

Covid/Knox Academy risk assessment for August 2022

Identify hazards

A. HAZARD	B. RISKS	C. RR	D. WHO MAY BE HARMED?	E. EXISTING CONTROL MEASURES	F. ADD CM?
Hand Cleaning	Infection	8	Pupil Staff	<p>We will continue to support staff and pupils to follow advice on good hand hygiene, and ensure regular surface cleaning in the school. We will also encourage effective respiratory and cough hygiene to minimise the risk of the transmission of COVID-19.</p> <p>Hand washing facilities are available on all floor levels at Knox Academy for Pupils and staff in individual toilets. Hand sanitiser will continue to be available at entry/exit points across the school and in classrooms. Sprays/wipes will also be available to clean work stations and desks.</p> <p>The larger pupils communal toilets in the social area and dining area will be closed during class time but plenty of individual toilets are accessible. The communal toilets in the social area and beside the dining room will be open during breaks and lunchtimes only but there are plenty of individual toilets/two cubicle toilets accessible during period times</p>	No

				<p>should pupils need to access these.. These will have adequate supplies of soap, water and paper towels. Cold water is acceptable where the sink is cold water only.</p> <p>If these are empty pupils should inform FES staff immediately). This also applies to the staff toilets. Hand driers can also be used.</p>	
Provision and Use of PPE	Infection	8	Member of the public Pupil Staff	<p>Face coverings are available for pupils and staff if they still wish to wear one. These are available at the front door and office.</p> <p>.</p>	No
Supporting Physical Distancing	Infection	8	Member of the public Pupil Staff	<p>Physical distancing: Pupils and staff should follow the wider societal guidance on physical distancing will not be required in schools or on dedicated school transport, but is encouraged. As in wider society it will remain important to be cautious and exercise personal responsibility, recognising that, where possible, it is safer to keep a distance from other people.</p>	No

Working from Home	musculoskeletal	6	Staff	<p>All staff working from home have been sent the Guidance Document on Home Working and asked to check that their home workstation and confirm to their manager that this has been done. New staff and our NQTs will be sent this by Peter Luke. Anyone working from should adhere to guidelines.</p> <p>Separate keyboards and mice should be provided where requested</p> <p>A direct access laptop is available for those working from home.</p> <p>Pupils to have access to Google Classroom - remotely - and devices have been issued to those who may not have one (this has been done over the last year and we continue to have more available for new starts/pupils who may still need these).</p> <p>A Business Continuity Plan has been devised should there be a lockdown again and that for most young people, remote learning will be the default (HUB operational again in this case too). If staff absence is really high dur to Covid, certain year groups may be</p>	No

				<p>asked to work from home/remote learn. Those in receipt of free school meals will still receive this provision (payment sent from ELC). Pupil Support will continue to support those in their cohort who may require increased support when remote working.</p> <p>Organisational development have produced guidance on managing remote teams and SLT and CLs are aware of this.</p>	
Classrooms/ rooms being used as classrooms	Infection	8	Cleaner Pupils Staff	<p>Furniture may be moved now to accommodate groupings etc. and no longer needs to all face forward. There is no need for distancing between desks but it is recommended that we be cautious so ideally they should be spaced out as best as possible to provide as much space between pupils as possible.</p> <p>There is no requirement for physical distancing now but as in wider society it will remain important to be cautious and exercise personal responsibility, recognising that, where possible, it is safer to keep a distance from other people.</p> <p>Rooms must be well ventilated with windows open where possible and doors open to provide a through draft and increase circulation. If unused - they should be purged for 15 minutes before use. At the end of</p>	No

			<p>the day windows and doors should be shut to allow the build up of heat. Temperature of the room should be monitored and the air flow adjusted accordingly if too hot or too cold. As we move to cooler weather term windows should still be kept open at all times throughout the day but not at wide. It is important their is a good air flow through the room. Classroom doors should also remain open to help a through draft. Retainers exist on windows and should this break for any reason please inform a janitor ASAP so this can be sorted. CO2 monitors have been placed in all classrooms so levels of CO2 can be monitored and action taken if red or amber readings (increasing ventilation).</p> <p>Pupils and staff should bring a wear warm fleece or jacket to put on should they feel cold and for going outside for outdoor learning. In the dining hall and social area - air flow should be aided by opening windows and doors. Windows should be on restrictors/retainers only around the school.</p> <p>There is no longer a requirement for seating plans and/or bubbles.</p> <p>Cleaning equipment will be readily available in all areas of use and be readily available for pupils and staff to wipe surfaces throughout the day. Wipes/sprays and hand sanitiser will be available in</p>	
--	--	--	--	--

