

## Iqra Academy RISK ASSESSMENT

<b>TITLE:</b>	COVID-19: Safe Management Risk Assessment		
<b>VERSION:</b>	One		
<b>FACULTY/DEPARTMENT/AREA:</b>	Iqra Academy		
<b>COMPLETED BY:</b>	Michael Wright	<b>POSITION HELD:</b>	Principal
<b>DATE:</b>	7 <sup>th</sup> September 2020		
<b>AUTHORISATION BY:</b>	Saqib Rehman	<b>POSITION HELD:</b>	Proprietor
<b>HEALTH AND SAFETY REFERENCE NUMBER:</b>	School Health & Safety Policy		
<b>PLANNED REVIEW DATE:</b>	<p>Reviewed on the 5<sup>th</sup> November 2020 by the HMI Health &amp; Safety Executive Visit. Ventilation section added.</p> <p>Kindly note that document review will be <u>continuous</u> and will also take place under the following conditions.</p> <ol style="list-style-type: none"> <li>1. Where there have been significant changes in the evolving advice from HM Government, Public Health England, and Department for Education.</li> <li>2. When there are significant changes in Legislation to address any new hazards and/or risks.</li> <li>3. After an unfortunate incident/accident that has identified gaps in a process.</li> <li>4. Periodically, minimum annually.</li> </ol> <p><u>Testing:</u></p> <p>If showing symptoms of COVID-19 book a test. Where possible, this should be carried out at a test site as test results are received much more quickly. Where this is not possible, a home test kit can be ordered. To book a test, visit the <a href="https://www.nhs.uk/ask-for-a-coronavirus-test">https://www.nhs.uk/ask-for-a-coronavirus-test</a> or phone 119.</p> <p>Latest government guidance, which we will adhere to as from today 5<sup>th</sup> November 2020; "In year 7 and above, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained."</p>		

