

## Result of COVID-19 risk assessment for the full reopening of Corby Business Academy from the autumn term 2020.

### Introduction

The risk assessment was carried out in line with our Risk Assessment Policy as published on The Brooke Weston Trust website. It will continue to be reviewed and updated as necessary, particularly in response to changing guidance.

29 risks and associated consequences have been considered. For each risk, control measures have been identified to manage the risk as effectively as possible. The risks identified and key measures in place to control them so that students, staff and visitors are kept as safe as possible are set out on page two of this document.

Risk control and mitigation strategies have followed the 'system of controls' set out in Government guidance for schools. This system of controls is a set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail here.

#### Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)

#### Response to any infection:

- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) Contain any outbreak by following local health protection team advice

## Risks and key controls

Risk 1	Inability or failure to maintain appropriate social distancing in school
Key control measures	<ul style="list-style-type: none"> <li>• Staff, Contractors and all adult visitors are to maintain two-meter social distancing from one another and from students.</li> <li>• Staff and students are placed in year group pods where appropriate.</li> <li>• Movement throughout CBA will be managed to maintain pods.</li> <li>• Teaching spaces have been laid out in accordance with government guidance.</li> <li>• An enhanced cleaning regime has been put in place.</li> <li>• Frequent hand washing/sanitizing is encouraged throughout the day.</li> <li>• An adapted behavioural policy has been drawn up and communicated with students, parents and guardians.</li> <li>• Building ventilation has been increased via AHUs and an open window policy implemented.</li> </ul> <p><u>UNIT specific control measures</u></p> <ul style="list-style-type: none"> <li>• Seating plans have been drawn up in accordance with government guidance.</li> <li>• All soft furnishings have been removed from UNIT areas.</li> </ul>
Risk 2	Access to and egress from school site presents increased opportunity for transmission
Key control measures	<ul style="list-style-type: none"> <li>• None essential visitors will not be permitted. Contractors will only be permitted for essential work and maintenance. All visitors will be provided with a copy of the schools amended 'visitors policy' prior to arrival.</li> <li>• All persons are required to wash/sanitize their hands when entering and when leaving the premises.</li> <li>• No persons displaying Covid 19 symptoms will be permitted on site.</li> <li>• No persons living with a person(s) displaying Covid 19 symptoms will be permitted on site.</li> <li>• Additional signage is in place to clarify the school's hygiene expectations and routes of travel around site.</li> <li>• Students may only be dropped off by parents and guardians at the upper car park, parents and guardians will not be permitted access to the main carpark without prior permission.</li> <li>• The collection and dropping off of Students via buses will be supervised by staff and only one bus may collect or drop off students at any given time.</li> <li>• Interaction at reception has been reduced by the installation of screens and by encouraging communication via telephone and email.</li> </ul> <p><u>UNIT specific control measures</u></p> <ul style="list-style-type: none"> <li>• UNIT students may be dropped off outside the UNIT faculty by their Parents and guardians.</li> </ul>

