



Risk Management - Assessment Report

Risk Area: COVID-19
Assessment Framework: Covid-19 - Full opening September 2020
Work Area or Activity: Medical
Competent Person: Sarah Wells
Assisted by: David McGrath
 Simon Millard
Groups Affected: Staff, students & Visitors
Notes: Assessment reviewed 30/09/2020 following latest guidelines.
Assessed on: 16/07/2020
To be Reviewed on: 10/12/2020

What are the Hazards?	What is already being done?	Is this considered satisfactory?
<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement: 1) whether the school has enough hand washing or hand sanitiser stations available so that all pupils and staff can clean their hands regularly 2) supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative 3) building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them. How will this be arranged and communicated?</p>	<p>All pupils sanitise their hands when entering the school using wall mounted automatic sanitiser sprays or hand gel provided by SLT member. Times are scheduled for pupils to wash their hands throughout the day. Hand sanitisers are in place in reception, the entrance to the school for staff and at the red and silver gates, where pupils enter/exit. Further units have been installed during the summer break at the entrances to the school, top of yr 8, yr 6, Taylor Centre, Science, DT and Year 5. Further units have been installed and will continue to be added where needed. These will be used when entering these areas. Hand sanitiser spray is still available in classrooms/offices etc along with antibacterial sprays and disposable paper towels. Staff will monitor use and report any concerns regarding use. Pupils who require support have been identified and will be given support by TAs. Routines are already established for pupils attending. These are continually reiterated with pupils and staff to ensure everyone is clear. 2 x inset days before the pupils returned covered training for staff so they were aware of procedures. Posters have been installed around the academy to remind pupils to wash/sanitise their hands, including before and after eating.</p>	<p>Yes</p>
<p>How will you ensure that you minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school?</p>	<p>Communications have been sent to parents explaining clearly they must not send their child into school if they are not well with Covid-19 symptoms, most recently in September 2020. They have been told this also applies to anyone in their household who has symptoms. Reminders are included in the regular newsletter sent out. Any pupils who become unwell will be isolated and sent home. Flow chart to guide staff has been compiled to ensure procedures are clear and robust. Staff were updated with procedures during the training on Inset Days 3/4 September 2020 and reminded during virtual staff briefings.</p>	<p>Yes</p>
<p>If anyone becomes unwell ? how will you ensure you follow these guidelines? https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>	<p>SLT monitor guidance from the DFE daily. Staff are updated and reminded of processes in weekly Staff Briefings. Staff were updated during the training on Inset Days 3/4 September 2020. Paper copies of the Stay At Home Guidance is available ready to give to parents collecting any pupils who are sent home with Covid-19 symptoms.</p>	<p>Yes</p>

<p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Where is the best location for this?</p>	<p>There are currently 2 x Isolation Rooms around the academy with contingencies in place should more be required. Staff have been updated and reminded of processes to follow should they need to be used. Staff have been told they should notify SLT should anyone need to be isolated and follow the flowchart regarding pupil illness. If a room is not free, the pupil/staff member will be moved to an open space, the Yr 6 quad in good weather of the outside classroom if bad weather. Staff were reminded of these processes during the training on Inset Days 3/4 September 2020.</p>	<p>Yes</p>
<p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. Do you have sufficient stocks?</p>	<p>The Caretaker check stocks of PPE equipment weekly and replenish to ensure we have plenty available. In each Isolation Room there is a pack of PPE equipment and printed guidance for donning and doffing PPE. Checklist in place for PPE in waiting rooms and stock of PPE</p>	<p>Yes</p>
<p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. How is this communicated to staff?</p>	<p>Staff have been and will continue to be regularly updated and reminded of this process. Staff will be reminded again during the training on Inset Days 3/4 September 2020. Staff will move out of the area which has been used where anyone displaying Covid symptoms has been to allow this to be cleaned thoroughly. We have suitable cleaning equipment to do this. Areas where hand washing is not available have hand sanitiser available with stocks replenished as and when required. Government guidelines are available for staff to read. Cleaning staff have read and understand these guidelines following training and the Cleaning Supervisor monitors cleaning across the academy.</p>	<p>Yes</p>
<p>As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education. If you have a pupil with additional needs ? have you undertaken an individual risk assessment(s)?</p>	<p>No respiratory issues in individuals are known to warrant separate risk assessments. Staff should notify SLT if any issues arise and an individual RA can be carried out. Tutors spent time with their tutees upon their return to school to remind them all of the correct procedures to follow and re-enforced through virtual assemblies. The SENDCo reviews the needs of pupils with complex needs on a regular basis to ensure they have the necessary support and Risk Assessments completed as necessary with the support of our Competent Person.</p>	<p>Yes</p>
<p>As much as you reasonably can, how will you ensure the grouping of children together and therefore avoiding contact between groups? Arranging classrooms with forward facing desks and staff maintaining distance from pupils and other staff as much as possible should also be adhered to.</p>	<p>Pupils remained in their year group bubbles when they returned on 7 September 2020. Staff move within these bubbles. Some staff have taught between year 7 & 8 classes from 28th September to offer a broad and balanced curriculum. Classrooms have desks arranged facing the front of the classroom where practically possible. Teachers remain at the front of the class to maintain social distancing where practically possible and safe areas have been marked out with 2m tape. One way systems are in place and will remain so with extra signage around the academy.</p>	<p>Yes</p>
<p>Have you Introduced enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach? Points to consider and implement: 1) putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes 2) more frequent cleaning of rooms / shared areas that are used by different groups 3) frequently touched surfaces being cleaned more often than normal 4) different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>A deep clean has been carried out during the summer holidays for the whole school. Bubbles are not mixing and therefore risk reduced of transmitting any covid-19. Pupils share toilets in the main building however year 5 have separate toilets. Posters are displayed reminding pupils how to wash their hands and reminding them to close the toilet seat before they flush. Time is scheduled within the school day for extra hand washing/sanitising at different times for each year group bubble. Cleaners are attached to year group bubbles.</p>	<p>Yes</p>
<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. This can be achieved through keeping groups separate (in ?bubbles?) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on ? 1) children's ability to distance 2) the lay out of the school 3) the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary). How will this be achieved?</p>	<p>Break times continue to be split at different times for each year group and encompass hand hygiene. Pupils are within their year team bubble whilst out at break and at lunch times. Guidance on hand hygiene when entering a building is adhered to and monitored by staff. Pupils are now moving to be taught computing in the suites and are also moving for modern foreign languages but still in their bubbles. There is a system for pupils moving from classrooms.</p>	<p>Yes</p>