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
1.	<p>COVID-19</p> <p>Coronaviruses are a group of viruses that cause <b>respiratory tract infections</b> that can range from mild to fatal. Severe Acute Respiratory Syndrome (SARS), Middle East Respiratory Syndrome (MERS), and the new COVID-19 that materialised in 2019 are all viruses that fall into the coronavirus group.</p> <p>The new coronavirus disease 2019 has been abbreviated by the World Health Organisation (WHO) as COVID-19, 'CO' stands for 'corona', 'VI' for 'virus', and 'D' for disease</p> <p>The World Health Organisation (WHO) has identified that COVID-19 is not an airborne virus.</p> <p>Respiratory tract infections can be transmitted through <b>respiratory droplets</b> or <b>droplet nuclei</b></p>	<ul style="list-style-type: none"> <li>• Transmission and contracting disease.</li> <li>• Continuous coughing or frequent episodes of coughing.</li> <li>• Higher than normal body temperature.</li> <li>• Severe fatigue.</li> <li>• Mild to moderate respiratory illness for most people infected that have a good immune system.</li> <li>• Older people and those with underlying medical conditions may develop serious, chronic and life-threatening respiratory illness.</li> </ul>	<ul style="list-style-type: none"> <li>• Members of Staff</li> <li>• Students</li> <li>• Volunteers</li> <li>• Parents</li> <li>• Visitors.</li> </ul>	<p><b>1. Who should be advised to come into work or work from home?</b></p> <p>Staff that can work from home will be advised to work from home until further notice.</p> <p>All Staff will complete a LA and BAME RISK Assessment to identify who is required to come into work and who can work from home. The assessment will consider the following:</p> <ul style="list-style-type: none"> <li>• Minimum number of employees needed on site to operate safely and effectively.</li> <li>• Employees in roles that are critical for business and operational continuity, safe facility management, regulatory requirements, and those that cannot be performed remotely.</li> <li>• Employees that work remotely (i.e. from home) but are unable to do so due to home circumstances or the unavailability of safe enabling equipment.</li> <li>• Staff will follow teaching protocols set out and agreed with the Deputy Principal/Head of curriculum for all Blended learning in and out of the School premises.</li> <li>• Iqra Academy will work closely with the TDET, PPSS, LA and AMS to ensure that we all work together to follow government guidelines.</li> </ul> <p>The wellbeing, mental and physical health, and personal security of those working from home will be monitored by their direct line manager and all</p>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
	<p>depending on their size. When the droplet particles are above a certain size they are referred to as 'respiratory droplets', and when they are below a certain size, are referred to as 'droplet nuclei'.</p> <p>According to current evidence, COVID-19 virus is a 'sticky protein cell' that is primarily transmitted between people through respiratory droplets and contact routes including touch points.</p> <p>Respiratory droplets are of a weight that they will fall to the ground at round 1-metre, thus the 2-metre social distance rule, and can remain on surfaces for some time depending on the type of material, please refer to the HM Government guide for more detail:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government">https://www.gov.uk/government</a>.</li> </ul> <p>Therefore, some</p>			<p>provisions will be made available to help those working from home to stay connected with the rest of the workforce, especially if the majority of their colleagues are on-site. New ways of working will be adopted to achieve this and will include the use of ICT, i.e. remote access to work systems, Microsoft Teams and Zoom video meeting etc.</p> <p>First Aiders trained, identified and communicated to all staff.</p> <p>The Principal and Board will address and manage any well-being issues or concerns.</p>				
				<p><b>2. Protecting people who are at higher risk of harm.</b></p> <p>All <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> individuals will be protected by abiding to the directives given by HM Government, Public Health England, and National Health Service.</p> <ul style="list-style-type: none"> <li>• <b>Clinically extremely vulnerable</b> people will have received a letter telling them they are in this group or will have been informed by their General Practitioner (GP). Guidance on who is in this group can be found in the following link; <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-</a></li> </ul>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
	<p>methods of preventing the spread and infection are as follow:</p> <ol style="list-style-type: none"> <li>1. Maintain high levels of 'respiratory' hygiene, i.e. apply 'Catch It', 'Bin It', and 'Kill It' into your daily life.</li> <li>2. Maintain high levels of 'personal' hygiene (i.e. more frequent washing of hands or use of hand sanitiser gel).</li> <li>3. Avoid touching your face unnecessarily.</li> <li>4. Maintain social distancing and where this is not possible to consider other mitigating control measures.</li> </ol>			<p><a href="#">extremely-vulnerable-persons-from-covid-19.</a></p> <p>Employees and Students in this group will be strongly advised to continue working from their home until further directives have been received from HM Government, Public Health England, and National Health Service</p> <ul style="list-style-type: none"> <li>• <b>Clinically vulnerable</b> people include those aged 70 or over and those with some underlying health conditions and are all listed in the 'clinically vulnerable' section;  <a href="https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others">https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others.</a></li> </ul> <p>Clinically vulnerable people will be initially assessed to see whether they can work from home or not. The first preference would be for them to work from home however, if this is not possible because of their role, accountability or home circumstance, the clinically vulnerable person will be:</p> <ul style="list-style-type: none"> <li>o Offered to take an alternative temporary role that will allow them to work from home, that is only if it is possible to do so and if an alternative role is practicably available.</li> <li>o Instructed to take extra care in observing the 2-metre social distancing rule.</li> <li>o Required to complete the</li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>BAME <b>Individual Risk Assessment'</b> with their direct Line Manager so as to assess and ascertain the levels of acceptable risks and additional mitigating control measures required.</p> <p>Emerging UK and international data suggest that people from the 'Black', 'Asian', and Minority Ethnic (BAME) communities in the general population are being disproportionately affected by COVID-19. While it may not be clear as to why the BAME communities in the general population are being disproportionately affected by COVID-19, we are still committed to ensuring the Health, Safety and Mental Wellbeing of all our BAME staff and their communities.</p> <p>Staff from the BAME communities will be initially assessed to see whether they can work from home or not. The first preference would be for them to work from home however, if this is not possible because of their role, accountability or home circumstance, staff from the BAME communities will be:</p> <ul style="list-style-type: none"> <li>• Offered to take an alternative temporary role that will allow them to work from home, that is only if it is possible to do so and if an alternative role is practicably available.</li> <li>• Instructed to take extra care in observing the 2-metre social distancing rule.</li> <li>• Required to complete the BAME <b>Individual Risk</b></li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p><b>Assessment'</b> with their direct Line Manager so as to assess and ascertain the levels of acceptable risks and additional mitigating control measures required.</p>				
				<p><b>3. People who need to self-isolate.</b></p> <p>Anyone who is showing symptoms of COVID-19 as well as anyone living in a household with someone who is showing symptoms will be strictly prohibited to come onto the Academy's premises and will be instructed to stay at home, self-isolate, and follow existing HM Government guidance.</p> <p>If anyone becomes unwell and starts showing symptoms of COVID-19 whilst at the Academy will abide by the following <b>'mandatory'</b> directives:</p> <ul style="list-style-type: none"> <li>• Immediately notify their direct <b>Line Manager</b> by the safest method so as to avoid any risk of COVID-19 transmission.</li> <li>• If present on the Academy's premises, will self-isolate in a safe place and as soon as it is practicably possible will leave the Academy's premises safely and in a control manner so as to reduce the risk of COVID-19 transmission, go home, self-isolate at home and follow Government guidance in the link below. <ul style="list-style-type: none"> <li>○ <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-</a></li> </ul> </li> </ul>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p><a href="#">coronavirus-covid-19-infection</a></p> <ul style="list-style-type: none"> <li>• Apply online for a COVID-19 test within the first 3-days of experiencing any COVID-19 symptoms. Note, the test is best taken within the first 5-days of symptoms.</li> <li>• Must keep their direct Line Manager updated with their health condition on a daily basis.</li> <li>• Only if tested positive for COVID-19, their direct Line Manager upon notification will immediately notify the relevant bodies, i.e. Principal/Board and will make the necessary arrangements for contacting all those individuals that were in close proximity and will give them the following 'mandatory' directive:                             <ul style="list-style-type: none"> <li>○ Leave Academy premises safely and in a control manner so as to avoid the risk of COVID-19 transmission, go home, self-isolate at home, and follow HM Government guidance in the link above.</li> <li>○ Immediately notify their direct Line Manager if they start experiencing COVID-19 symptoms.</li> <li>○ Apply online for a COVID-19 test within the first 3-days of experiencing any COVID-19 symptoms. Note, the test is best taken within the first 5-days of symptoms.</li> <li>○ Immediately share results of their COVID-19 test as soon as they are known.</li> <li>○ If tested positive for COVID-19, their direct Line Manager upon notification will immediately notify the relevant bodies, i.e.</li> </ul> </li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Principal/Board and will make the necessary arrangements for contacting all those individuals that were in close proximity and will give them similar 'mandatory' directives as above.</p> <ul style="list-style-type: none"> <li>• Person can return if the test results are negative.</li> <li>• Follow guidance for HM Government, National Health Service (NHS), Public Health England if they continue to be unwell and continually experiencing symptoms of COVID-19.</li> </ul> <p>The direct <b>Line Manager</b> will be responsible for notifying the following <b>obligatory bodies</b>.</p> <ul style="list-style-type: none"> <li>• Principal/Board</li> </ul> <p>If the person that becomes unwell is a child and is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door and depending on the age of the child will be supervised by an appropriate member of staff. If it is not possible to isolate the child, the child will be moved into an area that is 2-metres away from other people. If the child needs to go to the toilet while waiting to be collected, they will use a separate toilet that will be cleaned and disinfected using standard cleaning products immediately after use and before being used by anyone else.</p> <p><b>COVID-19 Emergency Grab Bags</b> containing the appropriate essential personal protective</p>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>equipment (PPE), i.e. gloves, aprons and face mask, will be strategically located around the Academy and locations will be communicated to all members of staff just in case they need to use PPE in the event of a likely risk of COVID-19 transmission, i.e. aiding someone who is showing symptoms of the disease.</p> <p>Members of staff do not need to go home if they have aided someone who was taken unwell and showing symptoms of COVID-19, that is unless they develop symptoms themselves. The members of staff concerned will be instructed to wash their hands thoroughly for 20 seconds immediately after aiding the person that was unwell and showing symptoms of COVID-19.</p> <p>Anyone tested and confirmed positive for having COVID-19 will be prohibited to come onto the Academy's premises and will be strictly instructed to stay at home, self-isolate, and follow existing HM Government guidance.</p> <p>Anyone that has come into close proximity of anyone tested and confirmed positive to having COVID-19 will also be strictly prohibited to come onto the Academy's premises and will be instructed to stay at home, self-isolate, and follow existing HM Government guidance.</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p><b>4. Employee second jobs, i.e. voluntary, part-time, or temporary</b></p> <p><b>Employees</b> have a moral and legal duty to <u>inform</u> the Academy's Senior Leadership Team of any potential second jobs, i.e. voluntary, part-time, or temporary, that they have <u>outside</u> of the Academy.</p> <p>The Academy's Senior Leadership Team will review and assess the <b>nature</b> of the employees second job during this COVID-19 pandemic, i.e. is there an elevated risk of the employee contracting the disease in their second job and transmitting it generally in society as well as when working for the Academy.</p> <p>Considerations will be given to the following to reduce the risk of COVID-19 infection and transmission where employees have a second job <u>outside</u> of the Academy that poses an elevated risk of contracting the disease and transmitting it generally in society as well as when working for the Academy:</p> <ul style="list-style-type: none"> <li>• A clear open dialogue will be held with the employee informing them of the elevated risks posed for infection and transmission by their second job.</li> <li>• Professionally, responsibly, and sensibly with a considered approach negotiate '<u>safe</u>' protocols for working safely.</li> </ul>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p><b>5. Equality in the workplace.</b></p> <p>Everyone will be treated equally, and no one will be discriminated against any particular circumstances of their protected characteristics, i.e. age, religion or belief, sexual orientation, disability, sex (gender), gender reassignment, race, pregnancy and maternity, marriage and civil partnership.</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>