	<ul style="list-style-type: none"> <li>Specialists, therapists, clinicians and other support staff for students will be provided with information packs so their services can continue to be provided to students.</li> <li>UNIT specific parental/carer expectations document prepared and communicated.</li> </ul>
<b>Risk 3</b>	<b>Insufficient availability of staff to fulfil all school duties</b>
Key control measures	<ul style="list-style-type: none"> <li>Staffing rotas and allocation reviewed regularly.</li> <li>Secondary responsibilities such first aid and fire marshal considered.</li> <li>Supply teachers, peripatetic teachers and supply staff to be inducted by phase leaders or the site manager.</li> </ul> <p><u>UNIT specific control measures</u></p> <ul style="list-style-type: none"> <li>Audit of staff carried out.</li> <li>Contingency plans developed to cover staff absence/sickness.</li> </ul>
<b>Risk 4</b>	<b>Loss of key staff due to self-isolation</b>
Key control measures	<ul style="list-style-type: none"> <li>Five key holders in place.</li> <li>Communication and welfare checks established.</li> <li>Leadership hierarchy in place.</li> <li>Buddy system in place with other BWT schools.</li> </ul>
<b>Risk 5</b>	<b>Poorly defined expectations of staff</b>
Key control measures	<ul style="list-style-type: none"> <li>All staff have access to employee assist program.</li> <li>Staff wellbeing program lead by principal.</li> <li>Creation of return to school booklet.</li> <li>Expectations to be defined during training days at the beginning of term 1.</li> <li>All staff consulted during risk assessment process.</li> </ul> <p><u>UNIT specific control measures</u></p> <ul style="list-style-type: none"> <li>Frequent wellbeing meeting to be held.</li> </ul>
<b>Risk 6</b>	<b>Suspected case of COVID-19 displaying symptoms whilst at school</b>
Key control measures	<ul style="list-style-type: none"> <li>A dedicated covid-19 isolation room has been designated.</li> <li>All persons are to maintain a safe distance from affected individuals.</li> <li>PPE provisions are available to first aiders to allow them to provide first aid treatment where necessary.</li> <li>Areas occupied and equipment used by affected individuals will be identified and then thoroughly cleaned/disinfected following latest government guidance.</li> <li>Persons displaying symptoms must follow guidance on self-isolation and not return to school until their period of self-isolation has been completed.</li> <li>A note of all persons who have interacted with the affected persons will be made and they will be monitored for symptoms for a period of two weeks.</li> <li>Return to school booklet stipulates staff responsibilities and procedures in the event of a suspected case of Covid 19.</li> <li>The school will follow published government guidance on what to do if someone develops Covid 19 symptoms.</li> <li>PHE flowcharts to be displayed in every classroom.</li> <li>PPE training for staff is mandatory and monitored by HR.</li> </ul>
<b>Risk 7</b>	<b>A Confirmed case of Covid-19 in school</b>



Key control measures	<ul style="list-style-type: none"> <li>• An enhanced infection prevention and control regime is in place.</li> <li>• Government advice relating to isolation shared with staff, students and visitors.</li> <li>• Where persons test positive to Covid 19 the rest of their class and/or group should be sent home and advised to self-isolate for 14 days or as long as government guidance dictates.</li> <li>• The return to school booklet stipulates staff responsibilities and procedures in the event of a confirmed case of Covid-19.</li> <li>• Limited access to external visitors.</li> <li>• PHE flowchart to be displayed in every classroom.</li> </ul>
Risk 8	Spread of Covid-19 from exposure from others due to: 1) living with someone with a confirmed case. 2) Has come into close contact with a confirmed case
Key control measures	<ul style="list-style-type: none"> <li>• Parental letter and student information booklet clearly outlines the academy's expectations around potential exposure and student behaviour on site.</li> <li>• Staff and students told to follow latest isolation guidelines.</li> <li>• A CBA Covid-19 team has been created to monitor changes in guidance and to deal with suspected or confirmed Covid cases.</li> <li>• Public Health England and Department Of Education advice followed.</li> </ul>
Risk 9	Poor hygiene by school occupants increases risk of transmission
Key control measures	<ul style="list-style-type: none"> <li>• Public Health England and Department Of Education advice followed.</li> <li>• Additional signage and posters in place to promote hygienic behaviour and practices.</li> <li>• Staff and students reminded to avoid touching face/nose/eyes/mouth.</li> <li>• Additional cleaning and hygiene supplies procured.</li> <li>• Frequent welfare facility checks are in place and stock levels to be maintained.</li> <li>• Students to be supervised at lunchtimes to ensure they wash/sanitize their hands before and after eating.</li> <li>• Robust infection prevention and control checklist for cleaning staff.</li> <li>• Additional ventilation in place.</li> <li>• Avoid unnecessary handling of resources.</li> </ul> <p><u>UNIT specific control measures</u></p> <ul style="list-style-type: none"> <li>• Additional support available for individual students.</li> </ul>
Risk 10	Lack of awareness of risks from Covid-19 increases risk of transmission
Key control measures	<ul style="list-style-type: none"> <li>• Additional posters and signage strategically placed around site.</li> <li>• Staff briefings, inductions and disseminated documentation to remind all personal on site of the risks.</li> <li>• Clear guidance, expectations and protocell shared with staff, students, parents, visitors and contractors.</li> <li>• Updated information in parent/guardian, staff and student booklets.</li> </ul> <p><u>UNIT specific control measures</u></p> <ul style="list-style-type: none"> <li>• Work surfaces and tables to be sanitised by class staff every transition.</li> <li>• Hand washing/sanitizing required on an hourly basis.</li> </ul>



