

## COVID-19 OPERATIONAL RISK ASSESSMENT JANUARY 2021 UPDATE

This document should be used in conjunction with the relevant Whole School COVID-19 Risk Assessment and in addition to any existing Work Place Risk Assessments

### GENERAL INFORMATION

ASSESSOR NAME	Trevor Loft Nicola Frear	JOB TITLE	Head Teacher Operations Manager	LOCATION	Bradford AP Academy		
Risk Assessment Review reason	To reflect, review & implement COVID-19 safe practices of working	Implementation date:	Spring Term 1	DATE OF ASSESSMENT	15/01/2021	NEXT REVIEW DATE	April 2021

#### GUIDANCE:

1. The risk assessment must be used in conjunction with the relevant Covid-19 Operational Risk Assessment September 2021, October 2020 Update
2. The risk assessment must be used in conjunction with existing risks assessments for individual workers, mini-bus, cookery lessons
3. Summary of guidance by NAHT  
[https://www.naht.org.uk/advice-and-support/management/updates-to-the-dfes-guidance-for-full-opening-a-summary-of-key-changes/?utm\\_campaign=2014139\\_DfE%20guidance%20summary%20of%20changes&utm\\_medium=email&utm\\_source=National%20Association%20of%20Head%20Teachers&dm\\_i=30T7.1764B.2KS13D.4A453.1](https://www.naht.org.uk/advice-and-support/management/updates-to-the-dfes-guidance-for-full-opening-a-summary-of-key-changes/?utm_campaign=2014139_DfE%20guidance%20summary%20of%20changes&utm_medium=email&utm_source=National%20Association%20of%20Head%20Teachers&dm_i=30T7.1764B.2KS13D.4A453.1)
4. Government advice

Guidance for special schools, specialist post-16 providers and alternative provision during the national lockdown is available from [https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm\\_source=14%20January%202020%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=14%20January%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)  
This document has links to guidance on: HSE new guidance on protecting vulnerable staff in the workplace

PHE & DHSC Endorsed systems of controls  
Clinically Extremely Vulnerable published guidance  
Coronavirus (COVID-19) : Safer travel guide for passengers  
Asymptomatic testing programme

[https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm\\_source=14%20January%202020%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=14%20January%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)  
<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>  
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>  
<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>  
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

**NB:** A number of generic measures will have already been implemented within the workplace in line with government advice to control the risks from COVID-19. These measures may not be noted in this particular individual assessment as they are noted within other risk assessments.

**Key Messages to be reinforced by SLT**

**To implement the national Lateral Flow Testing for students and staff**

**To minimise contact between individuals and maintain social distancing. The impact of working at less than 2 metres or within 1-2 metres under 15 minutes needs to be reinforced.**

**To remind students and staff regarding the use of PPE in all communal areas.**

**Key Change following Government advice**

5<sup>th</sup> January 2021: The government introduce a further period of national lockdown. Arrangements for alternative provisions include maintaining on site provision for all vulnerable students. For students who offer is made by external alternative providers, BAPA will continue to work with those providers to ensure all students are engaging with on-site provision or a home learning offer.



11<sup>th</sup> January 2021: Lateral Flow Testing arrangements to commence at Aireview & Jesse Street for students and staff.

<b>Identify any additional risks (in addition to those contained in the Covid-19 Operational Risk Assessment &amp; October update) to be implemented</b>	<b>Identify any additional control measures (in addition to those contained in the Covid-19 Operational Risk Assessment &amp; Update) to be implemented</b>	<b>To be implemented:</b>	
		<b>By whom</b>	<b>By when</b>
<b>Lateral Flow Tests :</b> Staffing levels & testing sites	Staff trained (online NHS tests & certification) to carry out LFTs at both AV & JS (2 per site) with additional 1 member of staff who can be deployed to either staff for cover Whole site staff training in LFT and safe removal of PPE via training day Creation of safe, secure testing areas have been created at AV & JS Separate Lateral Flow Test risk assessment in place	Nicola Frear  Liam Sheeran	11/01/2021  11/01/2021
<b>Lateral Flow Tests:</b> Clinical Waste removal	Specific bins in place for clinical waste Clinical waste removal by specialist contractor in place & secure bin storage areas on each site (Bradford Council Clinical Waste Management Team)	Nicola Frear  Nicola Frear	11/01/2021  13/01/2021
<b>Free School Meals:</b> Vulnerable students not receiving adequate lunch provision	Students identified by HOCs/AP&HE Manager Wonde voucher system in place – January 2021 Edentered voucher system – government scheme – by end January 2021 Additional students due to COVID self-isolation identified by Admin Team	HOC/AP&HE Nicola Frear Exceed Admin	05/01/2021 05/01/2021 18/01/2021 Ongoing

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New Staff Members being unaware of onsite COVID Procedures	New staff members to be given COVID risk assessments and updates during Induction process COVID online training via Smartlog to be set up for all new staff	Nicola Frear	At induction meeting
COVID Operational updates	Standing item on SLT weekly meeting to discuss any areas of concern, government advice or updates.	SLT	Weekly
COVID Communication to parents/staff	Email & texting system to remain up to date – Admin to contact parents following failure to send notifications from SchoolComms to ensure data is good	Admin	Ongoing

**Any further comments?**

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Reviewer 1 signature  NICOLA FREAR, OPERATIONS MANAGER	Date 18/01/2021
Reviewer 2 signature  TREVOR LOFT, HEADTEACHER	Date 18/01/2021
Reviewed & Ratified by SLT	Date 18/01/2021
Next date of review: April 2021	Version 1