

Risk Assessment: September 2021 & **November update**

Additional Measures to mitigate Covid 19 risk to Staff and Students at Bexhill Academy

The safety of the staff and students at Bexhill Academy is paramount. Bexhill Academy will endeavor through risk assessment and control measures to mitigate the threat of Covid19. This is a dynamic risk assessment; it will be updated regularly throughout the pandemic and on receipt of further government advice and guidance. As a responsible employer, we take our duty of care seriously and take every reasonable step to reduce risk. We also expect each and every employee, visitor and student to demonstrate personal responsibility and adhere to safe practice and report suggestions for ongoing revision to Covid safety measures.

Update: November 26th 2021 - ([Schools Covid -19 Operational Guidance, November 2021](#))

- A requirement that people who have tested positive for Covid 19 stay at home for 10 days
- Ensure good hygiene for everyone - **On-going**
- Keeping Occupied spaces well ventilated - **On-going**
- Enhanced cleaning arrangements – **On-going in lessons, tutor time and through additional day time staff.**
- Active engagement with NHS Test and Trace – **On-going. LFD Testing in September 2021, students encouraged to test twice weekly. Engagement with LFD testing on-site - January 2022**
- Follow public health advice ([UK Health Security Agency](#)) on testing, self-isolation and managing confirmed cases of COVID-19 - **On-going**

New Risk Assessment – September 2021

Reviews –

1. **As Government Guidance changes / or in the case of an outbreak: November 26th in light of the Omicron variant.**

Hazard	Who is at risk	ACTION TO MITIGATE RISK	Additional and updated information	Comments
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<ul style="list-style-type: none"> • A requirement that people who are ill to stay at home. • Minimize contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household engages with PCR testing. • Staff and students with symptoms of coronavirus symptoms will seek advice from (http://111.nhs.uk/covid-19) • Anyone with symptoms will access <u>testing</u> and engage with the NHS Test and Trace process. • Staff with symptoms will obtain a PCR test. • Students with symptoms will obtain a PCR test and follow NHS advice (www.nhs.uk/) • If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. In the case of a symptomatic pupil who needs to be supervised before being picked up: • Only in exceptional circumstances will staff take symptomatic children home using the Blue Bexhill Academy Mini Bus. This vehicle has a 	<p>Ensuring that pupils, staff and other adults do not come into the school if they have <u>coronavirus (COVID-19) symptoms or test positive for Covid 19</u>,</p> <p>“Close contacts” of a positive test now do not need to self-isolate if they have been double vaccinated (age related) and the Vaccination was more than 14 days ago. If they are below the age of 18 and 6 months or are part of a vaccination trial.</p> <p>Partners of self-isolating adults do not need to self-isolate</p> <p>A person who has tested positive on a LFD and is awaiting the results of a PCR test, should self-isolate.</p> <p>Staff / Students who have symptoms and test negative return to work / class – Admin maintains register of cases both staff and students</p> <p>If the Omicron variant is detected (information received through T and T and UKHSA) – all household members and contacts will be required to self-isolate regardless of age and vaccination status.</p> <p>All students and staff will wear face coverings in the social</p>	<ol style="list-style-type: none"> 1. System now in place to track and monitor this 2. Working as planned 3. Next Update

