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| **Educational Setting** | **Highfield Ely Academy** |
| **Activity / Task** | COVID-19 Risk Management Assessment (Educational Settings) |
| **Completed by & Date** | Adam Daw/Danny Mills – Thursday 25th February 2021 |
| **Review Date** | **To be reviewed after Easter holiday 2021 or following Govt updates** |

| **What are the hazards?** | **Who might be harmed and *how*?** | **What are you doing already?** | **What further action is necessary?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| Social Distancing in school | Transmissi--on of Covid 19  Staff, Students, External Visitors | * School will maintain distinct groups or “bubbles” (based on location in school) that do not mix in school. Five bubbles split into LINC, Primary, KS3, Uppers, Complex Needs groups. We will achieve greatest reduction in contact and mixing without unduly affecting the quality or breadth of teaching or access for support and specialist staff and therapists. Fire exit routes are not compromised. * Class furniture has been moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Furniture arranged to avoid face to face contact where possible * All visitor access to the school will be restricted. Where external agencies/services are essential,information of protocols in place will be provided. * Use of outdoor space is rota’d for each group and areas to use identified. * Young people who are able to should be encouraged to keep their distance within groups * Limited interaction, sharing of rooms and social spaces between pods * Staff will maintain a distance between people as far as possible to reduce the amount of face to face contact. Education and care support will be provided as normal for children with complex needs, with increased hygiene protocols * Timetabling – groups will be kept apart and movement around the school site kept to a minimum. Passing briefly in the corridor or playground is low risk – we will not have busy corridors, entrances or exits * Staff can operate across different bubbles if necessary while minimising number of interactions. This should not be necessary however. Specialists, therapists and clinicians should provide interventions as usual following school and health protocols * Supply TA’s, peripatetic teachers or other temporary staff can move between settings following school protocols– this is unlikely to be a significant issue * Staggered lunch times and breaks to reduce risk of contact with other groups within bubbles * Lunches in classrooms in order to facilitate cleaning post eating and avoid large groups in corridors/dining hall * Packed lunches for time being – otherwise food is unlikely to be hot when it gets to the classroom. Specialist food needs will still be met * Limit use of specialist rooms (in terms of timetabling and not sharing), limit use of light room to bubble. |  | Leadership Team  Leadership Team  C Marshall  Bubble staff  Site Manager  Leadership team  Leadership Team  Leadership Team/  Catering Manager | Tuesday 7th July 2020  Tuesday 7th July 2020  7th Sept  Thursday 3rd Sept 2020  Friday 3rd July 2020    3rd Sept  Tuesday 8th Sept 2020 | ✓  ✓  ✓ |
| Cleaning | Transmissi--on of Covid 19  Staff, Students, External Visitors | * All staff to take reasonable steps to ensure the standards of cleanliness are at the appropriate level to maintain a duty of care for colleagues and pupils * Where feasible, we have removed furniture and equipment which are hard to clean eg. soft furnishings * More frequent cleaning procedures are in place across the site, particularly in communal areas and at touch points including:   + Taps and washing facilities,   + Toilet flush and seats,   + Door handles and push plates,   + Handrails on staircases and corridors,   + Lift and hoist controls,   + Machinery and equipment controls,   + All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles   + Telephone equipment,   + Keyboards, photocopiers and other office equipment, classroom desks and chairs. |  | Leadership Team  Site Manager  Site Manager  Class Staff | Ongoing from 1st June 20  Ongoing from last assessment | ✓ |
| Lunchtime Catering facilities | Transmissi--on of Covid 19 | * Consideration has been made for how social distancing can be achieved in the school kitchen * Lunchtimes are staggered and pupil contact is kept to a minimum |  | Catering Manager  Leadership Team | Wed 20th May 2020 | ✓ |
| Fire Safety | Transmissi--on of Covid 19  Staff, Students, External Visitors | * All emergency escape routes / doors are fully operational and kept clear. * Reminders to staff and pupils that if the fire alarm is activated that they must still keep distancing where possible when at the evacuation point. |  |  | Thursday 3rd September 2020 | ✓ |
| Access/Egress of school building | Transmissi--on of Covid 19  Staff, Students, External Visitors | * Parents informed re drop off and collection procedures (by letter) * Where possible, some doors can be propped open to reduce the need for touch (fire protection measures must be adhered to) * Wipes and sanitiser available inside external doors * Increased cleaning of handles and touch plates. * Dedicated entrance and exit for each Pod | Monitor how this works in practice  Remind parents just before March 8th | Adam Daw | Ongoing from 7th Sept 2020 |  |
