and risk assessment measures in place.</li> </ul>	Major	Likely	Medium		Sept 2021



AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<ul style="list-style-type: none"> <li>Specific protective measures in respect of COVID-19 will remain in place, e.g. enhanced handwashing and respiratory hygiene, and the COVID-secure measures in place at the destination.</li> <li>The school will also make use of outdoor spaces in the local area to support delivery of the curriculum.</li> <li>In the event of an outbreak at the school, it may be necessary to put a hold on trips.</li> </ul>					
Extra-curricular provision	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>The school reinstated after-school clubs provision from the start of the autumn term.</li> <li>The school will consult the guidance produced for school holiday childcare, available at <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a> for support in planning extra-curricular provision.</li> <li>Parents using childcare providers or out of school activities for their children, will be encouraged to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place.</li> </ul>	Minor	Possible	Medium	Breakfast provision may be introduced/ provided subject to parental demand.	Sept 2021
Specific curriculum related hazards	Staff Pupils	Increased risk of transmission	<p><b>Music</b></p> <ul style="list-style-type: none"> <li>The music department risk assessment has been reviewed to explore preventative measures further and provide greater detail on the COVID-19 controls.</li> <li>External music providers, e.g. peripatetic teachers and the music service will be asked to review their own risk assessments</li> </ul>	Moderate	Possible	Medium	Department Risk Assessments are in place for all specialist departments – copies are available on request	Sept 2021



AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<p>in respect of COVID-19 and consult on them with the school.</p> <p><b>Physical Activity</b></p> <ul style="list-style-type: none"> <li>The P.E. department risk assessment has been reviewed to explore preventative measures further and provide greater detail on the COVID-19 controls.</li> <li>The school will continue to work with external coaches, clubs, and organisations for curricular and extra-curricular activities where it is satisfied that this is safe to do so. Bolder has considered carefully how arrangements can operate within their wider protective measures. External providers will be asked to review their own risk assessments in respect of COVID-19 and consult on them with the school.</li> <li>Risk assessments for physical activity have been reviewed and the school has referred to the following sources of advice: <ul style="list-style-type: none"> <li><a href="#">Guidance on the phased return of sport and recreation</a></li> <li>Guidance from <a href="#">Sport England</a> on grassroots sport</li> <li><a href="#">Association for Physical Education</a>.</li> <li><a href="#">Youth Sports Trust</a></li> </ul> </li> </ul>					

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
<b>Behaviour</b>	Staff, Pupils, Parents, visitors, contractors	<b>Increased challenging behaviour caused by the emotional impact of coronavirus, leading to unsafe acts.</b>	<ul style="list-style-type: none"> <li>Behaviour and a breakdown of discipline can have a direct and adverse effect on safety and health and the school has therefore updated its Behaviour Policy with new rules, setting clear, reasonable, and proportionate expectations of pupil behaviour considering COVID-19.</li> <li>The guidelines at <a href="#">Behaviour and discipline in schools</a> has been referred to in preparation of the policy.</li> <li>The school will communicate these new rules clearly to staff, pupils and parents prior to the beginning of the autumn term, setting out clearly the consequences for poor behaviour, deliberate breaking of the rules and how those rules will be enforced, what sanctions will be in place, and how good behaviour will be rewarded.</li> </ul>	Moderate	Possible	Medium	<p>Bolder's Behaviour Policy has been updated and is available on the Academy website at</p> <p><a href="https://www.bolderacademy.co.uk/_site/data/files/policies/14B5AE50B7335BB46F7007C9C4B01AD9.pdf">https://www.bolderacademy.co.uk/_site/data/files/policies/14B5AE50B7335BB46F7007C9C4B01AD9.pdf</a></p> <p>Students induction covers daily routines, expectations and behaviours, standards, consequences and rewards</p>	Sept 2021
<b>Outbreaks of COVID-19</b>	Staff, Pupils, Parents, visitors, contractors	<b>Increased transmission of the virus, and/or increased severity of health risks</b>	<ul style="list-style-type: none"> <li>The Academy keeps Contingency Plans and Critical Incident / Emergency Response and Recovery plans up to date in preparation for outbreaks of COVID-19, including how every child, pupil or student will continue to receive quality education and care</li> <li>The LA's outbreak management plan for schools will be closely followed</li> <li>According to current guidance, if the school has several confirmed cases within 14 days, this may indicate an outbreak and the school will work closely with the LA's Public Health team and if necessary the North West London Health Protection Team who will advise if additional action is required.</li> <li>COVID-19 is a virus that we will have to live with going forward, and therefore it is likely that outbreaks will be determined by the strain of coronavirus identified in the</li> </ul>	Moderate	Likely	Medium	The Academy has a strong online learning offer – utilising Microsoft Teams. Contingency plans are in place allowing a rapid response to a shift to online learning.	Oct 2021

