**KENNINGTON PARK ACADEMY and OAK PARK**

**WHOLE SCHOOL RISK ASSESSMENT**

**CONTROL MEASURES ARE RAG RATED:**

* Red: this measure cannot be put in place in our school
* Amber: this measure isn’t in place yet, but can be in place soon
* Green: this measure is already in place

| Hazard | who might be harmed | controls to be put in place | who will be responsible | when the controls need to be in place by | additional notes(reasons behind the ratings and any useful information) |
| --- | --- | --- | --- | --- | --- |
| Contact with someone suffering from coronavirusStaff choosing not to use the LFD tests Staff/pupils contracting COVID19 through very close contact | * Staff
* Pupils
* Contractors
* Visitors
* Staff
* Pupils
* Contractors
* Visitors
* Staff
* Pupils
* Contractors
* Visitors
 | Everyone will be asked not to come into school if they need to self-isolate under [current guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). Regular reminders will be given about this.Anyone self-isolating with symptoms will be encouraged to access [testing](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) and engage with the NHS Test and Trace process.If a symptomatic person comes into school, they will be sent home immediately or isolated in our Sick Bay until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk.In the case of a symptomatic pupil who needs to be supervised in the Sick Bay before being picked up:* If a distance of 2m can’t be maintained, supervising staff will wear a fluid-resistant surgical mask, disposable gloves, disposable apron and eye protection.

Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who’ve developed symptoms at school, if providing one will increase the likelihood of them getting tested.Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:* Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or
* The driver and passenger will maintain a distance of 2m from each other; or
* The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so

A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following [decontamination guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings).If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the [local health protection team](https://www.gov.uk/health-protection-team). The team will carry out a rapid risk assessment to confirm who’s been in close contact with the person, and these people will be asked to self-isolate.To help with this, records will be kept of:* The pupils and staff in each group
* Any close contact that takes place between children and staff in different groups

Close contact means:* Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:
	+ Being coughed on,
	+ A face-to-face conversation, or
	+ Unprotected physical contact (skin-to-skin)
* Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person
* Travelling in a small car with an infected person

If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.From 25.01.21 all staff have been issued with LFD home testing kits. test 2 x weekly every 3-4 weeks All adult visitors (eg new parents/carers)to wear face coverings on site Staff to wear a face covering inside the building and to continue to adhere to the measures put in place re washing hands and social distancing. Staff will use PPE if they have to use physical intervention Defusing strategies to be used  | HTHTSLTHTAll Staff SLTPLTHT + POSLTHTHT and SAOSLTHT –identifying staff and monitoring the controlsSLT/All staff | 01.09.2001.09.2001.09.2001.09.2001.09.20ASAP when necessary –last one was 15.02.21ASAP when necessary From 25.01.2101.03.21 25.01.2101.09.20 | Stored in PO Office Home testing kits available to parents/carers to test pupils This will probably be the PLT H&S Manager and HTFlow Chart devised for staff by HTEmail with training video sent to staff. Staff CPD given by HT on 25.01.21. Staff report results to HT/SAO.Any negative results result in staff self isolating and booking a PCR test. PHE to be contacted if there is a positive result. LFD test kits given to non-PLT staff working on-site (those with SLAs)Each pupils has an individual Risk Assessment. Staff to maintain skills vis regular MAPA CPD |

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| --- | --- | --- | --- | --- | --- |
| Contact with coronavirus when getting to and from school | * Staff
* Pupils
* Contractors
* Visitors

Staff Pupils Contractors VisitorsStaff Pupils ContractorsVisitorsStaff Pupils Contractors VisitorsStaff Pupils ContractorsVisitorsStaff Pupils ContractorsVisitorsStaff Pupils ContractorsVisitorsStaff Pupils ContractorsVisitors | Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. We have additional bike storage and **have agreed later starting times for those** pupils who need to use public transport and live 1 mile+ from school.. We are also supporting parents of Lambeth pupils with EHCPs to request transport from Lambeth SEN Anyone who needs to take public transport will be referred to [government guidance](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport).For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:* Follow hygiene rules
* Try to keep their distance from passengers where possible
* Do not work if they or a member of their household are displaying coronavirus symptoms

In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:* Pupils are grouped together on transport to reflect the groups that are adopted within school
* Hand sanitiser is available upon boarding and/or disembarking
* There is additional cleaning of vehicles
* Queuing and boarding is well organised
* Pupils practise distancing within vehicles

Parents/carers who need to drop off and pick up pupils will be told through messages and signage:* Their allocated drop off and collection times
* The protocols for minimising adult to adult contact – Oak Park to use the main entrance, KPA to use the Meadcroft Rd entrance.
* Social distancing markers are placed outside both entrances.
* That only one parent/carer should attend
* Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment

Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they’re using disposable face coverings, these will be put in a covered bin.Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.Pupils will be made aware that they mustn’t touch the front of the covering during use or removal. | HTHTHT + POHT + PO All Staff  | 01.09.20 01.09.2031.08.20 01.09.20 | We are not a local provision.Risk Assessment undertaken by Lambeth SEN transport. We cannot control the measures put in place by the cab firms but have informed them of bubbles. Pupils to wash hands before they get into the cabs at the end of each day Parents/carers /cab teams are allowed in the playground-to prevent gathering in the street/exit PO to provide additional lidded bins  |
| Spreading infection due to touch, sneezes and coughs | Handwashing facilities will be provided. All classrooms have a sink. Hand sanitisers are in all rooms and placed at both entrances All pupils will use hand sanitiser on arrival before entering the building . Everyone in school will:* Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using [NHS guidelines](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/), or use alcohol-based hand sanitiser to cover all parts of their hands
* Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing
* Be encouraged not to touch their mouth, eyes and nose
* Use a tissue or elbow to cough or sneeze, and use bins for tissue waste

Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.Staff working with children who spit will wear visors. Gloves will be worn by staff if pupils are struggling to maintain good respiratory hygiene and they need support with this. Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they’re not close to running out.Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.Pupils to sanitise hands after lunch before playtime Additional PSHE lessons on respiratory hygiene and preventative measures in school/ at home/ in the community  | SLT + POAll Staff + Pupils All Teachers + LAsPOStaff on lunch duty Class teachers | 01.09.20 01.09.2001.09.2001.09.2001.03.21On-going | H&S Manager and PO to organise a sink for Red Class and Sick Bay Reviews of individual pupil and staff RAs have been undertaken and will be ongoing. |
| Spreading infection through contact with coronavirus on surfaces  | Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:* Bannisters
* Classroom desks and tables
* Bathroom facilities (including taps and flush buttons)
* Door and window handles
* Furniture
* Light switches
* Teaching and learning aids
* Books and games and other classroom-based resources
* Computer equipment (including keyboards and mouse)
* Sports equipment
* Hard toys
* Telephones
* Fingerprint scanners
* Outdoor play equipment

Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer’s instructions, on the warmest water setting. These items will not be shared between children between washes.Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. This is classrooms/ the lunch hall and toilets. Areas of the school not in use will be shut off to make cleaning more manageable.Any resources shared between groups, such as sports, art and science equipment, will be either:* Cleaned frequently and meticulously, and always between groups using them; or
* Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups

The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.Individual and very frequently used equipment, like pens and pencils, will not be shared.Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:* Restricted to one user; or
* Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals

Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following [decontamination guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings).Cleaning supplies will be topped up regularly and monitored to make sure they’re not close to running out.Teachers will wash their hands and surfaces before and after handling pupils’ books. | POAll Staff All Staff POAll Staff  | 24.08.2001.09.2001.09.2024.08.2002.09.20 | Equipment is placed in bags at the end of each breaktime so that bubbles only use their own equipment.Disinfectant spray is used at the end of PE sessions.Pupils all have hand sanitiser on after play and then wash their hands using soap and water before they enter the classroomLibrary not open to pupils Each bubble has their own playground bag. All pupils have their own pencil cases..If the gym is used –doors and windows are open.Discussion with staff on 01.09.20/04.01.21Staff to contact PO if more PPE/ cleaning equipment is required in areas/rooms. |
| Spreading infection due to excessive contact and mixing between pupils and staff in lessons | Classes have been put into bubbles  Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers. Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won’t be shared. Singing or instrument playing won’t take place in any larger groups such as choirs or assemblies.For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won’t always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn’t possible here. Staff will be rigorous about hand washing and respiratory hygiene.Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. | All Staff  | 01.09.20 | Discussed with all staff on 01.09.20/ 04.01.21 |
| Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school | Pupils will be kept in the same groups at all times each day, and be kept separate from other groups. If mixing is necessary –for specialist teaching , then pupils will be kept apart by 2m and will not face each other. For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.Pupil groups will have staggered timetables, including break and lunch times and separate assemblies, to avoid too many pupils being in one place at the same time. Timetable has been amended and will be under review Movement around the school site will be kept to a minimum.Pupils will be supervised at all times to ensure mixing between groups doesn’t occur, and they will be reminded about the rules throughout the day.Rooms will be accessed directly from outside where possible,and a one way system is in place. All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. For dining areas, if this wouldn’t be possible, lunch will be brought to pupils in their classrooms.Toilet use will be managed to avoid crowding.Pupils will be encouraged to go during their breaktimes. Staff use of staff rooms and offices will be staggered to limit occupancy.Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination. | All Staff Admin Team HT | 01.09.2001.09.20ASAP when necessary | Discussed with all staff on 01.09.20/ 04.01.21/ 24.02.21SLT to liaise with mainstream schools re any cases in settingsAll assemblies in classA contact sheet is used for all visitors that contains a tel no/email for Track and Trace purposes if necessary .CEO to agree any trips |
| Spreading infection due to the school environment | [Checks to the premises](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak) will be done to make sure the school is up to health and safety standards before opening at the start of each term.Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn’t be compromised.Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.Outdoor space will be used for exercise and breaks, and for education where possible.Therapists to use rooms that have ventilation and are big enough for social distancing. Therapists to clean surfaces in between sessions  | HT + POHT+POPOPOAll Staff  | By 26.08.20By 01.09.2001.09.2001.09.2001.09.20 | Completed regularly.To be discussed with PO and staff . Fire drills have taken placeHT to meet with first aiders on a regular basisTherapy to be conducted remotely if necessary. |
| Spreading infection due to excessive contact and mixing in meetings | Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.Where this isn’t possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. | All Staff  | 01.09.20 |  |
| Individuals vulnerable to serious infection coming into school | The school will continue to follow any shielding guidance in place to decide who should come into school.If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it’s possible to maintain social distancing.  | SLTHT | 01.09.20As necessary  | Individual RAs completed for specific members of staff –those with health needs and in other ‘at risk’ groups. |