| First Aid | Transmissi--on of Covid 19  Staff, Students, External Visitors | * Each bubble has its own First Aiders. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. * Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. * Review of the First Aid policy to include consideration of the risk of infection of covid-19. * School will outline the specific medical needs of their cohort and seek appropriate support/advice/training from community nursing services where needed | * The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus:   + First Aid at Work   + Emergency First Aid at Work   + Paediatric First Aid   + Emergency Paediatric First Aid   List for additional training for first aid near to expiry date. Book no contact training if available. | Paula Farrell | Wed 20th May 2020  7th Sept 2020 | ✓  ✓ |
| Waste | Transmissi--on of Covid 19  Staff, Students, External Visitors | * Waste bins are in key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely * Bins will be emptied daily or more regularly. * Double bagging of any hazardous or contaminated waste following government guidance. |  | Ongoing  Whole Staff Briefing | Wednesday 15th July 2020 |  |
| Break/Lunch times | Transmissi--on of Covid 19  Staff, Students, External Visitors | * The school will stagger breaks/lunchtimes to achieve the social distancing and reduce contact and mixing. |  | Leadership Team | Wed 20th May 2020 | ✓ |
| Staff/Pupils within the shielded group | Transmissi--on of Covid 19  Staff, Students | Where school applies the full measures in the DfE guidance (2nd July 2020) the risks to staff are mitigated significantly. This will allow most staff to return to the workplace.   * People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. * People with particular characteristics who may be at comparatively increased risk should make school aware so they can be appropriately supported. * All secondary aged (and above) students who consent and can self administer a test will receive 3 LFT’s (Lateral Flow Tests) within their first 10 days in school. * All staff and secondary aged (and above) students will be offered home testing kits and advised to test twice a week where they consent. This is not compulsory. |  | Leadership Team | Friday 22nd May 20 | ✓ |
| Contractors | Transmissi--on of Covid 19  Staff, Students, contractors | * All [contractors](https://public.huddle.com/a/rBXZwVM/index.html) must provide a suitable and sufficient risk assessment for the activities they carry out which must [include covid-19](https://bit.ly/WorkingSafelyComms.). * All contractors will be provided with the School’s operating guidance * All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. |  | Office Staff | As from 3rd June 20 | ✓ |
| Property Compliance | Transmissi--on of Covid 19  Staff, Students, building users | * The school has ensured that relevant property statutory compliance checks have been completed and records updated. * Daily and weekly checks have been reinstated and pre-opening checklist completed. |  |  |  |  |
| Hygiene | Transmissi--on of Covid 19  Staff, Students, visitors | * Promote hygienic practices at all levels and for all staff, with emphasis on handwashing and respiratory etiquette * Hand washing facilities in all classrooms * Gel hand sanitisers are available for staff, and students. All will be told to use gel when re-entering the classroom after a break/toilet visit * Staff , students and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. * Staff, students and visitors reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the school. * We will endeavour to keep rooms as well-ventilated as is possible based on the school environment and consider not using areas with poor ventilation. * Staff and Secondary aged (and above) students will be permitted to wear a mask in the classroom and corridors if they wish to and are able to safely do so. * We will have procedures in place for removal of face masks by pupils and staff arriving at school (safeguarding video) | Replay donning and doffing of mask video to returning students | Site Manager | Tuesday 2nd June 20 | ✓ |
| Shared activity and equipment use | Staff and Pupils | * For frequently used equipment such as pens and pencils, staff and pupils have their own items and these are not shared * Classroom based resources can be used and shared within the Bubble – will be cleaned regularly. * Resources shared between classes or Bubbles will be cleaned frequently and always between Bubble **or** left unused for 48 hours (72 for plastic) between use by different Bubbles. * Re therapy equipment. Where cleaning or disinfectant is not possible between use, this must be restricted to one user **or** left unused for a period of 48 Hours (72 for plastic) between users. * Pupils instructed (via parents/carers) to limit resources they bring into school – bags, lunch boxes, hats, coats, books, stationary, mobile phones permitted. * Pupils and staff can take books or other shared resources home, but unnecessary sharing should be avoided. * Unnecessary sharing of resources outside each Bubble to be avoided. * Minibus use – not using them until further notice |  | Leadership Team  Adam Daw | Wednesday 20th May 20  Sep 7th 2020 |  |
| Accident reporting Covid-19 incidents | Staff and Pupils | * The Health & Safety Executive have recently updated [the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)](https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. |  |  |  |  |
| Administrative Staff | Staff and Pupils | * Creation of an Admin Bubble * Reduce traffic through admin areas |  | All Staff | Ongoing |  |