		<p>Perspex Screen behind the driver.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <u>local health protection team</u> and United Kingdom Health Security Agency and follow their procedures. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person • If there are 10% of a cohort or 5 students within a class, who have tested positive for coronavirus, the school will work 	<p>spaces and corridors of the building (unless exempt) (Schools Covid -19 Operational Guidance, November 2021)</p> <p>Staff and students will ensure that all tables are sanitised and wiped at the end of each lesson.</p> <p>Staff will encourage students to undertake LFT testing twice a week at home.</p> <p>The medical room will be used to isolate any symptomatic person. If a distance of 2m cannot be maintained, supervising staff will wear a fluid-resistant surgical mask. If contact is necessary supervising staff will also wear disposable gloves and a disposable apron. If there is a risk of splashing to the eyes, such as coughing, supervising staff will wear a facemask and visor.</p> <p>Supervising staff will wash their hands for 20 seconds after the pupil has been picked up and dispose of PPE in the Yellow bins.</p> <p>A home testing kit will be provided to the household if available.</p> <p>The Blue Bexhill Academy Minibus registration RE09 WKX must be used. This vehicle has a Perspex Screen behind the driver, larger doors and more seats for distance from driver.</p> <p>The driver and passenger will maintain a distance of 2m from each other; or</p> <p>The driver will use PPE (the same PPE as when supervising a</p>	
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		<p>with the local health protection team and United Kingdom Health Security Agency to decide if additional action is needed. Any advice given by the team will be followed.</p> <ul style="list-style-type: none"> • Staff who are concerned that a child in their class is exhibiting Symptoms of Covid 19 (For example excessive coughing) should email admin and request that a First Aider in PPE collects the student from the class for assessment. • 2 LFD tests, offered on entry in September 2021 –to all students. • Staff to self-test using LCD twice each week. • Students and staff can choose to use Face Coverings as desired. 	<p>symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <u>decontamination guidance</u>.</p> <p>External visitors to the building will continue to sign in under the Covid procedure for track and trace purposes.</p> <p>External visitors will wear a mask in the building</p> <p>Promote and engage with LFD testing for staff and students twice per week.</p>	
<p>Contact with coronavirus when getting to and from school.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents 	<ul style="list-style-type: none"> • Students will be encouraged to walk or cycle to school and asked to avoid using public transport where possible. • Students in different key stages will finish at different times of the day • The school site will be closed to visitors / parents during the start finish times to give space for students to enter / exit the site 	<p>Bike sheds will be allocated to different key stages.</p>	

		<ul style="list-style-type: none"> Students will be required to Sanitise hands on entry to the building Staff travelling with colleagues in the same car must wear a mask Students travelling on buses or with other households in cars are will wear a face mask unless exempt 		
Spreading infection due to touch, sneezes and coughs	<ul style="list-style-type: none"> Staff Pupils Contractors Visitors 	<p>Everyone in school will be encouraged and reminded to:</p> <ul style="list-style-type: none"> All students and staff will wear face coverings in the social spaces and corridors of the building (unless exempt) (Schools Covid -19 Operational Guidance, November 2021) Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, Clean their hands on arrival, after breaks, when students / staff change rooms, before and after eating, and after sneezing or coughing Be encouraged not to touch their mouth, eyes and nose Use a tissue or elbow to cough or sneeze, and use bins for tissue waste. A box of tissues will be provided in each classroom. Clean the desks at the end of each lesson and tutor time to ensure that 	<p>Hand washing facilities are provided throughout the Academy</p> <p>Hand sanitizer stations are now in place in computer suits and located on walls within the building. Hand sanitizers are wall mounted behind the teachers desk in every classroom</p> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues have been purchased; will be emptied throughout the day.</p> <p>Signage reminders in place to remind staff and students.</p> <p>Additional signage in place outside the building for information for visitors – re hygiene</p>	<ol style="list-style-type: none"> 1.Effective? 2. Working as planned? 3. Next Update

		<p>each classroom has been sanitised during the day.</p> <ul style="list-style-type: none"> • Hand gels have been provided in all classrooms (in dispensers for staff use, behind the teachers desk) • Additional staff cleaning the frequently touched surfaces – cleaned twice a day. All Heart Space surfaces cleaned after each break and lunch sitting (4). <p>Maintaining Air Flow:</p> <ul style="list-style-type: none"> • Heart Space vents will be open a much as possible. • Heart space internal and external doors will be open as much as possible • External classroom will have their windows open and used to ventilate the class where possible • All classrooms will have doors hooked open to maintain air flow and a throughput of air. (Classrooms on the Heart Space open doors when break / lunch are not in session). (Balancing air flow with maintaining a comfortable temperature. • School mechanical ventilation will operate at all times. 		
Spreading infection through contact with coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Contractors 	<ul style="list-style-type: none"> • Students will bring their own equipment to school – essential stationary for work including pens, pencils, rulers, calculator, reading books. 	If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance .	