				<p>all classrooms/rooms/bases for this purpose. Wipes/cleaning roll should be binned immediately and these should be emptied regularly.</p> <p>Good hand hygiene should be observed at all times and staff should encourage pupils to adopt this at all times too.</p> <p>Risk assessments with CLs and their teams have been carried out in Art, HE, PE, Drama, Dance, Science, Computing and Technologies - these must remain fluid in terms of updates as they come in from the Scottish Gvt</p> <p>There is no need for staff and pupils (S1-S6) to wear face coverings in class but they should be supported to do so if they so wish to.</p>	
Toilets	Infection	8	Member of the public Pupils Staff	<p>During class time:</p> <p>Pupils use nearest individual toilet/pupils' toilets (smaller communal ones now open during class time too) to their room if accessing toilets during period</p>	No

				<p>time (expectation is that most pupils access toilets at break and lunchtime to minimise interruption to learning and teaching)</p> <p>Surfaces should be cleaned regularly.</p> <p>Large communal pupils' toilets in the social area will be only be open at break and lunch times</p> <p>FES staff will monitor these regularly throughout the day to ensure a good level of cleanliness and pupils will be asked to keep them clean too in terms of use (covered in a recent assembly). Notices on the doors asking pupils to alert the janitors of any toilets requiring cleaning or product updates if they notice this between cleaning times.</p>	
Offices	Infection	8	Staff	<p>Physical distancing is no longer required but it will remain important to be cautious and exercise personal responsibility, recognising that, where possible, it is safer to keep a distance from other people.</p> <p>Staff can now access the office and the pigeon hole room with no limit on numbers in these areas - but again, being cautious about keeping a distance from</p>	No

				<p>people is safer rather than areas becoming crowded.</p> <p>Windows and doors should be opened as much as possible across the school to ensure a high quality of ventilation/air flow. .</p> <p>If items are shared, good hygiene practices should prevail.</p> <p>PPE is also available for the office team and for any member of staff who wishes it (from Karen Fraser)</p>	
Dining Hall	infection	8	Pupils Staff	<p>The dining room will be cleaned after break and lunch by FES staff.</p> <p>Hand sanitiser stations available for good hygiene and should be used on entry to the dining hall</p> <p>Water dispensers available as normal</p> <p>Staff will supervise the dining room and social areas at break and lunch.</p>	No

				Windows in the dining room will be open to provide effective ventilation	
First Aid/Administration of Medication	infection	8	Pupils Staff	<p>Standard first aid/managing healthcare needs infection control procedures should be followed</p> <p>Karen Fraser is our designated Welfare Auxiliary.</p> <p>There is no longer an isolation room at school - any pupil or member if staff with symptoms should not come to school. If they develop symptoms in school they should be sent home.</p> <p>As part of individual pupil risk assessment Care Plans/Health Care Needs should be considered.</p> <p>First Aiders should be aware of the ELC Guidance on First Aid during COVID-19</p>	No

Cleaning	Infection	8	Pupils Staff	<p>HT's and Business Managers liaise with their cleaners and report any issues to FMS immediately. Staff should also report any issues to Peter Luke.</p> <p>At present, cleaning materials will be still be available for pupils and staff to clean throughout the day (wipes and/or sprays and towels)</p>	No
Fire Evacuation	infection	8	Pupils Staff	<p>Our Fire Evacuation procedures should be followed as normal and these have been sent out to staff and covered in assemblies during the first week back.</p> <p>Janitors follow up any fire alarm with phone call to the fire brigade (agreed by FES)</p> <p>Once the Fire Officers let us know it is safe: Re-entry by the allocated year group doors (face coverings back on as a communal area) and follow the one way system back to your classroom.</p> <p>Fire drill takes place once each term.</p>	No