| Symptoms of Covid-19 | Staff and Pupils | **Staff or pupils exhibiting any symptoms of COVID-19 should not be in school.**   * If anyone, staff or pupil, becomes unwell with a new continuous cough, a high temperature or other symptoms during the day in the school, they will be sent home and advised to follow the stay at home and testing guidance. * Anyone presenting Covid-19 symptoms to be isolated according to school protocol awaiting collection. Ideally in a well-ventilated room. Medical room allocated. * If a distance of 2m or 1m plus cannot be maintained PPE including an appropriate facemask should be worn by staff caring for the child. * If the child awaiting collection requires personal care disposable gloves, a disposable apron and a fluid reisitant mask should be worn by the supervising adults. * If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn * In an emergency, if they are seriously ill call 999. * After use ensure cleaning of the room and all areas person has been in, following government advice with first warm soapy water, usual disinfectant cleaner and a disposable cloth. Pay particular attention to frequently touced areas. If an area has been heavily contaminated use protection for the eyes, nose and mouth as well as wearing gloves and an apron. * Wash hands thoroughly for 20 seconds after removeing PPE * Other pupils to be moved to safe areas while cleaning occurs. * All cleaning items and PPE to be double bagged, stored for 72 hours or until negative test result received and then put in normal waste. * Deep clean parts of school if a positive tested case is notified and provide that information to staff and parents.   **Test and trace:**  Test and Trace procedures to be followed using flow chart called ‘ Actions to be taken by schools (version 5 June 2020) Public Health England.  Follow advice in ‘A guide to NHS Test and Trace in Cambridgeshire and Peterborough (June 2020) |  | Leadership Team | Tuesday 2nd June 20 |  |
| Personal Protective Equipment | Staff and Pupils | * Personal Protective Equipment will not be used as an alternative to social distancing, except where there is no other practical solution. * Children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should receive their care in the same way. * PPE will be worn if a distance of 2 metres cannot be maintained from any child, young person or learner displaying coronavirus symptoms. * PPE should be used properly and staff trained in how to put it on and take it off properly. * Re-usable PPE should be thoroughly cleaned after use and not shared. * Staff will wear masks when providing personal care unless they are exempt. * Multi – Agency risk assessment (MARA) will provide advice for PPE under health for medical procedures required in schools. NHS will provide training for FF3 masks prior to re- admission where required. |  |  |  |  |
| Behaviour | Staff and Pupils | * We have considered how to communicate additional rules and any policy changes to staff, pupils and parents * We have clear, reasonable and proportionate expectations of pupil behaviour * We provide support to overcome barriers to attendance and increased incidence of poor behaviour resulting from lack of regular attendance * We will identify pupils in need of   additional support with social, emotional and mental health concerns and work with local services   * Duty of care remains and school should have appropriate risk assessments/IBP in place for use of physical intervention if required | Risk assessments will be routinely updated and pupil attendance will be considered |  |  |  |
| School Staffroom | School staff | * Each Bubble has its own staff room * The staffroom is not overcrowded and social distancing can be achieved * Cleaning of resources after each use |  | Leadership Team | Sep 7th 2020 |  |
| Mental Health and Wellbeing | Staff and Pupils | * Schools to ensure DSLs have sufficient time to provide support to staff and children regarding any new safeguarding concerns * Offer support to address and equip pupils to respond to issues linked to Covid-19 * We will discuss with staff how to raise concerns and anxieties and who they can talk to * Staff helped to prepare for possible challenges and risks from pupils returning to school after prolonged break * Staff to be kept updated so they feel involved and reassured |  |  |  |  |
|  |  | **RESPONSE TO INFECTION** |  |  |  |  |
| Local outbreak of virus and local lockdown. | Pupils, staff and wider community | * School has 2 or more confirmed cases within 14 days or overall rise in sickness absence where COVID-19 is suspected. School liases with Public Health England – local health protection team who will advise additional actions for the school. |  |  |  |  |
| Risk of high level of COVID 19 virus transmission in local community. | Pupils, staff and wider community | * Local Authority or PHE may advise school closure due to high rate of transmission in the local area |  |  |  |  |

**Useful Guidance**

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#class-or-group-sizes)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](https://www.nasuwt.org.uk/uploads/assets/uploaded/d8b46e47-fa23-466c-af6e4d55e3022efd.pdf).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](https://public.huddle.com/a/lrVPERK/index.html)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](https://public.huddle.com/a/VdRjYeV/index.html)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance)

COVID-19: guidance on supporting children and young people’s mental health and wellbeing can be found [here](https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing)

**General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting**

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

* Wash your hands with soap and water often – do this for at least 20 seconds.
* Use hand sanitiser gel if soap and water are not available.
* Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
* Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
* Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](https://public.huddle.com/a/qYBLLYj/index.html)