

Risk Assessment Form



London Borough of

Redbridge



Name of person(s) completing assessment:	Maxine Ferris-Appiah	Job title(s):	Academy Business Manager
Risk Register No:	46		17 May 2022
Date of next Review:	Review required if there is a significant change or Government guidance changes.	Signed by (Department Manager):	Paul Downey

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Residual Risk Rating (H/M/L)	Notes and Additional controls required (Yes/No) If yes capture on attached action plan
Being infected by the Coronavirus Those formally considered Vulnerable Groups/Shielding	Staff in public facing roles Students on site Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects	H	As of the 23 February 2022 People previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Students who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. Students previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a student may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Pregnant woman over 28 weeks gestation should discuss their work pattern with the Head.	M	

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<p>Mixing and bubbles Inc assemblies, gatherings etc, lunchtime, break time</p>	<p>Students</p>	<p>H</p>	<p>It is no longer necessary to keep children in consistent groups ('bubbles'). This means that 'bubbles' will not need to be used in schools.</p> <p>The academy no longer needs to make alternative arrangements to avoid mixing at lunch.</p> <p>It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Where possible, meetings to be held remotely online as far as feasible, however, some CPD sessions will be face-to-face. Masks can be worn if staff choose to wear one.</p> <p>Parental Consultation evenings will be online.</p>	<p>M</p>	
<p>Symptoms</p>		<p>H</p>	<p>The symptoms of COVID-19 can include:</p> <ul style="list-style-type: none"> • a high temperature or shivering (chills) – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours • a loss or change to your sense of smell or taste • shortness of breath • feeling tired or exhausted • an aching body • a headache • a sore throat • a blocked or runny nose • loss of appetite • diarrhoea • feeling sick or being sick <p>If you have symptoms of COVID-19, you are no longer required to do a rapid lateral flow or PCR test.</p>	<p>M</p>	

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			Staff and students with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature.		
Isolation		H	<p>From Thursday 24 February 2022, the Government removed the legal requirement to self-isolate following a positive test however:</p> <ul style="list-style-type: none"> • Staff and students who test positive will be advised to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. For students aged 18 and under, the advice will be 3 days. • Contacts will no longer be required to self-isolate or advised to take daily tests. • Close contacts who are not fully vaccinated will no longer be required to self-isolate or advised to take daily tests. • Staff and students should attend their education settings as usual. This includes staff who have been in close contact within their household, unless they are able to work from home. • Staff and students are no longer required to undertake twice weekly asymptomatic testing. 	M	
Contact with Individuals who are unwell with COVID 19 – Home testing and test kits	Staff/Students/supply staff Direct transmission of the virus to well individuals	H	<p>From Monday 21 February 2022 staff and students are no longer required to test twice weekly.</p> <p>From Friday 1st April 2022 the academy will no longer be able to order test kits.</p> <p>The academy has kept a small quantity of unused ATS and self-test kits which we have retained as contingency.</p> <p>Expired stock is classified as municipal waste and may be disposed of with other waste.</p>	M	

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Contact with Individuals who are unwell with COVID 19 - Test and Trace Support Payment		H	From Thursday 24 March 2022, the Government removed the COVID-19 provisions within the Statutory Sick Pay and Employment and Support Allowance regulations.	M	
Being infected by the Coronavirus Not following face covering guidelines Face masks/coverings	Staff, students, visitors, contractors	H	From 20 January 2022, face coverings are no longer advised for pupils, staff and visitors in classrooms. From 27 January 2022, face coverings are no longer advised for students, staff and visitors in communal areas. From 16 May 2022 the academy will no longer provide face coverings for students, staff and visitors. Staff, students and visitors can continue to wear their own face covering. Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission.	M	
Being infected by the Coronavirus Not following Personal Protective Equipment (PPE) guideline as set out by academy/ PHE	Staff in public facing roles Students on site Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects	H	Personal Protective Equipment (PPE) is only needed in a small number of cases, i.e. first aid provision and site staff.	M	PPE is stored in the welfare room which will be kept locked during times it is unattended to secure medication. Staff must request PPE from the Welfare Officer, so that stock levels can be maintained.