<b>Risk 11</b>	<b>Infection prevention and control (cleaning) regimes insufficient or ineffective</b>
<b>Key control measures</b>	<ul style="list-style-type: none"> <li>• Enhanced cleaning regime in place.</li> <li>• Clean as you go culture implemented with other school staff undertaking some cleaning tasks.</li> <li>• Adequate stocks of cleaning equipment are maintained.</li> <li>• Students to bring limited items into school and all items are to remain at work stations.</li> <li>• Cleaning staff included in all staff communication.</li> <li>• Additional hand sanitizers have been purchased and strategically distributed around site.</li> <li>• Staff to ensure students wash/sanitize hands frequently and when moving between building zones.</li> </ul> <p><u>UNIT specific control measures</u></p> <ul style="list-style-type: none"> <li>• Regular points of contact to be cleaned regularly.</li> <li>• Staff to follow strict cleaning regime throughout day.</li> <li>• Maximise opportunities for outdoor learning.</li> </ul>
<b>Risk 12</b>	<b>Lack of required Personal Protective Equipment (PPE) for identified purposes</b>
<b>Key control measures</b>	<ul style="list-style-type: none"> <li>• Routine school operations requiring PPE identified.</li> <li>• Supply chain for stock identified.</li> <li>• BWT PPE champion appointed.</li> <li>• Correct and effective use of PPE information shared with staff.</li> <li>• Compulsory PPE training provided to all staff.</li> <li>• Supplies to be shared between BWT schools if temporary supply issue experienced.</li> <li>• Additional stock to be stored on site.</li> </ul>
<b>Risk 13</b>	<b>Increased risk of harm to vulnerable staff or students, including those attending special unit provision</b>
<b>Key control measures</b>	<ul style="list-style-type: none"> <li>• Existing risk assessments and been reviewed and are in place.</li> <li>• Records kept of students with specific identified health needs.</li> <li>• Information requested from parents/guardians to identify students at greater risk.</li> <li>• Risk assessments in place for vulnerable students.</li> <li>• Additional communication with vulnerable groups regarding relevant government guidance.</li> <li>• Staff rotas reviewed to ensure student needs are met.</li> <li>• A staff survey to identify vulnerable people and groups has been conducted.</li> <li>• Personalised risk assessments and personal evacuation plans are in place for vulnerable staff and students.</li> </ul>
<b>Risk 14</b>	<b>Injury or illness suffered during school occupation requiring administration of first aid</b>
<b>Key control measures</b>	<ul style="list-style-type: none"> <li>• Normal school operating procedures apply with the addition of PPE as required.</li> <li>• Physical contact to be avoided where possible when administering first aid, PPE available when physical contact is required.</li> </ul>