<p>How will you follow the 'system of controls' as per the following guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>SLT review government guidance during twice weekly meetings and have met to discuss this with our Premises Manager. Steps have been taken to ensure compliance with the guidance. Staff were updated during training sessions on the Inset days on 3/4 September and are continually reminded/updated during weekly staff briefings.</p>	<p>Yes</p>
<p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Bearing in mind that all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. How will timetabling be arranged to facilitate this?</p>	<p>Timetabling from September 2020 ensures tutor groups will be taught in the same room by the same teacher. For KS3, staff are now transitioning between classrooms to deliver certain subjects that may require expert input. This has been overseen by SLT and will be initially from 28th September and consistently under review by SLT. Teachers are moving from class to class in Years 5 and 6 but do not cross year group bubbles.</p>	<p>Yes</p>
<p>Ideally, adults should maintain 2 metre distance from each other, and from children. However it will not be possible for some pupils who many require an additional risk assessment. How will the need to distance and not touch unnecessary objects be reinforced and communicated?</p>	<p>Any child with additional needs will continue to be assessed and an individual RA produced if necessary by the SENDCo. This will be reviewed regularly by SENDCo and Pastoral Deputy Head. Liaison will take place with relevant staff across the academy.</p>	<p>Yes</p>
<p>Large gatherings must be avoided. This should include staggering break/lunch/corridor gatherings. How will this be timetabled and arranged?</p>	<p>Timetables will be arranged to ensure there are no large gatherings other than year group bubbles. This is achieved by teachers moving from classroom to classroom and not pupils where possible. The numerous outside spaces (outside classroom, yard, field, harmony gardens etc) are being used where possible during good weather.</p>	<p>Yes</p>
<p>How will start/end times be staggered to avoid groups coming in close contact?</p>	<p>Parents have been informed that pupils should enter the academy as follows from September 2020; Years 5&6 8:25am Years 7&8 8:40am, Years 5&7 via the Red Gates, Years 6&8 via Silver Gates. Every pupil will sanitise their hands upon entering the academy and leaving.</p>	<p>Yes</p>
<p>You should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. How will this be achieved?</p>	<p>Parents have been informed face coverings are not recommended to wear in schools under current guidance. Staff are reminded of the process provided in the most recent guidance should pupils wear them and this was reiterated to pupils during their first day. Guidelines published will be followed where possible.</p>	<p>Yes</p>
<p>Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories. How will this be coordinated?</p>	<p>Any child needing additional care within the school has been assessed. Toileting plans, Care and Medical plans and Behavioural plans have all been reviewed to ensure these pupils and staff can both remain safe and the correct level of PPE is available. Instruction and training took place during the Inset days on 3/4 September 2020 and posters throughout the school reinforce the current guidelines on remaining safe.</p>	<p>Yes</p>
<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including ? 1) where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained 2) where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. How will this be communicated to staff?</p>	<p>PPE is well stocked and available to staff as and when required. Each Isolation Room contains a bag of PPE equipment should a pupil/staff member need to be isolated. PPE used for intimate care is also provided and used by trained staff, supervised by the SENDCo as and when required.</p>	<p>Yes</p>
<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local public health protection team. https://www.gov.uk/guidance/contacts-phe-health-protection-teams. What are their contact details? (If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required).</p>	<p>SLT are aware of the Test and Trace process and have liaised with Public Health. They are in touch with several networks for information and support. The academy will follow advice from Public Health as and when required.</p>	<p>Yes</p>
<p>Local authorities, transport providers, schools and parents must work together to ensure (where possible) this guidance is met https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>	<p>The school understand the guidance for passengers and has worked with the transport providers and parents to ensure these guidelines are met during travel and upon disembarkation at the school. Parents with pupils using school transport have been contacted and information provided regarding guidelines for pupils travelling this way. Staff encourage pupils to wear face coverings.</p>	<p>Yes</p>
<p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available here https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people how will this be facilitated?</p>	<p>Staff have been informed of this and were reminded during the training on Inset Days 3/4 September. The Business Manager has emailed female staff to liaise with her if they are pregnant or have any queries as it is the responsibility of the member of staff to inform us if they are pregnant. The most recent guidelines will be discussed with any such staff.</p>	<p>Yes</p>