				<p><b>6. Social distancing (i.e. 2-metres) communication, enforcement, and mitigating actions.</b></p> <p>The 2-metre social distancing rule will be enforced and maintained wherever possible, that is so far as is reasonably practicable, whilst:</p> <ul style="list-style-type: none"> <li>• arriving at and departing from Academy premises,</li> <li>• working and/or learning and moving around Academy premises,</li> <li>• travelling between different TDET sites.</li> </ul> <p>Letters sent to Parents and legal Guardians/Carers regarding their moral and legal duty to uphold and maintain the 2-metre social distancing rule wherever possible, that is so far as is reasonably practicable, when arriving at and departing from the Academy premises.</p> <p>A clear directive given to all staff, Students, volunteers, and visitors to uphold and maintain the 2-metre social distancing rule wherever possible, that is so far as</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>is reasonably practicable, whilst arriving at and departing from Academy premises, working and/or learning and moving around Academy premises, and when travelling between different TDET sites.</p> <p>All staff given a clear directive that they must enforce the 2-metre social distancing rule wherever possible, that is so far as is reasonably practicable, and actively intervene and challenge those that breach the rule.</p> <p><b>NOTE: (Mitigating Actions)</b></p> <ul style="list-style-type: none"> <li>• In relation to any particular activity where social distancing cannot be followed in full, management will review that particular activity and consider whether that activity is business critical and whether it needs to continue for the Academy's operations, and if so, will take all mitigating actions possible to reduce the risk of transmission of COVID-19 between their staff, Students, volunteers, and visitors.</li> </ul> <p><b>Mitigating actions</b> will include:</p> <ul style="list-style-type: none"> <li>• Further increasing the frequency of hand washing and surface cleaning.</li> <li>• Keeping the activity time involved as short as possible.</li> <li>• Using screens or barriers to separate people from each other.</li> <li>• Using back-to-back or side-to-side working rather than face-to-face whenever possible, that is so far as is reasonably practicable.</li> <li>• Reduce the number of people</li> </ul>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				each person has contact with.				
				<p><b>7. Physical Education, Playground, and Off-Site Educational Enrichment Visits.</b></p> <p>There will be an abeyance on all of the following activities until further guidance from HM Government, Department for Education, and Public Health England:</p> <ul style="list-style-type: none"> <li>i. Physical contact activities and sharing of activity/play equipment during a physical education lessons and during playtime.</li> <li>ii. Off-Site Educational Enrichment Visits.</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>i. Physical education lessons and playtimes can continue as long as the 2-metre social distancing and non-sharing of activity/play equipment during each activity is upheld. Activity/play equipment used by an individual will be cleaned with disinfectant wipes after each use.</li> </ul> <p>The following control measures will be implemented to uphold the 2-metre social distancing rule:</p> <ul style="list-style-type: none"> <li>• Reducing numbers and staggering PE lessons and playtimes to avoid breaching the 2-metre social distancing rule.</li> <li>• On days when students have PE lessons, they should at the start of the day arrive at school</li> </ul>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>in their Iqra PE kit and can remain in their kit throughout the day.</p> <ul style="list-style-type: none"> <li>• <b>Only</b> as an <u>extreme last resort</u> will the <b>mitigating actions</b> highlighted in Control (6) above be considered to reduce the risk of COVID-19 transmission.</li> </ul> <p>ii. Off-site educational enrichment visits can continue to be planned for the academic year 2020-2021 and we will continue to follow guidance from HM Government, Department for Education, and Public Health England and assess activity on a case by case basis.</p>				
				<p><b>8. Personal (i.e. frequent handwashing) and respiratory (i.e. catch it, bin it, kill it) hygiene communication and enforcement.</b></p> <p>Letters sent to Parents and legal Guardians/Carers regarding their moral and legal duty to uphold and maintain their family's personal (i.e. frequent handwashing) and respiratory (i.e. catch it, bin it, kill it) hygiene at all times.</p> <p>A clear directive given to all staff, pupils, volunteers, and visitors to uphold and maintain their personal (i.e. frequent handwashing) and respiratory (i.e. catch it, bin it, kill it) hygiene at all times.</p> <p>All staff and Student Leadership team given a clear directive that</p>	<p><b>L (2)</b> <b>Unlikely</b></p>	<p><b>S (4)</b> <b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b> <b>High</b></p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>they must encourage and enforce Students to maintain their personal (i.e. frequent handwashing) and respiratory (i.e. catch it, bin it, kill it) hygiene, and actively intervene and challenge those that fail to maintain good personal (i.e. frequent handwashing) and respiratory (i.e. catch it, bin it, kill it) hygiene.</p> <p>Signs and poster will be prominently displayed in strategic locations around the Academy premises to increase the awareness of:</p> <ul style="list-style-type: none"> <li>• handwashing frequency,</li> <li>• handwashing techniques,</li> <li>• avoid touching your face, and</li> <li>• catch it, bin it, kill it, i.e. cough or sneeze into a tissue which can be binned safely, or into your arm if a tissue is not available.</li> </ul> <p>Wherever possible, paper towels and appropriate lined lidded waste bins that enclose the hazard, i.e. potential COVID-19 contaminated waste, will be provided as an alternative to hand dryers in handwashing facilities.</p> <p>Principal/Board and SLT to review their existing handwashing provisions and if necessary consider additional mobile handwashing equipment to be strategically placed, and how best to strategically place hand sanitiser gel stations.</p>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p><b>9. Numbers coming to and leaving Academy premises at any one time.</b></p> <p>Numbers coming to and leaving the Academy premises at any one time will be regulated and managed responsibly and sensibly so as to avoid any unnecessary congestion as well as upholding the 2-metre social distancing rule, and the following control measures will be considered:</p> <ul style="list-style-type: none"> <li>• Reducing the number of people required to come and leave during the day.</li> <li>• Staggering arrival and departure times.</li> <li>• On arrival students will go straight to their first timetabled classroom.</li> <li>• There will be a controlled release of Students at the end of the day.</li> <li>• Having more entry and exit points. Use of Arts room door for year 10 &amp; 11.</li> <li>• Patrolling and supervising human and vehicle traffic flow at entry and exit points.</li> </ul>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>
				<p><b>10. Migrating within and around the Academy premises.</b></p> <p>Migrating within and around the Academy premises will be managed responsibly and sensibly by either reducing, limiting, and discouraging any non-essential migration.</p> <p>Consideration will also be given to the following:</p> <ul style="list-style-type: none"> <li>• Restricting or even prohibiting</li> </ul>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>access to some areas within and around the Academy's premises.</p> <ul style="list-style-type: none"> <li>• Reducing numbers and location rotation, i.e students remain in class and staff rotate from one class to another.</li> <li>• Split usage of toilets and changing room facilities.</li> <li>• Introducing one-way traffic flow protocols within and around premises if required.</li> <li>• Regulating, patrolling and supervising all traffic routes/areas, including bottlenecks, so that concurrent migration can be avoided, and the 2-metre social distancing rule upheld.</li> </ul>				
				<p><b>11. Workplaces, workstations, teaching and learning areas, work and learning equipment including soft cuddly toys.</b></p> <p>Occupancy levels in all areas, workstation usage and possible, i.e. not definite, sharing of work or learning equipment including soft and cuddly toys will be regulated and managed responsibly and sensibly to uphold the social distancing rule as well as reducing the risks of COVID-19 transmission.</p> <p>Wherever possible, and so far as is reasonably practicable, workplaces and workstations will be configured in such a way that social distancing is maintained. Where this is not possible, consideration will be given to whether that activity needs to continue for the Academy to</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>operate, and if so, and <b>only</b> as an <u>extreme last resort</u> will the <b>mitigating actions</b> highlighted in Control (6) be considered to reduce the risk of COVID-19 transmission.</p> <p>Hot desking and the sharing of any work or learning equipment including soft and cuddly toys will be strictly prohibited, and where this is not possible, and <b>only</b> as an <u>extreme last resort</u> will the <b>mitigating actions</b> highlighted in Control (6) be considered to reduce the risk of COVID-19 transmission, i.e. maintaining good cleaning regimes after each individual occupant's use of the workstation and/or work or learning equipment including soft and cuddly toys.</p> <p>Disinfectant surface cleaning spray bottle and disposable paper towels will be made readily available at strategic locations to aid any surface cleaning that may be required immediately after each individual occupant's use of a workstation, work or learning equipment. Appropriate lidded bins will be provided at strategic locations to enclose the hazard, i.e. potential COVID-19 contaminated waste, when the item used for cleaning is disposed.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• Please don't be fooled with the use of personal protective gloves when sharing work equipment, hence the reason why they are <u>not</u> advised or encouraged in such</li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>circumstances, that is, unless the activity/task/use is of a high risk, i.e. use of hazardous chemicals and substances that have the potential to cause skin irritations and/or burns.</p> <p>Personal protective gloves may initially protect you from coming into physical contact with the disease however, the disease is a 'sticky' protein cell that will stick to the gloves and be transmitted elsewhere if the gloves are used for many other different activities/tasks over a prolonged period.</p> <p>For personal protective gloves to be <b>effective</b> in reducing the risk of infection and transmission, they must be disposed of safely and correctly into a lidded bin <u>immediately</u> after <b>each individual</b> activity/task/use and a fresh pair worn for the next activity/task/use. For example, sharing an item:</p> <ul style="list-style-type: none"> <li>○ Dispose gloves safely and correctly into a lidded bin <u>immediately</u> after <u>sharing</u> the item.</li> <li>○ Wear a fresh pair of gloves for cleaning the item.</li> <li>○ Dispose gloves safely and correctly into a lidded bin <u>immediately</u> after <u>cleaning</u> the item.</li> <li>○ Wear a fresh pair of gloves for the <u>next</u> activity/task/use.</li> </ul> <p>Consideration will also be given to the following:</p> <ul style="list-style-type: none"> <li>● Continuous review of layouts and activities.</li> </ul>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<ul style="list-style-type: none"> <li>• Use of prominent visual signs to make everyone aware of social distancing.</li> <li>• Use of visual floor markings to help everyone keep to a 2-metre distance from one another.</li> <li>• Regulating and managing traffic flow such as restricting or reducing numbers as well as applying one-way protocols.</li> <li>• Only where it is not possible to move workstations further apart will consideration be given to people working back-to-back or side-to-side with other mitigating actions such as erecting physical screens or barriers to separate them from each other rather than them working face-to-face.</li> </ul>				
				<p><b>12. Meetings.</b></p> <p>Face-to-face meetings will not be encouraged, and wherever possible, and so far as is reasonably practicable, everyone will be given a clear directive to explore the option of using remote working ICT software and/or equipment at the first instant when planning to hold any meeting.</p> <p>The use of 'Microsoft Teams' and 'Zoom' has proven to be a great success when hosting remote meetings.</p> <p>Where face-to-face meeting are unavoidable, the number of attendees to any meeting will be regulated and managed</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>responsibly and sensibly by the host, ensuring that only the absolute necessary participants should attend so that the 2-metre social distancing rule can be upheld. Unavoidable face-to-face meeting will only take place in appropriately sized and well-ventilated spaces / areas / rooms. The sharing of any work equipment in any unavoidable face-to-face meeting will not be permitted. However, additional <b>mitigating actions</b> highlighted in Control (6) will also be considered to reduce the risk of COVID-19 transmission, i.e. using physical screens or barriers to separate people from each other, keeping the meeting time as short as possible, using prompts such as signs and floor markings, readily available hand sanitiser, readily available disinfectant surface cleaning spray bottle and disposable paper towels that can be used when any piece of equipment has been shared during the meeting etc.</p>				
				<p><b>13. Common areas.</b></p> <p>Everyone will be given a clear directive to work collaboratively to ensure consistency is maintained across all common areas, e.g. reception, corridors, breakout/rest areas etc.</p> <p>Migration and occupancy in and around all common areas will be managed responsibly and sensibly, and the following will either be implemented or considered:</p> <ul style="list-style-type: none"> <li>• Break times will be monitored</li> </ul>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>and Base rooms used, making full use of all outdoor areas.</p> <ul style="list-style-type: none"> <li>• Seating and table configuration in all rooms and breakout/rest areas will be reviewed and reconfigured to uphold the 2-metre social distancing rule.</li> <li>• Visual prompts such as signs will be used to raise awareness and help people maintain the 2-metre social distancing rule.</li> <li>• People will be encouraged to bring their own wholesome food, and whenever possible (i.e. weather permitting), can eat outside in an open space.</li> <li>• Opening other areas of the building and premises during break times, e.g. Base rooms.</li> <li>• Providing packaged cold meals or similar to be delivered to small groups in their own Base rooms.</li> </ul> <p>Additional <b>mitigating actions</b> highlighted in Control (6) will also be considered to reduce the risk of COVID-19 transmission, i.e. using physical screens or barriers to separate people from each other, regulating (i.e. keeping the time spent in any common area as short as is practicably possible) and ensuring adequate enforcement and supervision at all times to reduce concurrent migration and occupancy.</p> <p>Principal/Board and SLT will conduct a physical site survey to review the seating and table configurations in all class rooms/areas and will reconfigure if deemed necessary to uphold the 2-metre social distancing rule.</p>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p><b>14. Issuing new school uniforms.</b></p> <p>The issuing of new school uniforms will be planned and managed professionally and sensibly so that the 2-metre social distancing rule is upheld, personal hygiene is maintained and the risk of COVID-19 transmission kept to a minimal.</p> <p>Letters will be issued to parents/guardians/carers informing them of the strict protocols for collecting their child's new school uniform, i.e. abiding with the 2-metre social distancing, maintaining personal hygiene at all times, and adherence to the strict protocol for collecting their child's new school uniform.</p> <p>Wherever possible, and so far as is reasonably practicable, every effort will be made to carry out this task out of core hours with collection times staggered across the day so that the interaction and overlap between people is reduced, therefore reducing the risk of COVID-19 transmission.</p> <p>Everyone will be given a clear strict directive to work collaboratively to ensure consistency is maintained throughout the process.</p> <p>Handwashing facilities will be made available to everyone and hand sanitiser will also be placed</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>in prominent strategic locations, i.e. immediately on entry, reception, or place of uniform distribution.</p>				