				All staff and pupils have been briefed on the fire evacuation procedures so know what to do when the alarm sounds during in school time and at break and lunchtime..	
Pupils/Staff becoming symptomatic	infection	8	Pupils Staff	Staff and pupils who have symptoms of Covid-19 and who have a fever or are too unwell to carry out normal activities will be asked to stay at home while they are unwell or have a fever - but under revised guidelines can return after 5 days. At present we are continuing with our approaches to good hand hygiene and ventilation.	No
Staff Rooms/Kitchens	Infection	8	Staff	Staffrooms do not have to have physical distancing measures in place but as in wider society it will remain important to be cautious and exercise personal responsibility, recognising that, where possible, it is safer to keep a distance from other people. Good hygiene in staff bases will be important to prevent spread and as a communal area,	No
Personal Care	Infection	8	Pupils Staff	The young person should be encouraged to carry out as much themselves as is possible.	No

				Our welfare assistant will continue to wear PPE when attending to young people.	
Non School Adults	Infection	8	Member of the public Pupils Staff	<p>There will be no restrictions on parents, carers or wider family members entering school buildings, . There are therefore no restrictions on in-person parent / carer evenings, parent / carer related events and meetings in school buildings e.g. subject choice events, careers events, fundraising events, family learning activities, volunteering in school, Parent Council and other similar events or meetings. Parents, carers and family members will be able to attend indoor and outdoor sporting and cultural events.</p> <p>When visiting the school all visitors must follow the school's protocols in terms of face coverings in communal areas and general hygiene procedures. Parents should still, ideally, make an appointment before coming to school so we can ensure availability.</p>	No
Movement Around the School	Infection	8	Pupils Staff	Parts of our one way system will be retained as the flow through corridors was safer than the two way	No

			Visitor	<p>system in narrow corridors. Pupils should leave by the nearest exit at break and the end of the day to minimise congestion in corridors.</p> <p>Windows in classrooms, corridors and in the dining area will remain open to provide good ventilation.</p>	
Individual Pupils	Infection	8	Pupils	<p>The Chief Medical Officer's advice is that children and young people on the highest risk list can follow the same advice as for the rest of the population. This includes attending education settings, unless their clinician has advised them otherwise individually.. If a risk assessment is deemed necessary, Mr Illingworth will liaise with the parents/carers of individuals or a parent/carer may contact him should they wish to discuss one being put in place..</p>	No
Practical Subjects	Infection	8	Pupil	<p>Risk assessment have been carried out for the following subjects:</p> <p>HE - risk assessments have taken place and updated in Sphera</p> <p>Technologies - following SERC advice</p>	No

				<p>Music, Art and Drama and Photography</p> <p>CDT - Equipment- hand held equipment e.g power tools in CDT - hygiene will still be observed</p> <p>PE and Dance RAs updated -Equipment to be cleaned regularly</p>	
Self-isolation - revised guidance as 1 May 2022	infection	12	Staff	<p>Pregnant women should speak to Peter Luke, the Business Manager, to ensure a risk assessment is put in place.</p>	No
Trips and excursions	Infection	12	Pupil Pupils Staff	<p>Residential trips can now take place if agreed by ELC and terms and conditions meet with their scrutiny - Evolve Training required</p>	No

Additional control measures

G. HAZARD	H. ADDITIONAL CONTROL MEASURES	C. RR AFTER CM
Hand Cleaning		6

Provision and Use of PPE		6
Supporting Physical Distancing		6
Working from Home		6
Classrooms/ rooms being used as classrooms		8
Toilets		6
Offices		6
Dining Hall		6
First Aid/Administration of Medication		6
Cleaning		6
Fire Evacuation		6
Pupils/Staff becoming symptomatic		6
Staff Rooms/Kitchens		6
Personal Care		6
Non School Adults		6
Movement Around the School		6

Individual Pupils		6
Practical Subjects		6
Self-isolation - revised guidance as 1 May 2022		16
Trips and excursions		16

Safe working procedures

SIGNIFICANT HAZARDS/RISKS

SPECIAL PRECAUTIONS

A range of Guidance is available from Scottish Gov, HPS, ELC and other bodies such as Unions etc. This should be referred to when planning.

SAFE WORKING METHOD

Reviews and sign-offs

Date of review/sign off	User	Type
18 August 2022	Susan Cook	Review