



## THOMAS DEACON EDUCATION TRUST GENERIC RISK ASSESSMENT



<b>TITLE:</b>	COVID-19 Secure Protocols during Academy Events: <ul style="list-style-type: none"> <li>Taster/Transitional/Open/Sports/Recruitment/Results Day(s)</li> <li>Parent Evening</li> <li>Summer Fair</li> <li>Proms/Leaver Event</li> </ul>		
<b>VERSION:</b>	1		
<b>FACULTY/DEPARTMENT/AREA:</b>	Trust Wide Health and Safety Document		
<b>COMPLETED BY:</b>	Harvinder Singh Rajput	<b>POSITION HELD:</b>	TDET Health and Safety Manager
<b>DATE:</b>	18/09/2021		
<b>AUTHORISATION BY:</b>	TDET Health and Safety Committee	<b>POSITION HELD:</b>	TDET Health and Safety Committee
<b>HEALTH AND SAFETY RA REFERENCE NUMBER:</b>	TDA_GRA_????		
<b>PLANNED REVIEW DATE:</b>	18 <sup>th</sup> September 2024 Kindly note that document review will be continuous and will take place under the following conditions. <ol style="list-style-type: none"> <li>When there are significant changes in Legislation to address any new hazards and risks.</li> <li>Where there have been significant changes in a process.</li> <li>After an unfortunate incident/accident that has identified gaps in a process.</li> <li>Periodically, minimum every 3 years.</li> </ol>		

VERSION CONTROL – COMPLETE EACH TIME RISK ASSESSMENT IS REVIEWED				
DATE	VERSION	REASON FOR AMENDMENTS	COMPLETED BY	AUTHORISING MANAGER

**Table 1 - HAZARD AND RISK ANALYSIS**

No.	What is the hazard?	What is the potential harm posed by the hazard?	Who is at risk of being harmed?	What are the existing controls or concerns?	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
1.	<p>Infectious Disease</p> <ul style="list-style-type: none"> <li>• <b>COVID-19</b> <ul style="list-style-type: none"> <li>○ People infected with the disease attending the event and infecting others</li> <li>○ Asymptomatic and symptomatic people</li> <li>○ Poor assessment of the potential hazard</li> <li>○ Inadequate safe information, guidance, and communication</li> <li>○ Incompetent and inadequate management, supervision, and enforcement</li> <li>○ Poor personal and respiratory hygiene</li> <li>○ Insufficient handwashing stations and/or hand sanitiser stations on entry</li> <li>○ Inadequate cleaning regime</li> <li>○ Closed/confined spaces</li> <li>○ Congestion</li> <li>○ Poor and inadequate ventilation</li> <li>○ Unsafe storage, handling and issuing of refreshments, i.e. wholesome food and drinks</li> <li>○ Unsafe event activities</li> <li>○ Adult : Visitor / Student ratio</li> <li>○ Inadequate insurance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Transmission and contracting disease.</li> <li>• Continuous coughing or frequent episodes of coughing.</li> <li>• Higher than normal body temperature.</li> <li>• Severe fatigue.</li> <li>• Mild to moderate respiratory illness for most people infected that have a good immune system.</li> <li>• Older people and those with underlying medical conditions may develop serious, chronic, and life-threatening respiratory illness.</li> </ul>	<ul style="list-style-type: none"> <li>• Members of Staff</li> <li>• Pupils</li> <li>• Volunteers</li> <li>• Parents</li> <li>• Visitors.</li> </ul>	<p>This risk assessment must be read in conjunction with:</p> <ul style="list-style-type: none"> <li>• Existing HM Government guidance for people who work in settings related to events and visitor attractions                             <ul style="list-style-type: none"> <li>○ <a href="#">Events and attractions - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)</a></li> </ul> </li> <li>• TDET's existing COVID-19 Secure Management Risk Assessment and Management Guidance</li> <li>• TDET's existing Health and Safety Policy</li> </ul> <p><b>1. Event Planning (Management)</b></p> <ul style="list-style-type: none"> <li>• All members of staff involved in the planning stages of the event will adhere to the above existing HM Government guidance and TDET's protocols.</li> <li>• Competence and safety of all participating adults will be assessed by the team planning the event to ascertain/confirm whether or not they are suitable to assist and support the event on the day(s).                             <ul style="list-style-type: none"> <li>○ For all vulnerable staff, an individual risk assessment will be undertaken, and appropriate adjustments made.</li> <li>○ Pregnant staff approaching their third trimester, i.e. 27-40 weeks, should not be considered suitable to assist and support the event on the day(s).</li> </ul> </li> <li>• Disclosure and Barring Service (DBS) checks completed as applicable to the role of the adult assisting in and supporting</li> </ul>	2	2	Low	Yes