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<p>Lack of cleaning regime in place</p> <p>Contact with virus particles on surfaces</p>	<p>Everyone</p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p> <p>Risk from spilled fluids</p> <p>Indirect transmission of virus from carriers to well individuals</p>	<p>H</p>	<p>All areas cleaned at the start of the working day.</p> <p>Cleaners will be wearing PPE (gloves, face masks/coverings, apron etc.) to protect and stop spreading the virus.</p> <p>Cleaners will be using anti-bacterial spray to clean regularly touched surfaces (door handles, hand rails, desks, etc.) daily and empty bins.</p> <p>Checked and confirmed with cleaning service provider that the products used is tested to standard BS EN 14476 which meets all of the criteria (either alcohol based at 60% plus products or that they are an appropriate equivalent).</p> <p>Cleaners will regularly top antibacterial hand soaps and soap dispensers.</p> <p>All toilet facilities will be cleaned and disinfected on a regular basis and will have antibacterial soap and be regularly replenished by cleaners throughout the day.</p> <p>All wash hand basins are checked frequently to ensure they are provided with, warm water, soap, hygienic method to dry hands and appropriate sanitiser gel by the cleaners.</p> <p>Staff cleaning equipment more often (keyboards, work surfaces, handsets, door handles etc.).</p> <p>Staff to make an 'Every' request for paper tissues and anti-bacterial spray for their classroom.</p> <p>Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned by contracted cleaners.</p> <p>Bins emptied daily.</p>	<p>M</p>	
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			<p>Whole academy deep cleaned in summer holidays.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>		
<p>Hygiene</p> <p>Direct contact with virus particles from hand contact surfaces</p> <p>Direct contact with airborne droplets from carriers.</p>	<p>Everyone</p> <p>Direct infection of a well individual with virus particles transferred to hands to mucous membranes.</p> <p>Direct infection of a well individual with virus particles</p>	H	<p>Continue to ensure that students clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>Appropriate signage displayed in all rooms, offices, corridors etc, Catch it, Kill it, Bin it”.</p> <p>Frequent and thorough hand cleaning regular practice.</p> <p>Teaching staff provided with appropriate resources to inform and instruct the students regarding the needs to wash their hands during the pandemic.</p> <p>Staff to make an ‘Every’ request for paper tissues and anti-bacterial spray for their classroom.</p> <p>Wastepaper bins present in all rooms that are in use at the academy.</p> <p>Wall mounted hand sanitisers corridors/communal areas and front reception desk.</p> <p>Teachers to oversee regular wiping down of tables and disposal of tissues in lidded bins.</p>	M	

<p>Air flow / Ventilation</p>	<p>Everyone Direct transmission of virus from carriers to well individuals</p>	<p>H</p>	<p>The DFE have rolled out one carbon dioxide (CO₂) monitors for every two teaching rooms to the academy so we can quickly identify where ventilation may need to be improved. Monitors will be rotated on a half termly basis.</p> <p>High CO₂ levels in a room are not a direct proxy for infection risk. CO₂ monitors are intended to help identify areas that are poorly ventilated, so that the academy can explore what steps to take to improve ventilation. There is no need to stop using the room. The academy has identified poorly ventilated spaces as part of this risk assessment and as a result the 6th form study room (1st floor MT house) and P32 will not be used from Monday 1st November 2021. Longer-terms plans for increased airflow is currently being investigated.</p> <p>Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. The academy has split air con units that do not bring in fresh air from outside. It is not possible to adjust to full fresh air therefore systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Mechanical ventilation systems are maintained in accordance with the manufacturers' recommendations.</p> <p>To improve fresh air flow staff must:</p> <ul style="list-style-type: none"> • Open windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space) • Open internal doors to assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). • Providing flexibility to allow additional, suitable indoor clothing. 	<p>M</p>	<p>The Academy's application to the DFE for 2 air cleaning units was rejected. The Academy has purchased 2 air filters from the marketplace - Dyson Pure Cool Formaldehyde – TP09 Model: Dyson Pure Cool Formaldehyde – TP09</p> <p>Air cleaning units, when used properly, can help reduce airborne contaminants in a poorly ventilated space, including viruses like COVID-19. However, it should be noted that they are not a substitute for ventilation and should never be used as a reason to reduce ventilation.</p>
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			<p>Staff should balance the need for increased ventilation while maintaining a comfortable temperature. Staff and students to wear warm outdoor clothing and rearrange furniture and seating plans where possible to avoid direct drafts.</p> <p>The risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air.</p> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. If temperatures are particularly low, the academy will consider intermittent opening of windows and doors for at least five minutes in every 20 or 30.</p> <p>Air Vent contractors (Nixon Farrow) advises that it is ok to use the heating system in FEDS office which omits heat through the air vent system). Windows to be opened to ensure some fresh air is circulating and making sure it is turned off at night.</p> <p>During the summer, desk or ceiling fans can be used provided the area is well ventilated but they should not be used in poorly ventilated areas.</p> <p>Comprehensive advice on how to improve ventilation in our setting is available from PHE, HSE, and DfE.</p> <p>For any further queries about CO2 monitors, the academy will call the DfE coronavirus helpline Telephone: 0800 046 8687 Monday to Friday, 8am to 6pm</p>		
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<p>Managing Covid-19 in school</p>		H	<p>If anyone in the academy develops COVID-19 symptoms, however mild, they will be sent home to isolate.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a student is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.</p> <p>Appropriate PPE should also be used if close contact is necessary. A face mask should be worn by the first aider/supervising adult if a distance of 2 metres cannot be maintained. If contact with the student or other person is necessary, then gloves, an apron and a face mask should be worn by the first aider/supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Any PPE used will be disposed of bin liners, triple bagged in a lidded bin.</p>	M	