				<p><b>15. Accident, security and other incidents.</b></p> <p>HM Government guidance stipulates "<b><i>that in an emergency situation, e.g. an accident or fire, people do not have to stay 2-metre apart if it would be unsafe</i></b>".</p> <p>Public Health England have confirmed that "<b><i>personal protective equipment (PPE) is not required when administering First-Aid on a non-symptomatic person</i></b>", that is unless 'normal' First-Aid procedure specify otherwise, i.e. when there is blood involved.</p> <p>In the event of any unfortunate emergency evacuation, people will be given a clear directive to:</p> <ul style="list-style-type: none"> <li>• Follow normal protocols, work collaboratively and evacuate the building in a professional, sensible and safe manner.</li> <li>• Pay particular attention to personal sanitation measures immediately afterwards including either washing their hands thoroughly for 20-seconds or use hand sanitiser gel.</li> </ul> <p><b>COVID-19 Emergency Grab Bags</b> containing the appropriate essential personal protective equipment (PPE), i.e. gloves, aprons and face mask, will be strategically located around the</p>	<p>L (2)</p> <p>Unlikely</p>	<p>S (4)</p> <p>Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)</p> <p>High</p>	<p>Yes</p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Academy and locations will be communicated to all members of staff just in case they need to use PPE in the event of a likely risk of COVID-19 transmission, i.e. aiding someone who is showing symptoms of the disease. The Health and Safety Section will review and advise on the correct essential PPE and contents of the 'COVID-19 Emergency Grab Bag'.</p>				
				<p><b>16. High risk pupils, i.e. those that are socially vulnerable, have an EHCP (SEND) and/or IMCP (Medical).</b></p> <p>High risk pupils due to their vulnerability in society, unacceptable behaviour, and/or specific physical, mental or medical health conditions will have their individual assessments <b>reviewed</b> by an appropriate competent person within the Academy, i.e. Special Educational Needs Co-ordinator (SENCO), Medical Supervisor or Child Welfare Officer.</p> <ul style="list-style-type: none"> <li>• Vulnerability in society assessment - Special Educational Needs Co-ordinator (SENCO)</li> <li>• Educational Health Care Plan (EHCP) – Special Educational Needs Co-ordinator (SENCO)</li> <li>• Individual Medical Care Plan (IMCP) – Medical Supervisor or Child Welfare Officer</li> </ul> <p>Cambridgeshire County Council, including Peterborough City Council, have issued a <b>specific 'SEND and Vulnerable Child</b></p>	<p>L (2)  Unlikely</p>	<p>S (4)  Significant illness, more than seven day, and affecting more than one person</p>	<p>R (8)  High</p>	<p>Yes</p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p><b>during COVID-19' assessment</b> which will complement the Academy's internal assessments and help the Academy determine whether it can safely support the pupil on its premises or not during this COVID-19 pandemic, i.e. does the pupil continue with home learning or is it safe for them and others if they are to come into the Academy.</p> <ul style="list-style-type: none"> <li>• <b>Alex West</b> (TDET Lead SENCO), <b>Farhat Jabeen</b> (SENCO Lead) can advise on the Local Authority's <b>specific 'SEND and Vulnerable Child during COVID-19' assessment:</b> <ul style="list-style-type: none"> <li>○ Multi-Agency Risk Assessment Tool                             <ul style="list-style-type: none"> <li>▪ Offering School and College Placements to Vulnerable Children and those with Educational Health Care Plans (EHCPs) during the COVID-19 pandemic.</li> </ul> </li> </ul> </li> <li>• Local Authority assessments <b>only</b> need to be completed if it is deemed that the high-risk pupil poses a significant elevated risk of harm or transmission of the disease during the COVID-19 pandemic, not only to themselves but also to others within close proximity to them, i.e. members of staff, other children, and visitors.</li> </ul> <p>The Academy's SEND department will ensure that the Local Authority's specific <b>'SEND and Vulnerable Child during COVID-19'</b> assessment is completed for any pupil that they deem to be at a significant elevated risk of harm or transmission of the disease</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>during the COVID-19 pandemic, not only to themselves but also to others within close proximity to them, i.e. members of staff, other children, and visitors. The results of the assessment will be shared with all the appropriate and obligatory parties, informing them of whether the Academy can safely support the pupil on its premises or not.</p> <p>Review of the Academy's existing internal assessments together with the completion of the Local Authority's '<b>SEND and Vulnerable Child during COVID-19</b>' specific assessment will allow the Academy to ensure that the safest decisions are made as to whether it can safely support the pupil on its premises or not during this COVID-19 pandemic.</p> <p>The Academy fully understands it's moral and legal obligations to not discriminate or disadvantage any pupil due to their SEND needs and also fully understands it's moral and legal obligations to safeguarding the health, safety, and wellbeing of all its staff, pupils, and visitors whilst on the Academy premises.</p> <p>The Academy will work closely with the Local Authority and will consider all options for mitigating any circumstances where a pupil cannot be supported on the grounds of their SEND needs, and so far as is reasonably practicable and <u>only if it safe to do so</u>, the Academy will endeavour to ensure that all pupils are able to attend the Academy irrespective of their SEND needs.</p>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Assessment reviews will be a <u>continuous</u> and will also take place under the following conditions.</p> <ul style="list-style-type: none"> <li>• Where there have been significant changes in the evolving advice from HM Government, Public Health England, and Department for Education.</li> <li>• When there are significant changes in Legislation to address any new hazards and/or risks.</li> <li>• After an unfortunate incident/accident that has identified gaps in a provision or identified new hazards and/or risks.</li> <li>• Periodically, minimum bi-annually.</li> </ul> <p>All provisions will be continuously reviewed to ensure that they remain appropriate and adequate (i.e. competent member of staff, staff-to-pupil ratio, contact time and breaks etc), and are maintained in line with the guidance from HM Government, Department for Education, and Public Health England.</p> <p>When teaching and/or supervising any high-risk pupil, members of staff who are competent in the task and feel comfortable in carrying out their duties during the COVID-19 pandemic will only be permitted to carrying out the task. Anyone not deemed to be competent in either teaching or supervising a</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>high-risk pupil will not be permitted to carrying out that task, and no competent person will be forced into carrying out their duties if they don't feel comfortable during the COVID-19 pandemic.</p> <p>All members of staff will be informed of their moral and legal duties in maintaining their own personal health, safety and wellbeing at all times and will be given a clear directive to ensure that they maintain their obligations to themselves by not endangering themselves and others by their own acts or omissions.</p> <p>Any type of Personal Protective Equipment (PPE) will not be issued to any member of staff teaching or supervising a high-risk pupil unless a dynamic risk assessment identifies otherwise. At the time of this assessment, it was considered that face shields/masks could potentially become a 'target' and attract the high-risk pupil into carrying out an unacceptable behaviour, i.e. spitting or compromising the 2-metre social distancing rule by trying to knock the face shield/mask off the wearers head.</p> <p>However, appropriate Personal Protective Equipment (PPE) will definitely be considered in tasks that involve <b>'personal and intimate care'</b>, i.e. babies in nursery, pupils' in early years and where there is a medical, physical or mental health condition making it applicable. Personal</p>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Protective Equipment such as appropriate gloves, aprons and face masks will be made readily available to the members of staff concerned. Staff will be given a clear directive to pay particular attention to personal sanitation measures including washing their hands thoroughly for 20-seconds immediately after undertaking a personal and intimate care task.</p> <p>When working with a high-risk pupil and where it is deemed that there may be a potential risk of the 2-metre social distancing rule being compromised, the following additional reinforcing social distancing measures will be taken into consideration:</p> <ul style="list-style-type: none"> <li>• Use of appropriate visual signs to raise <u>awareness</u> of the importance to maintain the 2-metre social distancing rule.</li> <li>• Use of visual floor marking and physical barriers, i.e. tables place between high-risk pupil and member of staff, to help <u>maintain</u> the 2-metre social distancing.</li> </ul> <p>In any event where a high-risk pupil has been considered safe within reason, and been given a placement to attend, but compromises the 2-metre social distancing rule and has either biting or spat at a someone, then that high-risk pupil will:</p> <ul style="list-style-type: none"> <li>• be immediately isolated in a separate room from everyone else,</li> <li>• eventually removed off the Academy's premises as soon as is practicably possible in a safe</li> </ul>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>and controlled manner,</p> <ul style="list-style-type: none"> <li>• their assessments will be reviewed, and placement reconsidered.</li> </ul> <p>As for the person that has been bitten or spat at, that person will be given the following 'mandatory' instructions:</p> <ul style="list-style-type: none"> <li>• Immediately clean themselves hygienically as best as they possible can.</li> <li>• Leave Academy premises, go home and self-isolate for up to 10-days.</li> <li>• Follow HM Government guidance.</li> <li>• Apply online for a COVID-19 test within the first 3-days of any COVID-19 symptoms. Note, the test is best taken within the first 5-days of symptoms.</li> <li>• Immediately notify Academy Principal if they are experiencing symptoms and immediately share results of COVID-19 test as soon as they are known.                             <ul style="list-style-type: none"> <li>◦ If tested positive for COVID-19, the Academy Principal will make the necessary arrangements for contacting the parents / legal guardians / carers of the high-risk pupil and advise them to get their child and themselves tested for COVID-19</li> </ul> </li> <li>• Person can return after 7-days of self-isolation if they are feeling well and not experiencing any symptoms.</li> <li>• Follow guidance for HM Government, National Health Service (NHS), Public Health England if they continue to be unwell and continually</li> </ul>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>experiencing symptoms of COVID-19.</p> <p>The Local Authority's '<b>SEND and Vulnerable Child during COVID-19</b>' specific assessment also covers '<u>health</u>' and the document will be considered in the assessment and decision-making process so as to ensure that the safest decisions are made as to whether the Academy can safely support the pupil with medical needs on its premises or not during this COVID-19 pandemic.</p> <p>However, in cases where it is not deemed possible to support a pupil on medical grounds, the Academy will log and record the reasons why and will work in partnership with the Local Authority and Clinical Commissioning Group (CCG) by sharing the relevant medical details of the student and reasons why the Academy is unable to support that particular student.</p> <p>The Academy will work closely with the Local Authority and the Clinical Commissioning Group (CCG) and will consider options for mitigating the circumstances, and so far as is reasonably practicable and <u>only if it safe to do so</u>, will ensure that all pupils are able to attend the Academy irrespective of their medical needs.</p>				
				<p><b>17. Safeguarding, pupil mental health and wellbeing.</b></p>	<p><b>L (2)</b></p>	<p><b>S (4)</b></p>	<p><b>R (8)</b></p>	<p><b>Yes</b></p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Safeguarding and pupil mental health provisions will be reviewed by the Academy's Lead and Senior Leadership Team (SLT) to ensure that they are appropriate, adequate, maintained and in line with the guidance from HM Government, Department for Education, and Public Health England.</p> <p>Further guidance on Safeguarding is available via the following link.</p> <ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</a></li> <li>• Department for Education stipulate in their guidance that the basic principles of safeguarding remains the same and wherever possible, and so far as is reasonably practicable, a <b>Designated Safeguarding Lead (DSL)</b> should be present on site however, if this is not possible then a contingency plan must be considered and communicated to all staff.</li> <li>• Regular contact with non-attending vulnerable pupils must still continue after reopening.</li> <li>• Safer recruitment principles for staff and volunteers must continue to apply.</li> </ul> <p>Everyone will be advised to be alert to mood or behavioural changes in any student as a</p>	Unlikely	Significant illness, more than seven day, and affecting more than one person	High	