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	<p><b>Note</b>                      Coronaviruses are a group of viruses that cause <b>respiratory tract infections</b> that can range from mild to fatal. Severe Acute Respiratory Syndrome (SARS), Middle East Respiratory Syndrome (MERS), and the new COVID-19 that materialised in 2019 are all viruses that fall into the coronavirus group.</p>			<p>the event, i.e. supervised unpaid volunteers carrying out unregulated activities are exempt to DBS checks.</p> <ul style="list-style-type: none"> <li>• Senior Leadership Team (SLT) sanctioning the event will assess whether or not all the safety criteria have been met, and the proposed mitigating safety control measures during the event are appropriate for reducing the risk of infection transmission before giving their ultimate definitive approval for the event to go ahead.</li> <li>• Trust's Health and Safety Manager will be available to advice, guide, and facilitate the process.</li> </ul> <p><b>2. Communication of safe information</b></p> <ul style="list-style-type: none"> <li>• Academy will ensure those who are unwell, have symptoms, or are completing their self-isolation do not attend the event that is scheduled to take place on the Academy's setting.</li> <li>• All forms of communication considered prior to, and during, the scheduled event taking place on the Academy's settings will be clear, succinct, and unambiguous in their message, i.e.                         <ul style="list-style-type: none"> <li>○ anyone that is unwell, is showing symptoms of COVID-19 (<i>a high temperature, new and persistent cough, or loss of/change in sense of taste or smell</i>) or is completing their self-isolation <b>MUST</b> not come to the event that is scheduled</li> </ul> </li> </ul>				

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				<p>to take place on the Academy's settings.</p> <ul style="list-style-type: none"> <li>o anyone showing symptoms of COVID-19 must follow HM Government, Public Health England, and NHS Test and Trace guidance.</li> <li>o will advise and encourage everyone to participate in the twice weekly Lateral Flow Device (LFD) testing programme, and that they complete a test before attending the event.</li> <li>o will advise and encourage everyone to practice good personal and respiratory hygiene at all times during the day and night, as well as frequent handwashing and/or use of hand sanitiser gel.</li> <li>o So far as is reasonably practicable, and wherever possible, either avoid, limit, regulate, or restrict close contact with another person.</li> <li>o Face coverings are no longer required by law, but the Government expects and recommends that people should continue to wear them in crowded and enclosed settings to protect themselves and others. The Trust and its respective Academies will neither encourage nor discourage the wearing of face coverings whilst on its settings, that is, unless it is deemed necessary due to an elevated risk of airborne transmission due to overcrowding and congestion.</li> </ul>				

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				<ul style="list-style-type: none"> <li>• Signs and posters will be displayed in prominent areas as a visual reminder to raise and build awareness of all the mandatory and advisory safety protocols, i.e. anyone showing symptoms or is completing their self-isolation is not permitted and must return home in a safe manner, good personal and respiratory hygiene, good handwashing techniques etc.</li> <li>• Consideration and planning will be given to ensuring that the safety messages reach those with hearing or vision impairment.</li> </ul> <p><b>3. Restricting and/or regulating numbers attending at any one time</b></p> <ul style="list-style-type: none"> <li>• To avoid potential overcrowding and congestion at any point during the event, consideration and planning will be given to restricting and/or regulating the number of people either attending, working, or migrating at any one time during the event.</li> </ul> <p><b>4. Supervision and enforcement</b></p> <ul style="list-style-type: none"> <li>• The use of hygiene measures to reduce the risk of transmission will either be supervised and/or enforced, i.e. handwashing facilities and hand sanitiser stations particularly in high traffic/risk areas such as entrance foyers, reception, shared facilities/equipment, and washrooms.               <ul style="list-style-type: none"> <li>○ Handwashing and hand sanitiser facilities will be</li> </ul> </li> </ul>				