			<p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.</p> <p>Parents should be contacted, and the student collected as soon as possible.</p> <p>If a bathroom is required for the isolated person – they shall use a separate bathroom to other people if possible. If not, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Any members of staff who have helped someone with symptoms do not need to go home to self-isolate unless they have been identified as a close contact.</p>		
<p>Contact with Individuals who are unwell with COVID 19 – Visitors and contractors</p>	<p>Visitors/Contractors</p> <p>Direct transmission of the virus to well individuals</p>	<p>H</p>	<p>All routine maintenance visits and statutory inspections to continue.</p> <p>All visitors to sanitise hands on entry.</p> <p>All visitors and contractors who will access the academy beyond reception will be asked to sign in, and confirm they (or their household) are not suffering from COVID 19 like symptoms or in the recovery phase. Any visitor or contractor admitting that they have symptoms will not be admitted to the academy and asked to leave.</p> <p>Signing in scan unit will capture:</p> <ul style="list-style-type: none"> • The name of the visitor • Contact phone number for each visitor, or for the lead member of a group of people • Date of visit, arrival time and departure time • Staff member assigned to the visitor 		

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			There are wall mounted hand dispensers available throughout the academy and regular cleaning of touchpoints throughout the day.		
Contact with Individuals who are unwell with COVID 19 – Contact with parents	Staff	H	Contact with parents/carers should be limited except for at the beginning and end of school day. Any other meetings with parents/carers will need to be arranged via the SLT so that they can ensure that the meeting can be held in a safe environment.	M	
Contact with Individuals who are unwell with COVID 19 – Vulnerable students and young people	Vulnerable students and young people	H	EHC reviewed by senior management team and individual risk assessments have been carried out. LSA's available to support students with an EHCP. Specialists, therapists, clinicians and other support staff for students with SEND to provide interventions as usual. Appropriate support is made available for students with SEND. Teaching assistants and specialist staff from both within and outside the academy can work with students in different classes or year groups. Where vulnerable students are absent, the academy will: <ul style="list-style-type: none"> • follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns • encourage the student to attend the academy, working with the local authority and social worker (where applicable), particularly where the social worker agrees that the student's attendance would be appropriate • focus the discussions on the welfare of the student and ensuring that the student is able to access appropriate education and support while they are at home 		

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			<ul style="list-style-type: none"> have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so <p>If the academy has to temporarily stop onsite provision on public health advice, they will discuss alternative arrangements for vulnerable students with the local authority.</p>		
<p>Contact with Individuals who are unwell with COVID 19 –</p> <p>Travel and quarantine</p>	<p>Staff and students</p>	<p>H</p>	<p>All students and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19).</p> <p>Staff bike shed available. Anyone using the bike shed does so at their own risk and will need to use their own bike chain and lock. Bike to work scheme in place for all staff.</p>	<p>M</p>	
<p>Contact with Individuals who are unwell with COVID 19 –</p> <p>Overseas / domestic / residential travel</p>	<p>Staff and students</p>	<p>H</p>	<p>Educational and residential visits can resume.</p> <p>Any educational day visits must be conducted in line with relevant COVID-19 secure guidelines and regulations in place at that time.</p> <p>The academy will consider whether to go ahead with planned international educational visits, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK.</p> <p>The academy will speak to either the visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available.</p> <p>The academy will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p>	<p>M</p>	

