


IMPORTANT – please read this information before completing this risk assessment.

This is a model Covid-19 risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site**. This is a live document and it came into place on February 24th and whilst there is no longer a legal requirement for people with Covid-19, the updated published guidance outlines measures align with the previous legal requirement to manage risk. [COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/covid-19-people-with-covid-19-and-their-contacts) Specific schools guidance is outlined in the updated [Contingency Framework](#) and [Operational Guidance](#)

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

The public health advice via the DfE helpline will continue to the end of March 2022.

 <p>An Daras Trust <small>Igniting Curiosity Growing Capabilities</small></p>	Establishment/Department: Windmill Hill Academy	Establishment Risk Assessment	RA100 V2.9
	Address: Windmill Hill, Launceston, Cornwall. PL15 9AE		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: 3.9.21 (reviewed 14.11.21, 13.12.21, 9.1.22, 27.2.22, 1.4.22)	
This risk assessment explains the actions school leaders should take to minimise the risk of transmission of COVID-19 in their school Living with Covid February 2022 onwards. This includes public health advice, endorsed by UK Health Security Agency (UKHSA), or from the Southwest Directors of Public Health.		This document is to remain under constant review	
This risk assessment is generic and outlines control measures. Each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and <u>must</u> consult with their staff regarding the risks and control measures being implemented.		Assessor(s): Abby Bassett (Head of School) and Joanne Callow (Executive Headteacher)	
Up-date 25/02/2022 – changes to text to include new guidance			

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>	Optional: School's comments re. mitigations put in place
Keep occupied spaces well ventilated		
Poorly ventilated spaces leading to risks of coronavirus spreading Ventilation to reduce transmission Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus	<ul style="list-style-type: none"> • Ventilation and AC systems working optimally. • Heating used as necessary to ensure comfort levels are maintained when the building is occupied. • Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow. • Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school). • Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as opposed to 	Caretaker to open the vast majority of windows each morning. When weather turns colder, pupils and staff advised to wear base layers. CO2 monitors arrived and positioned on 12.11.21. Use to monitor ventilation and take action where needed, e.g. more windows opened for longer periods of the day etc. 6 air purifiers received in

<p>outbreak and CIBSE COVID-19 advice provides more information. DfE is working with the Scientific Advisory Group for Emergencies (SAGE) and NHS England on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.</p>	<p><i>low-level windows, close external doors and arrange the furniture if appropriate and possible.</i></p> <ul style="list-style-type: none"> • <i>Use fans for good air circulation.</i> • <i>Air conditioning systems that normally run with a recirculation mode set up to run on full outside air.</i> • <i>Ventilation's system that removes and recirculates air to different rooms is turned off.</i> • <i>Ventilation system remains on at all times, even when the building is unoccupied. The system set to operate at lower ventilation rates during evenings and weekends.</i> • <i>Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold, and the above steps must be considered).</i> • <i>Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation</i> <p><i>A robust risk assessment process should include the following:</i></p> <ul style="list-style-type: none"> • <i>How is each room in the establishment being ventilated?</i> • <i>How many people are going to be using the room – more people greater the risk</i> • <i>What activities are being done in that room – lots of people talking, shouting, more risk</i> • <i>CO2 monitors are only a tool to identify poorly ventilated areas – they are not to be used as a mechanism to '<u>measure safe thresholds</u>' and to be used with the HSE suitability chart.</i> • <i>DfE guide Ventilation - Google Drive</i> • <i>Risk assessment video link https://youtu.be/hkK_LZeUGXM</i> • <i>Simple resource to support schools with ventilation and CO2 monitoring: CoSchools - tools for healthy schools</i> <p><i>It is advisable to use a thermometer to monitor temperatures where opening windows and doors is being used as a mechanism to aid ventilation. For more information on suitable workplace temperatures see HSE: Guidance on temperature in the workplace</i></p>	<p>Spring 1 and positioned in classrooms with higher CO2 readings.</p> <p>All classrooms have windows and classroom/corridor doors.</p> <p>Staff meetings carried out in classrooms/hall where people can be spaced out and there is sufficient ventilation.</p>
<p>Maintain appropriate cleaning regimes</p>		

<p>You should put in place and maintain an appropriate cleaning schedule.</p>	<ul style="list-style-type: none"> • <i>Reduced clutter and removing difficult to clean items to make cleaning easier.</i> • <i>Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</i> • <i>Surfaces that are frequently touched and by many people in common areas to be cleaned twice a day.</i> • <i>Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user.</i> • <i>Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors) or providing contactless payment.</i> • <i>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</i> • <i>Provide more bins and empty them more often.</i> • <i>Toilets and communal areas to be cleaned regularly.</i> • <i>Sanitising spray and paper towels to be provided in classrooms for use by members of staff. If using cloths – disposable or appropriate washing and drying process.</i> <p><i>Thorough cleaning of rooms at the end of the day. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</i></p> <p><i>UKHSA has published guidance on the cleaning of non-healthcare settings</i></p>	<p>Cleaning supplies in each classroom. Regular handwashing and hand sanitiser in each room. All rooms have bins.</p>
<p>Ensure good hygiene for everyone</p>		
<p>Key control measures</p>	<p>Key messages: Control measures to remain in schools to reduce risk:</p> <ul style="list-style-type: none"> ○ Ensure good hygiene for everyone. ○ Maintain appropriate cleaning regimes. ○ Keep occupied spaces well ventilated. ○ Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 	<p>Reminded pupils upon returning to school after the summer holidays/as necessary.</p> <p>There is a potential risk when using pump style hand sanitisers. There is no requirement for COSHH assessments as directed by Cornwall Council.</p>

	<p>Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school. (The legal requirement to wear a face covering no longer applies. However, the government suggests that you continue to wear a face covering in crowded and enclosed spaces where you may come into contact with people you do not normally meet).</p> <p>Respiratory hygiene The 'catch it, bin it, kill it' approach continues to be very important. The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene. There are good hygiene measures that can be used in:</p> <p>https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/spotty-book-2021.pdf</p> <p>https://www.england.nhs.uk/south/info-professional/public-health/infection-winter/schools-and-nurseries-guidance/</p>	<p>Always follow the manufacturer's guidance on the container or information supplied with the product.</p> <p>Do not use the product for a purpose other than its intended use.</p> <p>Use as little of the product as you can.</p> <p>Store the product safely – again following the manufacturer's advice.</p> <p>Ensure that children are supervised appropriately.</p>
Self-isolation – staff/pupils:	<p>If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, you are advised to try to stay at home and avoid contact with other people.</p> <p>Adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature.</p> <p>Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend.</p> <p>Adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. For children and young people aged 18 and under, the advice is 3 days.</p>	<p>Share with staff and parents and advise where necessary.</p>

Pupil /staff related issues	Settings should continue to encourage coronavirus (COVID-19) vaccination uptake for eligible students and staff.	
Vulnerable groups who are clinically, extremely vulnerable.	<i>Following successful roll-out of vaccine programme + rapid access to therapeutics for those at highest risk, people previously considered clinically extremely vulnerable (CEV) will not be advised to shield again. People at higher risk advised to follow same guidance as everyone else with additional advice available here COVID-19: guidance for people whose immune system means they are at higher risk - GOV.UK (www.gov.uk)/ Guidance for people previously considered clinically extremely vulnerable from COVID-19 GOV.UK (www.gov.uk)</i>	

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

Signed: Abby Bassett (Head of School) and Joanne Callow (Executive Head) ...

Date 27.2.22

The outcome of this assessment should be shared with the relevant staff and Governing Body.
A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.