



Risk Assessment

Open Evening 2021-22 – General Risk assessment

Academy: Trinity Sixth Form Academy

Date of Risk Assessment: 4.11.21

Revision number: 0

This risk assessment has been completed in line with Government guidance for the challenges of our academy and reviewed regularly as and when circumstances change. All staff will be trained/issued with the risk assessments relevant to their work and this must be recorded. All documents should be version controlled and saved each time they are revised rather than over-typed. This will enable easy retrieval of the relevant document applicable at any material time if required in future for an investigation.

Revision Information

The risk assessment is about demonstrating our academy is reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice. If the guidance cannot be achieved after plans have been put in place, then the academy will consider whether that activity or part of the academy should be open.

This proforma may assist you in documenting your practical arrangements and ensure you are complying with minimum statutory requirements. COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act. If you require any assistance with this process, it is recommended you contact your health and safety consultant/adviser.

**Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of production (issued 11/05/2020). The risk assessment will be updated in line with further updates as and when they arise.*

RED = Incomplete/Overdue **Amber** = Working on but not complete **Green** = Complete

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Completed
General controls to prevent risk of infection.	Staff, visitors, Pupils	<p>Promotion of Lateral Flow Device (LFD) testing prior to open evening for pupils, parents and staff</p> <p>Home testing is ongoing with students being able to collect testing kits from the academy or their local pharmacy.</p> <p>Staff testing is also continuing from home.</p> <p>General Controls and instruction to staff throughout the academy: -</p> <ul style="list-style-type: none"> - The Academy will continue to have sanitiser dispensers at main entrances, exits and other highly populated areas. - Communicate and remind staff, pupils and 	<ul style="list-style-type: none"> - Students have the opportunity to test twice, three to five days apart. - Staff to be given access this risk assessment. - Regular cleaning throughout the day. - Visual reminders of regular hand washing. - Reminder to all stakeholders who are positive cases to not 	SLG/RBK/K HD	4.11.21	4.11.21

		<p>parents of the 'catch it, bin it, kill it' approach.</p> <ul style="list-style-type: none"> - Risk assessment and amended procedures (considering COVID) have been shared with all members of staff and made available to the public stakeholders via the academy website (publicised through social media). - Increased cleaning regime is in operation and additional cleaning will take place in the build up to and post open evening (see cleaning RA for Covid-19) U:\Support\Site Premises\PUBLIC\COVID-19 RA\Cleaning RA Trust.doc - Teachers and support staff expected to support with cleaning of classroom surfaces, equipment etc. if required. - Hand washing facilities in place and parents, pupils and staff encouraged to use these. - Staff, parents or pupils who may become symptomatic to be reminded to get tested and self-isolate in accordance with guidelines. - Non-fire safety doors can be propped open to allow ventilation on the evening itself. - Windows can be opened to allow adequate ventilation where appropriate. Automatic dampers monitor the ambient temperature and ventilation in classrooms 	<p>attend the academy.</p> <ul style="list-style-type: none"> - Face coverings are no longer recommended for pupils or staff in classrooms or communal areas in all schools. - Parents informed of the procedures in relation to COVID19. - Ensure sufficient cleaning supplies i.e. disinfectant is in stock. - Ensure sufficient PPE and hand sanitiser in stock. - Signage for hand wash stations (toilets). - Lidded bins are located throughout the school. 			
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		<p>and will open vents as required. CO2 levels monitored in rooms.</p> <ul style="list-style-type: none"> - The academy will have sanitiser spray/gel at main entrances and exits and throughout the building. - Pupils, parents and staff will have access to a free supply of face covering (main reception) should they wish to wear one - A one-way system will be in operation on stairwells to reduce congestion minimise passing in these spaces 				
Minimising contact with individuals who are unwell	Staff, visitors, Pupils	<ul style="list-style-type: none"> - Staff, pupils and other adults who have COVID-19 symptoms, or have tested positive in the last 10 days, should not attend open evening. - Anyone who develops symptoms during open evening itself will be sent home (<i>Not by Public transport</i>) and advised to follow the stay at home guidance for households with possible or confirmed coronavirus infection. - If you're asymptomatic and test positive, you must self-isolate for 10 days, but then develop symptoms the self-isolation period resets to another 10 days from the onset of symptoms. - The close contact rules have changed; you don't need to self-isolate if you are a close contact in the following scenarios: <ul style="list-style-type: none"> o Fully vaccinated (i.e. two jabs); 	<ul style="list-style-type: none"> - Staff have been trained on the updated Covid-19 guidance. - Medical officer available on the evening. 	SLG	4.11.21	4.11.21