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				<p>checked and refilled regularly.</p> <ul style="list-style-type: none"> <li>• Maintaining good personal and respiratory hygiene at all times during the event will be encouraged and enforced.</li> <li>• Marshals will be appointed to monitor the capacity of spaces/areas and ensure that they do not become overcrowded and congested by restricting, limiting, and regulating the number of people present at any one time.</li> <li>• Senior leaders will circulate around the event and will be on hand to support in any situation.</li> <li>• Trust/Academy COVID-19 protocols will be followed should anyone fall ill during the event, i.e. safe isolation and removal from the settings.</li> </ul> <p><b>5. People traffic management</b></p> <ul style="list-style-type: none"> <li>• Consideration and planning will be given to allocating sufficient staff, i.e. Stewards, at pinch points where possible queues may form, i.e. on entry, in corridors, refreshment areas, and seating areas etc.</li> <li>• Meet and greet station will be setup in a prominent area(s).</li> <li>• Consideration and planning will be given to the following so as to avoid/reduce any potential overcrowding and congestion, both outside and inside the building: <ul style="list-style-type: none"> <li>○ the number of entry and exit points required. Note, all entry and exit points will be clearly marked.</li> <li>○ staggering entrance and exit times.</li> </ul> </li> </ul>				

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				<ul style="list-style-type: none"> <li>o Staggering refreshment times.</li> <li>o one-way routes.</li> <li>o Additional Stewards to direct visitors and manage congestion quickly.</li> </ul> <p><b>6. Cleaning regime</b></p> <ul style="list-style-type: none"> <li>• Frequent cleaning of contact surfaces reduces the potential spread of COVID-19.                             <ul style="list-style-type: none"> <li>o A three-stage enhance cleaning regime is currently adopted and maintained by the Trust and all its respective Academies.</li> <li>o All occupied spaces/areas will be thoroughly cleaned prior to the event taking place, as well as, after the event.</li> <li>o Local cleaning stations are available in and/or around all occupied spaces/areas should the need for an immediate clean arise.</li> <li>o Frequently touched surfaces, especially those in high traffic areas (i.e. in corridors and toilets) and/or shared equipment, will be cleaned more frequently.</li> <li>o Guidance on cleaning in non-healthcare setting will be followed when there is a suspected case of COVID-19 identified during the event.</li> </ul> </li> </ul> <p><b>7. Ventilation in occupied spaces</b></p> <ul style="list-style-type: none"> <li>• So far as is reasonably practicable and wherever possible, doors, windows and air vents will be opened to improve natural ventilation within occupied spaces.</li> <li>• Air Handling Units (AHUs)</li> </ul>				

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				systems, i.e. forced mechanical ventilation systems, serving occupied spaces will have their recirculation settings throttled back to allow maximum fresh/clean air to be drawn in. <ul style="list-style-type: none"> <li>• Carbon dioxide (CO<sub>2</sub>) monitors will be used to monitor ventilation in occupied spaces.</li> <li>• The use of poorly ventilated spaces/areas will either be avoided, or the necessary remedial steps taken to improve fresh air flow before being used.</li> </ul>				
2.								
3.								
4.								
5.								
6.								
7.								



**Table 2 - FURTHER ACTION REQUIRED**

No	Further Control Measures Required	Who is Responsible and by When	Residual Risk Level	Date and Details of Progress and Completion of Action

## Risk Rating Guidance

### Severity Level of Injury (i.e. level of harm being realised)

- 1 Very minor injury/ill-health requiring little or no first-aid.
- 2 More severe injury/ill health that may require up to six days absence from full duties and medical attention (non-RIDDOR).
- 3 Specified injury and significant ill-health as defined by RIDDOR, or seven or more days absence from full duties.
- 4 Specified injury and significant ill-health as defined by RIDDOR, or seven or more days absence from full duties affecting more than one person.
- 5 Single or multiple fatality or life/career changing injury/ill-health.

### Likelihood Level (i.e. probability of harm being realised)

- 1 Very unlikely.
- 2 Unlikely.
- 3 Likely.
- 4 Very likely.
- 5 Certain.

### Risk matrix

		Likelihood Level					
		x	1	2	3	4	5
Severity Level	1	1	2	3	4	5	
	2	2	4	6	8	10	
	3	3	6	9	12	15	
	4	4	8	12	16	20	
	5	5	10	15	20	25	

1-2	Very low
3-4	Low
5-6	Medium
8-15	High
16-25	Very high