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<p>Contact with Individuals who are unwell with COVID 19 – School meals / Catering / dining hall</p>	<p>Students</p>	<p>H</p>	<p>The academy will continue to provide free school meal support to any students who are eligible for benefits-related free school meals and who are learning at home during term time.</p> <p>The academy no longer needs to make alternative arrangements to avoid mixing at lunch.</p> <p>Grab and Go items held behind the counter and given out upon request by the catering team.</p> <p>Caterlink staff to wipe down tables after each setting.</p> <p>Students / consumers to wash their hands or use hand sanitiser before (or upon) entering the dining areas.</p>	<p>M</p>	
<p>Contact with Individuals who are unwell with COVID 19 – Supply teachers, peripatetic teachers and/or other temporary staff</p>	<p>Staff Direct transmission of virus from carriers to well individuals</p>	<p>H</p>	<p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</p> <p>Those individuals will be expected to comply with the academy's risk assessment.</p> <p>The academy will ensure that all temporary staff have access to the information on the safety arrangements and ensure that this is provided as soon as possible after the booking is confirmed.</p>	<p>M</p>	
<p>Failure to maintain of social distancing requirement Social Contact - Physical education (PE) and Indoor Gym</p>	<p>Staff/Students Risk from environmental exposure, exposure to persons, transmission from touching</p>	<p>H</p>	<p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible).</p> <p>Students to arrive in their P.E. kit.</p>	<p>M</p>	

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	contaminated objects Direct transmission of virus from carriers to well individuals				
Failure to maintain of social distancing requirement Library	Staff Direct transmission of virus from carriers to well individuals	H	Students to sanitise their hands on entry. Student numbers restricted to 50 students at any one time.		
Failure to maintain of social distancing requirement Social contact After school/ extra-curricular provision Detentions/wrap around provision/Lettings/Breakfast club	Staff / Students / Visitors Direct transmission of virus from carriers to well individuals	H	All parents may access wraparound and extra-curricular provision, without any restrictions on the reasons for which they may attend.	M	
Psychological / Student Wellbeing	Students	H	Pastoral support continuing. Guide sheet/leaflet available for staff on how to support students adjust back into school. Students can browse the academy's website in the section 'parents support/ for sources of advice and documents detailing the safety measures we have in place.	M	

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			<p>Covid Safety PSHE slides.</p> <p>The academy is in the process of the achieving the Wellbeing Award for Schools (WAS) and will have our verification visit in March 2022.</p>		
Psychological / Staff Wellbeing	<p>All staff</p> <p>Workload Impacts of the developing pandemic and organisations response</p> <p>Stress and anxiety arising through uncertainty and lack of control</p>	H	<p>All staff stay connected via google meet and the newsletter to avoid risks of isolation.</p> <p>All staff suspected of having the covid-19 can also contact Occupational Health - Customer Service Team tel: 01142505365 or email Medigoldcs5@medigold-health.com.</p> <p>The Education Support Partnership provide a free helpline for school staff and targeted support for mental health and wellbeing. https://www.educationsupport.org.uk/</p> <p>The academy is in the process of the achieving the Wellbeing Award for Schools (WAS) and will have our verification visit in March 2022.</p> <p>Shared distribution of workload regardless of roles to adapt to changing demands.</p>	M	
Working from home	<p>Staff</p> <p>Upper limb disorders, tired eyes, headaches, stress</p> <p>Stress due to a feeling of isolation</p>	H	<p>All staff working from home need to ensure that they have assessed their home environment to ensure that it is as safe and suitable for work as possible.</p> <p>Staff temporarily working from home because of Coronavirus do not need to complete a display screen equipment workstation assessment, however the academy has provided staff with guidance how to complete a display screen assessment.</p> <p>Staff should take regular breaks away from their computer/laptop. (E.g. every hour) They should get up walk around and stretch.</p>	M	

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			<p>They should ensure that their computer screen/laptop screen is at a comfortable height and distance to avoid neck and eye strain.</p> <p>See link for further information: https://www.hse.gov.uk/toolbox/workers/home.htm</p>		
Insufficient level of staffing	<p>Staff/ Students</p> <p>Workload Impacts of the developing pandemic and organisations response</p> <p>Not following the 2m social distancing rules</p>	H	Revert to remote working.	M	
<p>Contact with Individuals who are unwell with COVID 19 –</p> <p>Remote education</p>	Students	H	<p>Where appropriate, the academy will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so.</p> <p>The academy will provide remote education for all students if:</p> <ul style="list-style-type: none"> • they have tested positive for COVID-19 but are well enough to learn from home; or • attendance at their setting has been temporarily restricted • students who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad. 		