	<ul style="list-style-type: none"> • Visitors 	<ul style="list-style-type: none"> • Day cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including: <ul style="list-style-type: none"> ○ Banisters ○ Hand Rails ○ Glass Panels ○ Door Handles ○ Bathroom facilities (including taps and flush buttons) ○ Heart Space tables and seating ○ Light / window switches ○ Student fingerprint scanners / Payment machines • Students will clean desks and chair backs at the end of each tutor time and at the end of each lesson. • Students will clean Computer equipment (including keyboards and mouse) between uses and sanitise hands. • Staff and students will clean surfaces used in Food Technology areas. Food Technician will support additional cleansing as required • Science technicians will maintain hygiene of Science equipment between uses or rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between different groups. (See Science CLEAPPS) 	<p>Create additional socially distanced work space / lunch space for colleagues</p> <p>2 additional work spaces (Art work room and Conference Room 2) are now staff work spaces creating more room</p>	
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Spreading infection due to excessive contact and mixing between pupils and staff in lessons, offices and rooms.	<ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • Windows will be opened at the end of lessons, or periodically in lessons to refresh the air and encourage air flow in each room. Students will be encouraged to bring and wear coats when the weather demands it. • All students, staff and visiting professionals will wear face coverings in social spaces and corridors of the building (unless exempt) (Schools Covid -19 Operational Guidance, November 2021) 	<p>Music lessons – Will make considerations for the best conditions for lessons that involve singing, chanting, shouting or playing instruments.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff.</p> <p>Staff will try to maintain at least 1 metre distance when having a discussion.</p> <p>Face to face conversations must be 1 – 2 metres apart and must not exceed 10 minutes.</p>	<p>1. Effective?</p> <p>2. Working as planned?</p> <p>3. Next Update</p>

		<ul style="list-style-type: none">• Pupils will be reminded to maintain their distance and not touch staff or peers.• Pupils will remain seated side-by-side and facing forwards in class, unnecessary furniture will be kept in the room until further notice.• Staff will be encouraged to still approach students from the side or behind the student chair – all classrooms where possible configured to this.• Front desks in all rooms will be maintained a distance from the front. Teachers will teach mainly from the front• Staff will not allow students to touch or use their (staff) personal or other equipment.• Pupils will clean desk surfaces and back of chairs at the end of each lesson and tutor time• Students will try not to share equipment.• Students will operate the hygiene practices identified above.• Staff will work across different groups in order to deliver the school timetable, but they will keep their distance from pupils in class and other staff as much as they can (ideally 2 metres apart).• Any pupils with complex needs or who need close contact care will have the same support as normal.	
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		<p>Staff will maintain a rigorous hand washing hygiene.</p> <ul style="list-style-type: none">• Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual. The same support as normal. Staff will be rigorous about hand washing and respiratory hygiene.• Main internal fire doors will have contact locks fitted to enable automated closing.• All doors will be hooked to reduce contact with door surfaces where possible. Staff and students to sanitise after touching / opening doors. To be closed when the fire alarm sounds.• Classrooms are all close to or adjacent to washing facilities.• Classrooms will be cleaned each evening.• Hand sanitizing units have been placed in all computing spaces. Students will clean keyboards after use• Hand sanitizer and cleaning equipment available in key locations such as staff room, library, admin offices and reception.• Students on the ground floor will exit classrooms at the end of lessons via Fire Doors to relieve number movement and close contact in the Heart Space		
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		<ul style="list-style-type: none"> All staff will maintain up to date Class Charts – checked regularly 		
Spreading infection due to excessive contact and mixing between pupils and staff around the building.	<ul style="list-style-type: none"> Staff Pupils 	<ul style="list-style-type: none"> All students and staff will wear face coverings in the social spaces and corridors of the building (unless exempt). (Schools Covid -19 Operational Guidance, November 2021) Pupils will be taught and reminded to maintain their distance and not touch staff or peers. A one way system is in place in the Heart Space and “Up Stairs” and “Down Stairs” clearly marked on stair wells to avoid crossing over of staff and students at major move times of the timetable. Key stage groups have maintained a staggered timetable, finish times, assemblies, break and lunch time, to avoid too many pupils being in one place at the same time. See Card times and timetable Students have been allocated seating spaces in the Heart Space to maintain distancing between year groups when seated. Ground floor rooms will be exited directly to the outside via fire exits where possible, Heart Space and Sports Hall will be cleaned between use. 		<ol style="list-style-type: none"> Additional member of staff employed in the mornings to support visitor mask wearing Working as planned? Next Update

