The JCB Academy

RISK ASSESSMENT : Delivering Education during the COVID-19 Pandemic from 24 August 2020

Hazard	Who might be harmed and how?	Risk Rating (H/M/L)	Control measures	Member of staff responsible	Date action completed	Updated Risk Rating (H/M/L)
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Everyone on site. General transmission may occur through close contact between colleagues, learners and visitors and touching contaminated surfaces.	H	• Anyone displaying symptoms of COVID-19 or in a household where someone is displaying symptoms of COVID-19 or who is contacted by Test and Trace must follow current guidance relating to self-isolation and testing.	JWA	12.06.20	L
			• Staff informed about the Test and Trace service.	JWA	12.06.20	
			• Social distancing maintained wherever possible between all adults on site and between learner groups (see attached guidance).	JWA	12.06.20	
			• Frequent handwashing for a minimum of 20 seconds duration promoted.	JWA	12.06.20	
			• Hand sanitiser available in classrooms, shared spaces, entrance and exit points.	JCO	11.06.20	
			• Regular cleaning of surfaces touched by learners, staff and visitors	JCO	11.06.20	
			• Surfaces cleaned with Zoono once every 24 hours. This product causes the pathogen to brek up with lethal effect and carries on working for 24 hours.	JCO	02.11.20	
			• Review COSHH assessment for hand sanitiser and cleaning materials.	JCO	11.06.20	
			• Review cleaning schedules.	JCO	11.06.20	
			• Signage used to promote hygiene (respiratory and hand) and social distancing.	JCO	11.06.20	
			• Review stocks of soap, hand sanitiser, tissues.	JCO	11.06.20	
			• Staff, parents/carers and visitors informed of the measures in place to reduce transmission.	JWA	12.06.20	
			• Individual risk assessments carried out for staff at higher risk.	JWA	12.06.20	

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			• Timetable and use of classrooms reviewed to reduce movement around the building.	JBA	11.06.20 & 02.11.20	
			• Space between seats and desks maintained in classrooms and other rooms used for learning, ensuring learners are seated side by side and facing forwards.	JWA	12.06.20	
			• Unnecessary items and those items hard to clean removed from classrooms and learning environments.	JCO	11.06.20	
			• Thorough cleaning of rooms at the end of the day.	JCO	11.06.20	
			• Ventilation in the buildings maximised by opening windows and doors.	JCO	11.06.20	
			• Transport arrangements and plans revised.	JCO	11.06.20	
			• Visitors on site limited and access to buildings controlled.	JCO	11.06.20	
			• Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes.	JCO	11.06.20	
			• Ensure learner groups are maintained during fire drills. (NB: in an emergency social distancing may not apply.)	JCO	15.07.20	
			• Ensure increased ventilation measures do not compromise learner or staff safety.	JCO	11.06.20	
			• Discuss transport arrangements with providers and parents/carers.	JCO	11.06.20	
			• Review access points for visitors.	JCO	11.06.20	
			• Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time.	JCO	11.06.20	
			• Inform parents/carers and apprentices of bus arrangements.	JCO	11.06.20	

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			• Different year groups do not mix during the day or on subsequent days.	JBA	15.07.20	
			• Groups use the same floor throughout the day apart from lunchtime.	JBA	15.07.20	
			• Sharing of stationery and other equipment limited.	JWA	15.07.20	
			• Any resources shared between groups will be either (i) cleaned frequently and meticulously and always between groups using them; or (ii) rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups. The same rules will be followed for books and other shared resources that learners and staff take home.	JWA	15.07.20	
			• Practical lessons have additional control measures in place.	JWA	12.06.20	
			• Where possible actions taken for behaviour management will not involve touching a learner.	JGA	15.07.20	
			• Learners will be reminded to maintain their distance and not touch staff or peers.	JGA	15.07.20	
			• Timetable organised to facilitate learners in year groups	JBA	12.06.20	
			• Learners provided with guidance on transition and social distancing.	JBA	15.07.20	
			• Review behaviour management plans and procedures.	JGA	15.07.20	

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			• Wear disposable gloves, disposable apron, fluid resistant surgical and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit.	JCO	11.06.20	
			• When performing CPR, phone an ambulance and use compression only CPR until the ambulance arrives.	JCO	11.06.20	
			• If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.	JCO	11.06.20	
			• Review Assessment of First Aid Needs.	JCO	11.06.20	
			• First aiders instructed on the safe "donning and doffing" of PPE.	JCO	11.06.20	
			• Maintain stocks of PPE.	JCO	11.06.20	
	Resuscitation Council UK Statement: *It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, the risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.*					

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			• Increase ventilation in the room if possible.	JCO	11.06.20	
			• PPE provided for supervising adult: Fluid resistant surgical mask if a 2-metre distance cannot be maintained. Where contact with the learner is needed: Fluid resistant surgical mask, disposable gloves and disposable apron.	JCO	11.06.20	
			• Maintain stocks of PPE.	JCO	11.06.20	
			• Supervising adult instructed on the safe “donning and doffing” of PPE.	JCO	11.06.20	
			• Consider using first aiders to supervise to reduce numbers of staff who need access to PPE.	JCO	11.06.20	

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Risk Rating
The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action