			<p>The remote education provided will be equivalent in length to the core teaching pupils would receive in school.</p> <p>The academy will work collaboratively with families and put in place reasonable adjustments so that students with special educational needs and disabilities (SEND) can successfully access remote education.</p> <p>Full expectations for remote education, support and resources can be found on the get help with remote education service.</p>		
RIDDOR reporting of Covid-19	SLT	H	<p>The HSE guidance advises that employers (known as the 'responsible person') "Should only make a report under RIDDOR when one of the following circumstances applies:</p> <ul style="list-style-type: none"> • An accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence. • A person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease. • A worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent." <p>https://www.hse.gov.uk/coronavirus/riddor/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_term=riddor&utm_content=news-page</p> <p>https://www.hse.gov.uk/coronavirus/riddor/riddor-reporting-further-guidance.htm#disease-law</p> <p>https://www.hse.gov.uk/coronavirus/riddor/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_term=riddor&utm_content=news-page#disease</p>	M	

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			<p>https://www.hse.gov.uk/coronavirus/riddor/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_term=riddor&utm_content=news-page#death</p>		
Briefing staff	Staff	H	<p>This risk assessment will be communicated to all staff.</p> <p>It should be read and understood by all staff with a record kept as evidence to demonstrate this sharing of knowledge was conducted, and further updates and reminders during daily briefings.</p>	M	
Concerns not following accurate advice	Everyone	H	<p>Academy website will be updated with useful links and advice.</p> <p>Protocols for parents/carers will be sent which summarise and give them links to government guidance and outline how they can help to keep their children and our staff and the academy safe.</p> <p>The academy receives regular updates from the DFE and Public England circulated to all staff.</p> <p>Regular updates from LB Redbridge Health, Safety and Welfare Management team circulated to all staff. If the academy has any concerns or difficulties with any of the above, the academy will contact corporatehealthandsafety@redbridge.gov.uk and / or Anita.Harvey@redbridge.gov.uk.</p> <p>Redbridge Community Contact Tracing Team (CT team), Colin Stewart, Contact Number: 0208 708 3708, Email: colin.stewart@redbridge.gov.uk, Mobile: 07762 764759.</p> <p>Academy contact: Maxine Ferris-Appiah: mferris-appiah@tpc.academy</p>	M	

			<p>DFE educational setting status form, daily attendance figures sent to: https://onlinecollections.des.fasst.org.uk/fastform/index.jsp Form to be completed by 2:00pm.</p> <p>Link to report positive cases to LBR https://forms.office.com/pages/responsepage.aspx?id=FiyLKp4uzk2pe6CzToA6lohZWKjtSPVCiRZZc7a97BJUM001STA4OTNNWkZRWIBJOFYzU1VEVEFBWS4u</p>		
COVID-19 testing reporting data		H	<p>The academy uses Test Register to remind staff and students to test and report their Covid-19 results.</p> <p>COVID-19 testing reporting data can be accessed on the 'View Your Education Data' (VYED) portal'. The academy will be able to view the reported numbers of positive, negative and void test results registered by our setting. The data consists of registered results for pupils and staff, for tests conducted either on site via Asymptomatic Testing Site (ATS) or at home if these have been registered to the setting.</p> <p>It relies on staff and students accurately registering test results therefore discrepancies between the data and actual testing levels is likely to occur.</p> <p>https://viewyourdata.education.gov.uk/welcome?utm_source=08%20June%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p>	M	
How to respond to cases of COVID-19 / contingency plans (sometimes called outbreak		H	<p>Specific actions will vary depending on how many cases the academy have. In general, the academy will:</p> <ol style="list-style-type: none"> 1. Isolate case 2. Identify contacts of positive cases 	M	