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>consequence of them experiencing anxiety, loss, bereavement, isolation, or loneliness caused by COVID-19 and the lockdown measure taken by the Government. Students suffering from any anxiety, loss, bereavement, isolation, or loneliness caused by COVID-19 will be assisted by the Academy's Safeguarding and pastoral/tutorial team.</p>				
				<p><b>18. Cleaning regimes and safe waste disposal.</b></p> <p>The Board/School Office will consult with their cleaning contractor to agree and arrange a thorough deep clean before staff and students return.</p> <p>More frequent robust cleaning regimes will be in place within and around the Academy premises upon opening, particularly around 'common areas' and at potential 'touch points' including:</p> <ul style="list-style-type: none"> <li>• Taps and washing facilities.</li> <li>• Toilet flush and seats.</li> <li>• Door handles and push plates.</li> <li>• Handrails on staircases and corridors.</li> <li>• Machinery and equipment control panels.</li> <li>• Telephone equipment.</li> <li>• Common area, office, classroom and laboratory equipment, including desks and chairs.</li> <li>• Changing rooms and toilets.</li> </ul> <p>Cleaning teams will continue to abide with their cleaning protocols, COSHH risk assessment, safe working procedures including</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>the correct use of PPE, and training.</p> <p>All cleaning waste will be managed and disposed of responsibly and sensibly so as to reduce the potential risk of COVID-19 transmission. All waste bins will be lined with an appropriate bin liner and lidded so as to enclose the hazard, i.e. potential COVID-19 contaminated waste. All bin liners or waste bags will be securely tied before they are manually handled and correctly disposed</p> <p>Cleaning teams will adhere to the strict cleaning guidance provided by HM Government when a known or suspected case of COVID-19 is confirmed:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Entry into the building, area, or room suspected to be contaminated will be prohibited and kept secure for 72-hours and then thereafter undergo a thorough deep clean.</li> </ul>				
				<p><b>19. Handling inbound and outbound goods, merchandise, and other materials.</b></p> <p>All precautionary measure will be taken to minimise the surface transmission risk of COVID-19 by apply the 2-metre social distancing rule.</p> <p>Pick-up and drop-off collection</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>points, protocols, signage and markings will be reviewed, and if necessary, amended accordingly to reduce the risk of COVID-19 transmission.</p> <p>Protocols will be put in place for handling and cleaning inbound goods, merchandise, and other materials before entering the Academy building.</p> <p>Unnecessary handling of goods, merchandise, and other materials will be discouraged.</p> <p>Where possible and safe to do so, have a single person to manage and handle inbound and outbound goods, and where more than one person is need, to use the same two people.</p> <p>Wherever possible and safe to do so, delivery drivers will be encouraged to stay in their vehicles to reduce the risk of COVID-19 transmission.</p> <p>Additional <b>mitigating actions</b> highlighted in Control (6) will also be considered to reduce the risk of COVID-19 transmission, i.e. using physical screens or barriers to separate delivery drivers from staff, and the use of PPE etc.</p>				
				<p><b>20. Managing the workforce.</b></p> <p>Inevitably, changes will be made to the working day of the workforce so that the 2-metre social distancing rule can be upheld and the transmission risk of</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>COVID-19 reduced.</p> <p>Consideration will be given to the following:</p> <ul style="list-style-type: none"> <li>• Those that can work from home will be advised and permitted to work from home.</li> <li>• Those that need to come into work will have their working day possibly staggered with reduced contact-hours as per their individual timetable.</li> <li>• All staff will adhere to teaching protocols set out and agreed with the Deputy Principal/Head of curriculum for all Blended learning held both in and out of the School premises.</li> </ul>		affecting more than one person		
				<p><b>21. Reasonable adjustments to timetables.</b></p> <p>Consideration will be given to the following until further guidance received from HM Government and the Department for Education:</p> <ul style="list-style-type: none"> <li>• Split timetable and reducing face-to-face learning hours on Academy premises.</li> <li>• The utilisation of Student Base rooms.</li> <li>• Increasing self-study at home.</li> <li>• Blended Learning Approach</li> <li>• Teaching and Learning protocols for staff and students.</li> </ul>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>
				<p><b>22. Managing visitors and contractors.</b></p> <p>All visitors, contractors and Academy host's will be encouraged to use either</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>telephone systems or ICT remote working connects such as Microsoft Teams and Zoom to replace site meetings/visits.</p> <p>Where site visits are required and/or unavoidable, the visitor or contractor will be given clear guidance by the School Office on the Academy's visiting protocols and at the same time be given strict directives on the importance to maintain their personal hygiene and adhere to the 2-metre social distancing rule at all times. Any visitor or contractor failing to abide with the Academy's visiting, personal hygiene, and social distancing protocols will be requested to leave the premises immediately, or even be escorted off the premises if necessary.</p> <p>All staff will be given a clear directive to not encourage any unnecessary and non-business critical visits to the Academy. In the case of any visits that are deemed business critical, the Academy host will regulate, i.e. limit, and manage their visitor(s) and/or contractor(s) professionally and sensibly so that social distancing on the premises can be upheld safely during this unprecedented public health threat.</p> <p>Contractors will <b>not</b> be given any 'Approval to Work' until they provide a suitable and sufficient task-based risk assessment for the activities that they are required to perform on the Academy's premises. The task-based risk</p>		<p><b>day, and affecting more than one person</b></p>		