		<ul style="list-style-type: none"> • Toilet use will be directed to those closest to each classroom area. • Increase in staff work space to enable staff to maintain distance when working in internal work room. • Where possible and practicable all necessary visitors will be limited to the meeting rooms at reception. Areas will be sanitized immediately before and afterwards. All visiting professionals will wear face coverings in social spaces and corridors of the building (unless exempt) • Meetings will continue to be offered to take place under the canopy outside the front of the building. Face to face meetings should be limited by time and distance 		
<p>Spreading infection due to lack of classroom hygiene</p>	<ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • All rooms will have enhanced cleaning prior to each day. • All classrooms will be equipped with Blue wash roll, a spray sanitizer for desks and a hand sanitizer. These will be replenished as required and immediately by request • Students will clean desks and chair backs after use and before leaving the classroom each lesson. • Staff will clean desks, equipment, books, workstations 		

		<p>that they come into contact with and sanitise after contact.</p> <ul style="list-style-type: none"> All doors will be hooked to reduce contact with door surfaces where possible. Staff and students to sanitise after touching / opening doors. Students will try not share equipment 		
<p>Spreading infection due to lack of student / staff hygiene</p>	<ul style="list-style-type: none"> Staff Pupils 	<ul style="list-style-type: none"> Staff and students to wash their hands / sanitise and dry thoroughly as often as is practical Staff and students to clean their hands on arrival in the building and reminded to do so before and after lessons and eating, and after sneezing or coughing Catch it, bin it, kill it Clean / sanitise hands when contacting surfaces and equipment Students will try not to share equipment with their peers e.g. pens, pencils, All students and staff will wear face coverings in the social spaces and corridors of the building (unless exempt). (Schools Covid -19 Operational Guidance, November 2021) 	<p>Notices replaced and updated notices in place.</p> <p>Plastic external hand sanitisers replaced with metal versions.</p>	<ol style="list-style-type: none"> 1. Effective? 2. Working as planned? 3. Next Update

<p>Spreading infection due to lack of awareness of the building</p>	<ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • Floor markings, one-way markings, stairwell markings, signage, seat markers, wall / door reminders in place. • Rooms with external windows will be opened to maintain ventilation frequently throughout the day and at change of lesson. Doors will continue to be hooked to enhance air flow and ventilation where possible • Air conditioning areas (internal spaces) will be set to acceptable levels where they are not switched off. • Downstairs main Heart Space doors to remain open for through ventilation where possible. • Protocol for washing hands in each toilet area. • Hand dryers will be cleaner regularly to support hand washing. • Signage to remind staff and students to sanitise having made contact with doors, equipment, resources. • Signage at the entrances and exits to support Year group entrance and exit strategies 	<p>Staff to open external windows as part of normal class routine set up.</p> <p>Senior staff walk the building to open up doors and window as required. Reminders in the daily bulletin.</p> <p>Students and Staff will be allowed to wear a coat, scarf to cope with the cold, due to the windows and doors remaining open for air flow. (when necessary)</p>	
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<p>Spreading infection due to frequently touching objects</p>	<ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • Kit and equipment checks for students secure reduction in attempted sharing. • All classrooms will be equipped with Blue wash roll, a spray sanitizer for desks and a hand sanitizer. These will be replenished as required and immediately by request • Students will clean desks and chair backs at the end of each tutor time. (Daily midday clean) • All doors will be hooked to reduce contact with door surfaces where possible. Staff and students to sanitise after touching / opening doors. • Frequently touched objects in practical activities will be assessed for risk. • Protocol for washing hands in each toilet area. • Additional keys to specific multi use classrooms provided. 		<ol style="list-style-type: none"> 1. Need to maintain the focus on the cleaning of these materials? 2. Working as planned? 3. Next Update
<p>Spreading infection due to staff working in the same building</p>	<ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • All students and staff will wear face coverings in the social spaces and corridors of the building (unless exempt). (Schools Covid -19 Operational Guidance, November 2021) • Staff and students may wear protective equipment / face coverings in class if they choose to. 		<ol style="list-style-type: none"> 1. Constant reminders necessary 2. Working as planned? 3. Next Update