	<ul style="list-style-type: none"> <li>The building has been adapted to facilitate our 2-meter social distancing target between adults and students.</li> <li>Subject specific risk assessments are in place.</li> <li>Dynamic risk assessments in place.</li> </ul> <p><u>UNIT specific control measures</u></p> <ul style="list-style-type: none"> <li>UNIT staff trained by SEND nurse to administer medication whilst following BWT policy.</li> </ul>
Risk 15	Provision of food for students, including use of restaurant facilities or other designated spaces for eating - exposure from large numbers of persons gathering
Key control measures	<ul style="list-style-type: none"> <li>Staff to supervise student movement to and from restaurant to promote good hygiene practices.</li> <li>Staff to supervise students during lunch times to promote good hygiene practices.</li> <li>Additional posters are in place to promote good hygiene practises.</li> <li>The collection of student lunches is staggered.</li> <li>Student seating in line with government guidance.</li> <li>Staff to consume lunches in the restaurant, seating arranged with 2-meter social distancing target in mind and places numbered so staff can return to the same locations.</li> <li>Hand washing/sanitizing facilities available and distributed around site.</li> <li>A catering RA is in place.</li> <li>Redundant restaurant seating has been removed and an enhanced cleaning regime for remaining chairs has been put in place.</li> </ul> <p><u>UNIT specific control measures</u></p> <ul style="list-style-type: none"> <li>UNIT student lunches to be delivered to faculty by restaurant staff.</li> </ul>
Risk 16	Use of changing facilities, showers and drying rooms
Key control measures	<ul style="list-style-type: none"> <li>A PE RA is in place.</li> <li>Changing rooms are to be alternated to allow for cleaning, an extended changing area is also available and changing rooms/areas will be thoroughly cleaned at the end of each day.</li> <li>No showering facility is available.</li> <li>Student supervision is in place.</li> </ul> <p><u>UNIT specific control measures</u></p> <ul style="list-style-type: none"> <li>Personal care hoists, hygiene beds and facilities cleaned after each use.</li> </ul>
Risk 17	Insufficient maintenance and use of school environment and facilities (including electrical and mechanical plant) increases risk of transmission or other issues
Key control measures	<ul style="list-style-type: none"> <li>Windows to be opened during day (weather permitting).</li> <li>Building ventilation increased via BMS.</li> <li>Compliance and planned preventative maintenance to continue.</li> <li>Records kept of daily cleaning.</li> </ul>
Risk 18	Outbreak of fire reduces ability for distancing (e.g. between bubbles)
Key control measures	<ul style="list-style-type: none"> <li>Fire evacuation and invacuation procedure amended to allow for social distancing at assembly points.</li> <li>Additional signage at muster points promoting social distancing.</li> </ul> <p><u>UNIT specific control measures</u></p> <ul style="list-style-type: none"> <li>Personalised evacuation plans (PEEP) and personalised risk assessments in place.</li> </ul>