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				assessment must include their control measure for managing the transmission risk of COVID-19. The Principal will need to approve the task-based risk assessment before authorising any work to commence.				
				<p><b>23. Personal protective equipment (PPE).</b></p> <p>The 'Hierarchy of Hazard Control' model has been adopted to help understand when to use personal protective equipment (PPE) in the fight against COVID-19.</p> <p>HM Government and Public Health England have stipulated in their guidance that COVID-19 transmission risk in a non-healthcare setting can be managed simply by working from home, maintaining personal and respiratory hygiene, and staying 2-metre away from each.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>Please don't be fooled with the use of personal protective gloves when sharing work equipment, hence the reason why they are <u>not</u> advised or encouraged in such circumstances, that is, unless the activity/task/use is of a high risk, i.e. use of hazardous chemicals and substances that have the potential to cause skin irritations and/or burns.</li> </ul> <p>Personal protective gloves may initially protect you from coming</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>into physical contact with the disease however, the disease is a 'sticky' protein cell that will stick to the gloves and be transmitted elsewhere if the gloves are used for many other different activities/tasks over a prolonged period.</p> <p>For personal protective gloves to be <b>effective</b> in reducing the risk of infection and transmission, they must be disposed of safely and correctly into a lidded bin <u>immediately</u> after <b>each individual</b> activity/task/use and a fresh pair worn for the next activity/task/use. For example, sharing an item:</p> <ul style="list-style-type: none"> <li>o Dispose gloves safely and correctly into a lidded bin <u>immediately</u> after <u>sharing</u> the item.</li> <li>o Wear a fresh pair of gloves for cleaning the item.</li> <li>o Dispose gloves safely and correctly into a lidded bin <u>immediately</u> after <u>cleaning</u> the item.</li> <li>o Wear a fresh pair of gloves for the <u>next</u> activity/task/use.</li> </ul> <p>The use of personal protective equipment (PPE) will only be promoted when a particular risk assessment, i.e. individual, and activity/task-based risk assessment, has confirmed a <b>high risk of COVID-19 transmission and/or harm</b>.</p> <p>COVID-19 Emergency grab bags containing essential personal protective equipment (PPE) will be strategically located around</p>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>the Academy and locations will be communicated to all members of staff just in case they need to use PPE in the event of a likely risk of COVID-19 transmission, i.e. aiding someone who is showing symptoms of the disease. The Health and Safety Section will review and advise on the correct essential PPE and contents of the 'COVID-19 Emergency Grab Bag'.</p> <p>With the widespread anxiety and worry in the general population over the transmission of the disease, the Academy recognises that members of staff, Students and visitors may wish to wear their own privately purchased personal protective equipment (PPE), i.e. face mask and/or gloves, whenever they feel that it provides them with some form of comfort and reassurance when undertaking their tasks. The wearing of any type of personal protective equipment (PPE), i.e. face mask or gloves, purchased privately by the wearer which the Academy doesn't deem necessary for their task/activity will neither encourage nor discourage their use.</p>				
				<p><b>24. Building services, i.e. water supply and treatment (legionella), heating, cooling, ventilation, gas and electrical safety.</b></p> <p>The Board will ensure the following:</p> <ul style="list-style-type: none"> <li>• That all relevant property statutory compliance checks have been completed and</li> </ul>	<p><b>L (2)</b> Unlikely</p>	<p><b>S (4)</b> Significant illness, more than seven day, and affecting more than one person</p>	<p><b>R (8)</b> High</p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>records updated on their maintenance management system, i.e. Every.</p> <ul style="list-style-type: none"> <li>• Daily and weekly checks have been reinstated.</li> <li>• Confirm all building service systems are good to go, i.e. water, heating, cooling, ventilation, gas, and electricity.</li> </ul>				
				<p><b>25. Academy hire of vehicles, i.e. minibuses, and vehicles used for Enrichment activities.</b></p> <p>There will be strict usage, cleaning and inspection regimes in place to ensure that all vehicles are maintained in good working order and kept clean and tidy. Owners will have their own Risk Assessment. As users we will maintain self-distancing.</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>
				<p><b>26. Work-related travel.</b></p> <p>Unnecessary work-related travel that isn't deemed business critical will be discouraged.</p> <p>Where work-related travel is not avoidable, then the number of people travelling together in any one vehicle will be minimal so that the 2-metre social distancing rule can be upheld.</p> <p>If social distancing is practicably not possible, then the task/journey will need to be reviewed to see if it is business critical or not. If the task/journey is not business critical then the task/journey will be terminated, but if it is deemed to be business critical then alternative transport/vehicle must be considered so that the 2-metre</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>social distancing rule can be upheld.</p> <p>Strict cleaning regimes will be encouraged to ensure that the personal vehicles shared are kept clean and tidy and safe to use for the next journey.</p>				
				<p><b>27. Sharing the results of the risk assessment, i.e. communication.</b></p> <p>The results of this risk assessment will be shared with the whole workforce at Staff training and CPD sessions.</p> <p>Notices will be displayed at prominent strategic locations throughout the academy building to show that guidance from HM Government, Public Health England, and Department for Education were followed.</p> <p>Posters will be displayed at prominent strategic locations throughout the academy building, letters and flyers will be distributed to parents, carers, legal guardians and members of staff to communicate what is meant by being COVID-19 safe and what measure have been taken to be COVID-19 safe.</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>
				<p><b>28. Mental health and wellbeing.</b></p> <p>Everyone will be advised to be alert to mood or behavioural changes in any member of staff as a consequence of the experiencing anxiety, loss, bereavement, isolation, or loneliness caused by COVID-19 and the lockdown measure taken by the Government.</p>	<p><b>L (2)</b></p> <p><b>Unlikely</b></p>	<p><b>S (4)</b></p> <p><b>Significant illness, more than seven day, and affecting more than one person</b></p>	<p><b>R (8)</b></p> <p><b>High</b></p>	<p><b>Yes</b></p>