<p>management plans)</p>			<ol style="list-style-type: none"> 3. Share information with families 4. Report to Local Authority 5. Seek advice (if needed) <p>The thresholds are: (whichever of these thresholds is reached first)</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period • There have been any admissions to hospital in our students or staff members due to COVID-19 <p>There is no requirement to contact the LCRC/HPT when reaching the threshold.</p> <p>If the academy reaches the threshold, the academy will review take stock of the infection control measures we have put in place to review our prevention measures.</p> <p>These will include:</p> <ul style="list-style-type: none"> • Continue to identify close contacts of new cases and advise them to isolate for the required duration • Look over the general infection control measures and see whether there are any additional measures that may work at the academy • Consider whether there are any areas where the infection has been passed on and how to prevent this in future • Consider whether any activities could take place outdoors, including exercise, assemblies, or classes • Consider ways to improve ventilation indoors, where this would not significantly impact thermal comfort • Carry out one-off enhanced cleaning focussing on touch points and any shared equipment 		
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			<ul style="list-style-type: none"> • Discuss any operational issues with the Local Authority <p>The academy will use the following on-line form to report a positive case among staff or pupils or to request advice from the local authority/LBR Redbridge: https://forms.office.com/Pages/ResponsePage.aspx?id=FiyLKp4uzk2pe6CzToA6lohZWKjtSPVCiRZZc7a97BJUM001STA4OTNNWkZRWIBJOFYzU1VEVEFBWS4u</p> <p>Rapid increases in numbers of positive cases in the academy</p> <ul style="list-style-type: none"> • Plan for re-introduction of on-site testing. • LBR will provide standard comm’s messaging in the event of face coverings being required. • Enable CEV staff to work remotely (if this can be accommodated without impacting detrimentally on pupils’ learning). • Enable staff who are 28+ weeks pregnant to work remotely (if this can be accommodated without impacting detrimentally on pupils’ learning). • Participation in residential educational visits to be limited to students who are attending school during the period of the measures • For any residential educational visits that have been planned for dates that are beyond the period of the measures communicate the situation to the provider. • Cancel open day / postpone to after the period of the measures has finished. • Implement remote-only transition/taster days OR limit attendance to students who are eligible to attend school. • Remind parents about not being able to come on-site without an appointment. 		
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Risk Assessment Form

			<ul style="list-style-type: none"> • Cancel any performances / postpone to after the period of the measures has finished. • Strengthen communications to encourage students to undertake twice weekly rapid asymptomatic home testing and reporting. • Temporarily reinstate face coverings for two weeks in the first instance, pending regular review. <p>In extreme cases, and as a last resort the academy may:</p> <ul style="list-style-type: none"> • Introduce short-term attendance restrictions, such as sending home a class or year group. • Provide remote learning for all students well enough to learn from home. On-site provision should in all cases be retained for vulnerable students and the students of critical workers. 		
Fire Evacuation If trapped, staff could suffer fatal injuries from smoke inhalation / burns	Everyone	H	<p>Fire doors must be kept shut.</p> <p>In the event of managed evacuation, all staff and students will assemble on Palmer or Kolbe Yard to be registered.</p> <p>SLT and site staff on site will oversee and carry out warden duties.</p>	M	

Risk Rating Matrix

		Impact				
		1. Very Low	2. Low	3. Moderate	4. High	5. Very High
Likelihood of Harm	5. Almost Certain	5	10	15	20	25
	4. Likely	4	8	12	16	20
	3. Possible	3	6	9	12	15
	2. Unlikely	2	4	6	8	10
	1. Rare	1	2	3	4	5

Matrix to calculate the likelihood and impact should the hazard be realised.

RAG Rating Matrix

Risk Rating	Possible Action to be Taken
LOW (<4)	<ul style="list-style-type: none"> Department manager may accept risk Manage by routine processes Any costs to be funded within Directorate Hazard to be reviewed and updated at least annually.
MEDIUM (5-10)	<ul style="list-style-type: none"> Management action required to control risk as soon as reasonably practicable Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level Reviewed and updated at least every 6 months to ensure controls remain effective May necessitate bids for central funding.
HIGH (>12)	<ul style="list-style-type: none"> Immediate senior management action required to further control risk May halt work/task while additional controls are applied Copy of the risk assessment sent to Risk and Insurance Manager for inclusion on to the Corporate Risk Register Responsible Director to give priority for action/funding Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level To be reviewed and updated at least every month to ensure controls remain effective.

Note:
Inform the Risk and Insurance Manager of all **Medium** and **High** tasks (residual)
Inform Strategic Health and Safety Board of all **High** rated tasks (>12 (residual))