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<p>positive cases, i.e. VOCs, which are new/unknown, or for which there is evidence of greater health risks.</p> <ul style="list-style-type: none"> <li>For outbreaks affecting a specific area, or the London Borough of Hounslow as a whole, ministers may offer the area enhanced response package, in which case the LA and school will follow any instructions given.</li> <li>If an outbreak is confirmed, the LA's Director of Public Health might advise the school to temporarily revert to previous risk assessments (e.g. Step 3) and reintroduce some control measures.</li> <li>Outbreaks at Academy level will be managed on a case by case basis in conjunction with the LA's Public Health Team. The actual measures necessary may vary from case to case, and the school's Contingency/ Continuity Plans and Critical Incident Response and Recovery plans will be used to manage these incidents :</li> </ul>					
Outbreaks - Testing			<ul style="list-style-type: none"> <li>Reintroduction of asymptomatic testing</li> <li>Pupils/students to increase the use of home testing</li> <li>Staff advised to increase the use of home testing</li> </ul>	Moderate	Likely	Medium		As needed
Outbreaks – Social Distancing			<ul style="list-style-type: none"> <li>It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</li> </ul>	Moderate	Possible	Medium		As needed
Outbreaks – Face Coverings			<ul style="list-style-type: none"> <li>The temporary wearing of face coverings by staff in communal areas and/or classrooms</li> <li>The temporary wearing of face coverings by pupils/students in communal areas and/or classrooms</li> </ul>	Moderate	Likely	Medium		As needed

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale / date Completed
<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
<b>Outbreaks - Shielding</b>			<ul style="list-style-type: none"> <li>In the event of a major outbreak or introduction of a VoC that poses a significant risk to individuals on the shielded patient list (SPL) shielding may be reintroduced. This can only be done by national government and a major outbreak is likely to be one that is area or borough-wide, rather than an individual school.</li> </ul>	Moderate	Possible	Medium		
<b>Outbreaks - Attendance</b>			<ul style="list-style-type: none"> <li>Attendance restrictions will only be considered in extreme circumstances and as a last resort. Any decision to do so will be based on scientific and public health advice.</li> <li>If necessary, high quality remote education will be provided to those pupils/students not in attendance.</li> <li>Priority will be given to vulnerable young people and the children of critical workers to attend school according to their normal timetables.</li> </ul>	Moderate	Possible	Medium		
<b>Outbreaks – Educational Visits</b>			<ul style="list-style-type: none"> <li>Residential visits will be limited or put on hold.</li> </ul>	Moderate	Possible	Medium		
<b>Outbreaks – Events</b>			<ul style="list-style-type: none"> <li>Events such as open days, transition or taster days, performances and fairs may have to be postponed.</li> </ul>	Moderate	Possible	Medium		
<b>Outbreaks – Visitors to site</b>			<ul style="list-style-type: none"> <li>Only essential visitors able to attend site, i.e. those required for the continued operation of the school, for reasons of education, safety, and welfare.</li> </ul>	Moderate	Possible	Medium		
Signed:				Assessment Date:			Further action required: Y/N	
Name:								

## COVID-19 Health & Safety Action Plan

RA Ref:	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
p. 30	Website to include a link to safer travel guidance for those using public transport, referring to <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>	Sept 2021	KBI/ SBI	<b>Done</b> <b>On the website under Travel</b>
p. 31	Make it explicit to staff, parents and pupils that if they are travelling abroad for holidays, that they will be required to adhere to the current testing and quarantine rules of the country being visited and the UK when returning. The latest guidance on quarantine <a href="#">coronavirus (COVID-19): how to self-isolate when you travel to the UK</a> has been share with all parties.  <ul style="list-style-type: none"> <li>- Add content to website and newsletter</li> <li>- Include in parent comms that go out in run up to main school holidays</li> </ul>	Sept 2021	HSW/ LRI and SBI	<b>Reminder planned for last newsletter and End of Term ParentMail message</b>
P. 32	Parents using childcare providers or out of school activities for their children, to be encouraged to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place.  <ul style="list-style-type: none"> <li>- Add content to website and newsletter</li> <li>- Include in parent comms that go out in Sept and remind in run up to main school holidays</li> </ul>	Sept 2021	HSW/ SBI	<b>Content planned for newsletter and parent comms</b>
p. 34	The Academy's Contingency Plans and Critical Incident / Emergency Response and Recovery plans to be updated in preparation for outbreaks of COVID-19, including how every child, pupil or student will continue to receive quality education and care	Sept 2021	HSW/ ABO	<b>Done</b>
p. 32-33	Dept RA's reviewed and updated following new Guidance issued Jan 2022	Jan 2022	HOD's	<b>Done</b>
p.14	Visitors/ guests will be asked to do a LFT before attending site. Visits are by appt only. Invenry COVID content and visitor notice updated for clarity.	Jan 2022	Admin	<b>Done</b>



Additional Comments	
------------------------	--

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_