		<ul style="list-style-type: none"> ○ Are below 18 years and 6 months old; ○ Taking part in a medical research trial on the COVID-19 vaccine; ○ Are not medically able to be vaccinated. <ul style="list-style-type: none"> - It is recommended that fully vaccinated staff/students who have been in close contact with a positive case: <ul style="list-style-type: none"> ○ Limit close contact with other people outside their household, especially in enclosed spaces. ○ Wear a face covering in enclosed spaces and where they are unable to maintain social distancing. ○ Limit contact with anyone who is ECV. ○ Take part in regular LFD testing. - If staff are not fully vaccinated they should self-isolate in line with guidance 				
Classroom ventilation during the cold weather	Staff and pupils	<ul style="list-style-type: none"> - The HSE have stated that the enforcing authority would be satisfied if windows were closed during lessons, but then opened when students break or lunch so a quick air change could be done. - The HSE has stated that schools need to balance the risk between having adequate ventilation for COVID purposes and causing children to develop chest colds 	<p>TSFA - All rooms and corridors are monitored for CO2 levels and fresh air dampers are automatically activated/opened when levels are reached.</p> <p>Any recirculating air conditioning systems should not be being operated during the pandemic as they can increase the risk of</p>	Principals and SLGs, Site teams/all staff	4.11.21	4.11.21

		<p>etc. during the winter months because the environmental conditions are too cold.</p> <ul style="list-style-type: none"> - The Academy will adopt the above working practice during the winter months. 	transmission.			
Clinical vulnerable staff	Staff	<ul style="list-style-type: none"> - Staff in the clinically vulnerable cohort can continue to come to work and therefore attend open evening, but line managers should update individual risk assessments to ensure mitigations are relevant and robust. 	Line managers have met with staff in this cohort and update the individual risk assessments.	Line Managers	4/11/21	4.11.21
Clinically extremely vulnerable staff	Staff	<ul style="list-style-type: none"> - Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. 	<p>Further information can be found in the guidance on protecting people who are CEV from COVID-19: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19.</p>	Line Managers	4.11.21	4.11.21

Departments who are handling and distributing resources.	Staff/ Students	<ul style="list-style-type: none"> - Staff and pupils and parents should sanitise hands on entry to the academy and throughout the academy as the evening progresses. Consideration must be taken to when using Bunsen burners as hand sanitisers are flammable. - Classroom ventilation dampers will remain open during open evening where it is acceptable to do so from a temperature perspective to ensure good ventilation. - In the case of a chemical spill onto skin, only water must be used to thoroughly wash them and not hand sanitiser. - Every effort should be made to sporadically clean equipment as it is handled using antibacterial wipes as the evening progresses. It is noted that this may not always be possible. 	<ul style="list-style-type: none"> - All students will wear goggles during demonstrations, in line with CLEAPSS guidance. Goggles should be wiped down after use. - Students and staff will wash their hands before using a Bunsen burner using a non-flammable hand wash. - Medical assistance will be sort if required. The incident will be logged if this results in injury or if medical assist is required. 	SLG/all staff/	4.11.21	4.11.21
Use of toilets and open spaces	Staff, pupils, visitors	<ul style="list-style-type: none"> - Available hand washing facilities with encouragement to use these facilities regularly. - Single use toilets in operation negating the need to socially distance. - Hand driers are now in operation in toilets. - Lidded bins are provided in toilet facility areas also. 	<ul style="list-style-type: none"> - Toilets will be cleaned regularly throughout the day. 	SLG, cleaners	4.11.21	4.11.21
Health and safety considerations	Staff, pupils, visitors,	<ul style="list-style-type: none"> - As per Government guidance fire drills will continue to be held as normal and the normal fire evacuation procedure will be in 	<ul style="list-style-type: none"> - Assembly point Woolshops Service Yard B 	RBK, PPTs, SLG, RPL	4.11.21	4.11.21

