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| **Educational Setting** | **Highfield Ely Academy** |
| **Activity / Task** | COVID-19 Risk Management Assessment (Educational Settings) |
| **Completed by & Date** | Adam Daw – Thursday 9th July 2020 |
| **Review Date** | **Reviewed 25.09.2020. Next review – 14.09.20 or earlier if new Government guidance is issued** |

| **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 19Staff, Students, External Visitors | * School will operate as one “bubble” but maintain distinct groups or “pods” (based on location in school) that do not mixin school. Four pods split into LINC, Primary, KS3/Uppers 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 while inside the pod 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 pods 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 pods
* 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 – close down soft play, limit use of light room to downstairs bubble. Circulate within risk assessment and guidance notes to teachers.Create visitors’ protocolContact external therapists to express protocolsPod rota’s created and circulated to staffReview of process for transporting food from hall to classroomsReview of quality of packed lunches | Leadership TeamLeadership TeamC Marshall Bubble staffSite ManagerLeadership teamLeadership TeamLeadership Team/Catering Manager | Tuesday 7th July 2020Tuesday 7th July 20207th SeptThursday 3rd Sept 2020Friday 3rd July 2020 3rd SeptTuesday 8th Sept 2020 | ✓✓✓ |
| Cleaning | Transmissi--on of Covid 19Staff, Students, External Visitors | * In-house cleaning team to arrange a full clean before school re-opens to students
* 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.
 | * Follow guidance – COVID-19: Cleaning in non-healthcare settings (updated 15th May)
* Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.
* Ensure COSHH sheets in place for cleaning products.
* Outdoor play equipment rota, wash hands and wash down equipment when finished
 | Leadership TeamSite ManagerSite ManagerClass Staff  | Ongoing from 1st June 20Ongoing 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
 | Lunches transported to classrooms by staff | Catering Manager Leadership Team | Wed 20th May 2020 | ✓ |
| Fire Safety | Transmissi--on of Covid 19Staff, Students, External Visitors | * Personal Emergency Evacuation Plans (PEEPs) are in place for those staff that continue to work in the school and any pupils that access the school site
* 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 2m distancing when at the evacuation point.
 | Signage to indicate new assembly points  | C Marshall | Thursday 3rd September 2020 | ✓ |
| Access/Egress of school building | Transmissi--on of Covid 19Staff, 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 | Adam Daw | Ongoing from 7th Sept 2020 |  |
| First Aid | Transmissi--on of Covid 19Staff, Students, External Visitors | * Each Pod 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 20207th Sept 2020 | ✓✓ |
| Waste | Transmissi--on of Covid 19Staff, 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.
 | * Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.

Staff Guidance notes update and circulate to staff | OngoingWhole Staff Briefing | Wednesday 15th July 2020 |  |
| Break/Lunch times | Transmissi--on of Covid 19Staff, 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 19Staff, 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.* Complete protocol for returning pupils back to school from shielding and Multi Agency Risk Assessment.
* Staff and pupils most at risk should seek medical advice and discuss this with the school prior to return.
* People who live with those who are clinically extremely vulnerable or clinically vulnerable can now attend the workplace.
* People with particular characteristics who may be at comparatively increased risk should make school aware so they can be appropriately supported.
* School will assess health and safety risks for staff and complete a risk assessment where required.
 | Identified and planned staff rota and guidance | Leadership Team | Friday 22nd May 20 | ✓ |
| Contractors | Transmissi--on of Covid 19Staff, 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.
 | Admin staff to circulate guidance to external contractors on entry | Office Staff | As from 3rd June 20 | ✓ |
| Property Compliance | Transmissi--on of Covid 19Staff, 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.
 | * All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.
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| Hygiene | Transmissi--on of Covid 19Staff, 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.
* We will have procedures in place for removal of face masks by pupils and staff arriving at school (safeguarding video)
 | •Posters, leaflets and other materials are available for display. Display prominently.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19> Signage throughout the school• To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – <https://www.publichealth.hscni.net/news/covid-19-coronavirus>See hand washing guidance.* <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
 | 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 Pod – will be cleaned regularly.
* Resources shared between classes or Pods will be cleaned frequently and always between Pod **or** left unused for 48 hours (72 for plastic) between use by different Pods.
* 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.
* Unecessary sharing of resources outside each Pod to be avoided.
* Minibus use –risk assessment for use of school minibuses.
 | Outdoor play equipment rotaCleaning between useComplete separate RA | Leadership TeamAdam Daw | Wednesday 20th May 20Sep 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.
* For further advice and guidance you should contact your competent Health & Safety Adviser.

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| Administrative Staff | Staff and Pupils | * Creation of an Admin Pod
* Reduce traffic where possible through admin areas
 | All staff to regularly consider procedures and routines to reduce contact with admin staff – use of email, radio where possible | 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)  | Continue to follow current advice regarding self-isolation and testing.Inform transport services.Train identified staff in use of PPE (Training days using training video for donning and doffing of PPE provided by Public Health England. All staff to sign to say they have completed training, understand and will implement procedures given)Contact parents when necessary for self – isolation and use Public Health England template letters if these are advised.Circulate this information and Public Health England guidance from NHS and on website. | 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 meters 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.
* 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.
 | Agree what PPE is required for the site and use supply chains to purchase.Training as per use of PPE as detailed above. |  |  |  |
| Behaviour | Staff and Pupils | * Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls
* 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 in light of schools ability to meet needAll pupils returning to school will have risk assessment completed to ensure they and other pupils and staff can be kept safe.Physical intervention should continue where reasonable, proportionate and necessary in line with school procedures. Physical intervention should not take place if a child is symptomatic. Normal school procedures for isolating and testing should apply. |  |  |  |
| School Staffroom | School staff | * Each Pod has its own staff room
* The staffroom is not overcrowded and social distancing can be achieved
* Cleaning of resources after each use
 | Review success of staff room distancing and cleaning | 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 involved in completing risk assessment
* 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
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|  |  | **RESPONSE TO INFECTION** |  |  |  |  |
| Symptoms of Covid-19 –suspected or test positive case  | 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.School to allocate toilet facilities to be used
* If a distance of 2m or 1 metre Plus cannot be maintained PPE including an appropriate facemask may be worn by staff caring for the child
* If the child awaiting collection requires personal care disposable gloves, a disposable apron and a fluid resisitant 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 removing 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)  | * Continue to follow current advice regarding self-isolation and testing
* Inform transport services.
* Set up Covid-19 response kit with appropriate PPE.

New PHE poster for website.Follow up training for use of PPE – link distributed to staff. Visers for eye protection for range of purposes including spitting.Contact parents when necessary for self – isolation and use Public Health England template letters if these are advised.Circulate this information and Public Health England guidance from NHS and on website. |  |  |  |
| 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.
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| 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
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| Risk of transmission during off-site Work Experience placements | Pupils, staff and wider community | * Following COVID secure arrangements in school, on transport and at placements
* Working with Employability Partnership to ensure employers follow HSE COVID guidelines
* Keeping numbers low. Only 2 placements in operation as these form a major part if the individual curricula
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**Transport Arrangments:**

To be agreed with Local Authority

* Travel providers clear about revised travel arrangements.
* Ensure adequate social distancing arrangements to and from school
* Ensure agreement to any changes to start and finish times
* Clarification that transport providers know not to work if they or a member of their household are displaying symptoms of coronavirus.
* Confirm that transport provider will be following hygiene rules.
* Agreement on risk reduction measures for children and young people with complex needs where social distancing cannot be maintained.

**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)