<p>governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. How will this take place?</p>	<p>The well-being of staff and their work-life balance is a priority for SLT and trustees. Staff are repeatedly reminded of the importance of taking time out and their work-life balance. Our Mental Health & Wellbeing Staff Ambassador has returned from maternity leave. Regular communication between staff groups continued through the lockdown period and any concerns passed up through to SLT to follow up where required. Trustees have been updated at Staff/Pupils/Wellbeing meetings.</p>	<p>Yes</p>
<p>All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. These mechanisms must be reminded to staff. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information is available here https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p>	<p>All staff have returned to work including 3 members of staff who were confirmed as extremely clinically vulnerable and who were advised to shield until 1st August 2020. Individual Risk Assessments have been completed for these staff and regular updates have taken place whilst they have not been in the academy. One member of staff will continue to work remotely, this has been reviewed with SLT working closely with this member of staff to KPIs are being met and wellbeing considered. S&G along with FLG and our SENCo are providing support for our pupils.</p>	<p>Yes</p>
<p>Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils. Schools must have regard to the statutory safeguarding guidance - https://www.gov.uk/government/publications/keeping-children-safe-in-education-2 and https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers</p>	<p>Policy reviewed and revised with an addendum in June 2020 to reflect the whole school returning in September. Training for staff took place for Sept inset days. Individual cases will reviewed by DSL and Asst. DSL and Deputy Heads, with actions and follow ups agreed and put in place. Member of SLT oversees safeguarding in the academy.</p>	<p>Yes</p>
<p>Kitchens will be fully open from September ? how will these guidelines be adhered to? https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>	<p>Risk Assessment from Edwards and Ward has been received and reviewed. Break are not available to minimise pupils moving around the school. Lunchtimes will continue to be staggered with the year head and 2x lunchtime supervisors on duty in the hall. Areas cleaned between each sitting.</p>	<p>Yes</p>
<p>It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance here - https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm who has the responsibility for this and how will they go about it?</p>	<p>All H&S checks have continued to be undertaken and will continue to do so. They are all up to date and logged.</p>	<p>Yes</p>
<p>Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance here https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm how will you ensure guidelines are followed?</p>	<p>Doors and windows will be open to ensure good ventilation. Fire doors will remain closed where possible. Staff opening a fire door will be responsible to ensure it is then closed - this has been communicated to staff.</p>	<p>Yes</p>
<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Guidance can be found here https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation What additional arrangements will be put in place if any?</p>	<p>The PE department already have in place good practices to ensure that PE can be delivered safely for all involved. A lead teacher in each year group has liaised with the head of PE to ensure guidance is being followed. Where possible outdoor space will be used for PE including the field, sports court, yard etc. Procedures for cleaning any equipment used is in place and managed/monitored by PE staff. PE have re-sequenced their curriculum to ensure pupils aren't grouped together. This follows recommendations by Sport England.</p>	<p>Yes</p>
<p>Schools should consider updating their behaviour policies with any new rules/policies and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. Further details are available at https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools has this been undertaken?</p>	<p>Behaviour policies have been reviewed with amendments made to ensure government guidelines are adhered to, however expectations are the same. Parents have been notified of this. Pupils are reminded by all staff of the academy's expectations.</p>	<p>Yes</p>
<p>In the event of a local outbreak, the health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. Guidance on remote education support can be found https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Have you written a contingency plan? Where is this located?</p>	<p>Our Business Continuity plan was recently revised to take into account a temporary closure to control Covid transmission. This will be reviewed again in October 2020 to ensure as up to date as possible. Revised Critical Incident Policy from SCC to be followed. Remote education is already in place with use of Google Classroom. SLT are aware of the process to follow should there be any cases in the academy and will liaise with all external agencies should this happen.</p>	<p>Yes</p>

Sarah Wells

Signed

Dated

Co-ordinator

Signed

Dated

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