	parents	operation on the evening itself.	<ul style="list-style-type: none"> - Fire registers will be taken as fire evacuation plan - The Fire Evacuation Plan will be communicated to all staff and pupils 			
Drop off/collection areas with parents	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> - Queuing system will be in operation for pupils and parents which will help to Stagger entry to the building. - Parents and pupils will be offered sanitiser on entry. 	<ul style="list-style-type: none"> - Sanitiser available at the front entrance (and throughout the academy) 	PPTs, SLG	4.11.21	4.11.21
Reception/admin area	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> - The design of the reception area already creates a barrier between front facing staff and others using reception desk/counter and through Perspex screen. - Parents and pupils to enter the academy via main entrance but in a staggered (by year group) formation. Students will scan cards at barrier to gain access to site. 	<ul style="list-style-type: none"> - Open reception areas have temporary protective screens fitted. - Hand Sanitiser Station to be placed in reception and adjacent to entrance speed gates - Pedestrian barriers on the external doors ensure orderly entry 	RBK, RPL, SLG, PPTs RBK	4.11.21	4.11.21
Area for first aid and separate toilet	Staff, Pupils,	<ul style="list-style-type: none"> - In cases of emergency or where students are feeling unwell, they will be escorted to the medical inspection room where the Medical Welfare Officer or first aider will carry out an initial assessment using full PPE (Personal Protective Equipment). 		LSH, RHY	4.11.21	4.11.21

Symptomatic staff, parents or pupils	Staff, visitors, pupils	<ul style="list-style-type: none"> - The first aid room is available for anyone who is symptomatic so they can wait for a parent to collect. However, Students will be encouraged to leave the building as soon as possible. - Area in which symptomatic people are awaiting requires to be cleaned after use. - Staff and Students can collect tests to be used at home. - Those staff who are required to offer close supervision to students while awaiting collection will be provided with appropriate PPE (see PPE below) these will be kept in the SLG office (GF). - Staff referred for testing if they have been in contact with a person diagnosed with COVID or if they display symptoms. - If you are asymptotic and test positive then self-isolate, but if you then develop symptoms then you have to restart the self-isolation period. 	<ul style="list-style-type: none"> - Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID 	LSH, RHY	4.11.21	4.11.21
Assembly & gatherings	Staff, Pupils Visitors	<ul style="list-style-type: none"> - The opening speech will be performed four times across the evening to a target audience of 70 people. Repeating the speech four times reduces the need to bring more people together in one sitting. 				

Personal Protective Equipment (PPE)	Staff, Pupils	<ul style="list-style-type: none"> - PPE required for personal care only. - If a child, young person or other learner becomes unwell with symptoms of coronavirus while in school (and needs direct personal care until they can return home) a fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. - If contact with the child or young person is necessary, the supervising adult will wear disposable gloves, a disposable apron and a fluid-resistant surgical facemask. - Where there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, eye protection will be worn. - Risk assessment already in place for students with intimate care need (PPE to continue to be used in usual way). 	<ul style="list-style-type: none"> - Inform key staff of the requirements for PPE and provide information for their safe usage. - Individual risk assessments to be conducted where applicable. - PPE signed out when used from either RBK or RHY. 	SLG RBK SLG RBK TMAT	4.11.21	4.11.21
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Assessors Name: Michael Fitzsimons

Assessment Review Date: Annually – November 2022