		<ul style="list-style-type: none">• Staff will try not to share personal equipment• Staff encouraged to wash hands thoroughly between lessons• Staff will wash /sanitise after using communal /public spaces e.g. Photocopier / kettle• Social distance to be considered / maintained (over 1 meter) when having professional discussions. Max 10 minutes,• Staff to ensure that the staff social spaces are ventilated regularly• Staff to engage in Covid training and maintain vigilance in following procedure• Inform CD or VNW immediately if experiencing symptoms of Covid 19 or have come into close contact with someone experiencing symptoms• Staff must not attempt to come to the Academy if experiencing symptoms of Covid 19 or LFT testing is positive. (in such cases a PCR test must be undertaken as soon as possible).• Staff to inform LK, Line Management or Senior staff where actions to mitigate risk are insufficient, and / or additional / more protective measures are possible		
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		<ul style="list-style-type: none"> • Staff to support each other (well being) by sharing concerns / anxieties or suggestions for further enhanced procedures if they identify relevant areas 		
Spreading infection due to students learning in the same building.	<ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • All students and staff will wear face coverings in the social spaces and corridors of the building (unless exempt). (Schools Covid -19 Operational Guidance, November 2021) • Staff and students may wear protective equipment / face coverings in class if they choose to. • Students may choose to wear gloves – they must make their own provision for this • Students will sanitise hands prior to entering the building. • Students will try not to share equipment • Students will clean their workspace and chair backs at the end of every lesson and tutor time every day. • Students will respect the Covid rules and procedures of the Academy. 		<ol style="list-style-type: none"> 1. Face face coverings have been provided to school via the DFE Covid website 2. Working as planned? 3. Next Update

Spreading infection due to poor student behavior	<ul style="list-style-type: none"> • Pupils • Staff 	<ul style="list-style-type: none"> • Students will follow the BA covid practices to mitigate Covid risk. • Staff will follow the Academy – Engagement for Learning Policy and The Engagement for Learning – Covid 19 Appendix. 		<ol style="list-style-type: none"> 1. Effective? 2. Working as planned? 3. Next Update
Spreading infection due to lack of safe practice when having lunch	<ul style="list-style-type: none"> • Pupils • Staff 	<ul style="list-style-type: none"> • Students will be encouraged to bring their own lunch and snacks from home. Canteen areas will provide all food in wrapped materials. • Students must sit to eat, • Students will be able to access food at 3 different locations – 2 within the building and one outside to maintain social distance. • See Food Company “Annette’s” RA 		<ol style="list-style-type: none"> 1. Effective? 2. Working as planned? 3. Next Update
Positive Covid 19 contact.	<ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • Immediate cleaning of spaces will be undertaken where students / staff with symptoms has been identified. • Where outbreak numbers are indicated. Zoono Cleaning will be considered. 		<ol style="list-style-type: none"> 1. Effective? 2. Working as planned? 3. Next Update

This Version : November 26th 2021 - (Schools Covid -19 Operational Guidance, November 2021). Government instruction 28th November 2021
Update as Government Guidance Dictates.

What do we mean by a 'contact'?

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- People who spend significant time in the same household as a person who has tested positive for COVID-19
- Sexual partners
- A person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
 - being coughed on
 - having a face-to-face conversation within one metre
 - having skin-to-skin physical contact, or
 - contact within one metre for one minute or longer without face-to-face contact
- A person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- A person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

If you are a contact of someone who has tested positive for COVID-19, then you will be notified by the NHS Test and Trace service via text message, email or phone. If you are notified, please follow the NHS Test and trace guidance closely.

If you have not been notified that you are a contact, this means you do not need to self-isolate and should follow the general guidance, for example, social distancing, hand washing, and covering coughs and sneezes.