Risk 19	Use of school transport (of any kind) increases opportunity for transmission
Key control measures	<ul style="list-style-type: none"> <li>Assurances sought from bus operators that sufficient cleaning and hygiene measures are in place.</li> <li>RAs obtained from local authority and assessed.</li> <li>Transport policies to be reviewed as and when new guidance is published.</li> <li>Year pods will have their own designated entry and egress to faculties.</li> <li>Face coverings will be compulsory for all students when traveling on buses.</li> <li>Allocated seating will be in place.</li> </ul>
Risk 20	Travel off site increases opportunity for transmission
Key control measures	<ul style="list-style-type: none"> <li>Meetings conducted via telephone or internet whenever possible.</li> <li>School trips are temporarily suspended.</li> <li>Social distancing implemented where possible.</li> <li>All persons advised to limit their use of public transport and use private single occupancy where possible.</li> <li>BWT home visit policy strictly adhered to.</li> </ul> <p><u>UNIT specific control measures</u></p> <ul style="list-style-type: none"> <li>No offsite visits will take place during term 1.</li> </ul>
Risk 21	Deliveries & waste collection – visitors to site increase opportunity for transmission
Key control measures	<ul style="list-style-type: none"> <li>Additional signage and floor markings promoting social distancing and hygiene in reception area.</li> <li>Hands must be washed/sanitized after handling deliveries and waste materials.</li> <li>Virucidal wipes available for staff to clean deliveries prior to handling.</li> <li>Waste collection times not to conflict with student drop off or collection.</li> </ul>
Risk 22	Contractors, visitor and volunteers attending school site
Key control measures	<ul style="list-style-type: none"> <li>Only necessary maintenance works to be carried out by contractors.</li> <li>Staff, visitors and contractors to strive for 2-meter social distancing target.</li> <li>All contractors and visitors to wash/sanitize hands upon entering site.</li> <li>Areas occupied by contractors are to be thoroughly cleaned after occupation.</li> <li>Contractors and visitors made aware of the school's hygiene and behaviour expectations. Site inductions carried out whenever possible.</li> </ul> <p><u>UNIT specific control measures</u></p> <ul style="list-style-type: none"> <li>Visitors to follow their employers PPE guidance.</li> </ul>
Risk 23	Reintroducing the use of shared equipment and resources as part of curriculum delivery
Key control measures	<ul style="list-style-type: none"> <li>Classroom based resources can be shared within pods, these should be frequently cleaned during lessons.</li> <li>Students to limit the amount of equipment they bring on site.</li> <li>Subject specific risk assessments are in place.</li> </ul> <p><u>UNIT specific control measures</u></p> <ul style="list-style-type: none"> <li>Resources cleaned regularly.</li> </ul>
Risk 24	Recruitment activities and teacher training





Key control measures	<ul style="list-style-type: none"> <li>• Remote recruitment process in place.</li> <li>• Training conducted via Microsoft TEAMS where possible.</li> <li>• Legal requirements for pre-appointment checks are still met.</li> </ul>
Risk 25	Safeguarding cases – increase in volume and interventions needed
Key control measures	<ul style="list-style-type: none"> <li>• Designated safeguarding leads and deputies to have maximised time to help provide support to staff and students.</li> </ul>
Risk 26	Extra-curricular provision reintroduced
Key control measures	<ul style="list-style-type: none"> <li>• Year 11 curriculum extended to 16:00 Tuesday, Wednesday &amp; Thursday.</li> <li>• Co-curricular activities to resume at later date.</li> </ul> <p><u>UNIT specific control measures</u></p> <ul style="list-style-type: none"> <li>• Session 6 activities to take place on Tuesdays and Thursdays.</li> <li>• Group sizes limited to 12 students.</li> <li>• Booking system in place.</li> </ul>
Risk 27	Behaviour and discipline falls below usual standards and results in increased transmission risk
Key control measures	<ul style="list-style-type: none"> <li>• Behaviour policy has been reviewed.</li> <li>• Return to school booklet and student/parent/guardian communication clearly sets out behavioural expectations and the consequences of poor behaviour.</li> <li>• Further training for students and staff during training and transition days.</li> </ul> <p><u>UNIT specific control measures</u></p> <ul style="list-style-type: none"> <li>• Behaviour policy reviewed.</li> <li>• Individual behaviour plans updated.</li> </ul>
Risk 28	Bubble or whole school required to isolate / lock-down due to outbreak
Key control measures	<ul style="list-style-type: none"> <li>• Two-way communication between staff and heads of departments to be maintained.</li> <li>• PHE and DFE advice followed.</li> <li>• Student and staff welfare checks will continue supported by home visits when required.</li> <li>• Staff to be supported through employee assist program.</li> <li>• Isolated students to follow remote learning plan.</li> <li>• A deep clean of the affected pod area will be undertaken.</li> </ul> <p><u>UNIT specific control measures</u></p> <ul style="list-style-type: none"> <li>• The UNIT pod will close for a period of 14 days in the event of a confirmed case of Covid-19.</li> </ul>
Risk 29	Insufficient space available to accommodate all students
Key control measures	<ul style="list-style-type: none"> <li>• The school has sufficient space available for full occupancy.</li> </ul>