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>Employees suffering from any anxiety, loss, bereavement, isolation, or loneliness caused by COVID-19 will be encouraged to reach out to the Academy's Senior Leadership team.</p> <p>The Senior Leadership team will address and manage any well-being issues or concerns.</p> <p><b>29. Ventilation</b></p> <p>It is important to ensure good ventilation and maximising this wherever possible, for example: Where it is safe to do so and bearing in mind safeguarding in particular, use <b>natural ventilation methods</b>, such as opening windows and propping open doors, as long as they are not fire doors that cannot be closed in the event of a fire.</p> <p>In cooler weathers, windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space that was occupied. Opening internal doors can also assist with creating a throughput of air and may also be used, as long as they are not fire doors that cannot be closed in the event of a fire. If necessary and where it is safe to do so, bearing in mind safeguarding in particular, external</p>				

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				<p>doors may also be used, as long as they are not fire doors that cannot be closed in the event of a fire.</p> <p>Use <b>mechanical forced ventilation systems</b>, such as Air Handling Units (AHU's).</p> <p>These should be adjusted to increase the ventilation rate, i.e. Air Change Per Hour (ACH or ACPH), wherever possible and checked to confirm that the rates meet existing guidance.</p> <p>If possible, systems should be adjusted to full fresh air in with no recirculation. If this is not possible, then so far as is reasonably practicable, systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Further advice on ventilation can be found in the <b>Chartered Institution of Building Services Engineering's (CIBSE's)</b> guidance on '<b>Coronavirus and Heating Ventilation and Air Conditioning (HVAC) Systems</b>'.</p> <ul style="list-style-type: none"> <li>• <a href="https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems">https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</a></li> </ul> <p>Further advice on ventilation can</p>				

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
				also be found in the <b>Health and Safety Executive's (HSE's)</b> guidance on ' <b>Air Conditioning and Ventilation during the Coronavirus Outbreak</b> '. <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>				

**Table 2 - FURTHER ACTION REQUIRED**

No	Further Control Measures Required	Who is Responsible and by When	Residual Risk Level	Date and Details of Progress and Completion of Action

## Risk Rating Guidance

### Severity Level of Injury (i.e. level of harm being realised)

- 1 Very minor injury/ill-health requiring little or no first-aid.
- 2 More severe injury/ill health that may require up to six days absence from full duties and medical attention (non-RIDDOR).
- 3 Specified injury and significant ill-health as defined by RIDDOR, or seven or more days absence from full duties.
- 4 Specified injury and significant ill-health as defined by RIDDOR, or seven or more days absence from full duties affecting more than one person.
- 5 Single or multiple fatality or life/career changing injury/ill-health.

### Likelihood Level (i.e. probability of harm being realised)

- 1 Very unlikely.
- 2 Unlikely.
- 3 Likely.
- 4 Very likely.
- 5 Certain.

### Risk matrix

		Likelihood Level					
		x	1	2	3	4	5
Severity Level	1	1	2	3	4	5	
	2	2	4	6	8	10	
	3	3	6	9	12	15	
	4	4	8	12	16	20	
	5	5	10	15	20	25	

1-2	Very low
3-4	Low
5-6	Medium
8-15	High
16-25	Very high