

Risk Assessment for PARK COMMUNITY ACADEMY



<p>RA produced by <u>G Hughes Headteacher</u> <u>A Millard Academy Business Leader</u></p>	<p>Date completed:</p>	<p><u>03/06/2020</u> <u>14/07/2020</u> <u>09/09/2020</u> <u>09/11/2020</u> <u>04/01/2021</u> <u>05/01/2021</u> <u>Latest update 24/02/2021</u></p>
<p>Approved by RA trained staff member: <u>G Hughes Headteacher</u> <u>A Millard Academy Business Leader</u></p>	<p>Date completed:</p>	<p><u>03/06/2020</u></p>
<p>Approved by Local Governing Body: <u>Mrs S Fielder Chair of Governors</u></p>	<p>Date completed:</p>	<p><u>03/06/2020</u></p>
<p>Approved by Trust Central Team: Angela Holdsworth (CEO) Nikki Wilkinson (TBM)</p>	<p>Date completed:</p>	<p>03/06/2020</p>
<p>Approved by Trust: Dave Wallbank (Chair of Trust, Interim) Norman Gibson (Chair of Sub Committee) Bukky Gibson (Trustee) Michael Pickthall (Trustee)</p>	<p>Date completed:</p>	<p><u>Insert date</u></p>

Coronavirus Risk Assessment

Park Community Academy



To be read in conjunction with Risk Management Plan 24/02/2021)

Assessment conducted by: GH/AM	Job title: ABL/Headteacher	Covered by this assessment: pupils, staff, governors, parents, volunteers and visitors.
Date of initial assessment: 17 th March 2020	Review interval: As appropriate taking into consideration revised advice provided by Gov.uk	Date of review: Updated 10 th June 2020 Updated 5 th June 2020 Updated 2 nd June 2020 Updated 29 th May 2020 Updated 27 th May 2020 Updated 19 th April 2020 Updated 14 th July 2020 Updated 9 th September 2020 Updated 9 th November 2020 Updated 4th January 2021 Updated 5th January 2021 Updated 24th February 2021

Related documents

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy – Covid-19 appendix - Safeguarding Policy – Covid-19 appendix - Behaviour Policy – Covid-19 appendix - Mass Testing Procedure – January 2021 • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - Gov.uk - DfE - NHS - Department for Health and Social Care - Public Health England - The school's local health protection team (HPT) – Test & Trace Liaison: Rebecca Sandford-Jones - The Local Authority - Sea View Trust advice and documentation • Staff are made aware of the content of the school's most up to date versions of the Coronavirus risk assessment, Risk management plan 04/01/2021 • Staff are made aware of the school's infection control procedures in relation to coronavirus via email, briefings and posters and to contact the school as soon as possible if they believe they may have been exposed to coronavirus via email/ phone. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, text and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. 	Y	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Pupils are made aware of the school's infection control procedures in relation to coronavirus via class teachers/ posters and are informed that they must tell a member of staff if they feel unwell. • Confidentiality is maintained at all times – this includes withholding the names of pupils, parents, staff, and volunteers with either confirmed or suspected cases of coronavirus. • PCA recognises that some groups of people may be at higher risk from Coronavirus; including Black and Multi Ethnic people. No specific guidance has been released to schools, therefore PCA will support BAME pupils and families by following the Covid19 PCA Risk Assessments as stringently as possible. • Clinically Extremely Vulnerable pupils/staff are advised to shield until 31st March 2021. 		
<p style="text-align: center;">General Arrangements in place for Staff</p>	H	<ul style="list-style-type: none"> • Staff have received the Trust Measures Letter May 2020 & 3rd & 4th January 2021 outlining the measures in place across the trust. • Staff are aware of the content of the school's most up to date versions of the Coronavirus risk assessment, Risk management plan and Covid19 Policy annexes which have been updated for full opening. • Cleaning arrangements in place with external cleaning company and PCA COVID19 cleaning protocol in place and reported to staff. • Catering/ FSM arrangements revised with internal and external providers and pupils will continue to eat meals in the classroom bubble. 	Y	M
<p>National Lockdown restrictions wef 06/01/2021</p>		<ul style="list-style-type: none"> • Face coverings to be worn by all adults in all indoor circulation and communal areas at all times and at the arrival and departures times of pupils. • It is encouraged to wear a face covering in the classroom. 		

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		<ul style="list-style-type: none"> • Class bubbles tightened further with limited or no teacher movement between classes. • Specialist teaching subjects reduced to; KS1/2 – PE, Science & DT KS3/4 – PE, Science & Technology KS5 - PE 		
Poor management of Social Distancing practice		<ul style="list-style-type: none"> • Posters, stair and floor markings are displayed stipulating the 2 metre social distance requirements. • Specialist rooms can be used with cleaning between bubbles. • Staff to be responsible for their own social distancing and maintain with other adults at all times. • Staff Room: Staff to be responsible for maintaining social distance in the staff room with no more than 6 adults in the room at any one time. • Additional Staff room areas have been identified for each Key Stage. • Resource Room: Staff to be responsible for maintaining social distance in the resource room with no more than 4 adults in the room at any one time. • Pupils to remain in their allocated bubbles for lessons, Phase bubbles may be formed for outdoor activities. • Revised and modified timetable in place to further limited or no teacher movement between classes. • Staff to remind pupils of the need to maintain social distance. • September 2020 – EYFS and children with Complex needs will not be expected to social distance – GOV.UK - Early years and childcare: coronavirus (COVID-19) – therefore Blackpool Track and Trace protocols will be followed by all at PCA. • Pupils and staff must refrain from touching each other. 		

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		<ul style="list-style-type: none"> • Where it is impossible to maintain the desired distance, during first aid and support for personal hygiene, PPE is available for staff to use at all times. • All staff are expected to carry out ongoing dynamic risk assessments throughout the school day to reduce risky behaviour, • Staff are not permitted to enter the front office or the ABL Office and must use the hatch only to communicate with the admin staff. • Staff who are needing to work with the admin staff are to only enter the office if there is one person only in the room to enable them to work from the vacant workspace to ensure maintenance of social distancing. • If this is not possible, then staff are expected to find a workspace with the admin member of staff where social distancing rules can be adhered to eg family room, back office, resource room etc. 		
Poor hygiene practice		<ul style="list-style-type: none"> • Pupils are provided with their own names equipment pack. • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. • Hand sanitiser is available for use on arrival and departure in the main reception. • Pupils, staff and visitors to school are expected to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) – subject to availability - and follow infection control procedures in accordance with the DfE and PHE’s guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas across the school site. • Bar soap is not to be used,– liquid soap dispensers are installed in all toilets and used. 	Y	M

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		<ul style="list-style-type: none"> • Pupils are supervised by staff in the classroom and cloakroom areas when washing their hands to ensure it is done correctly. • Pupils do not share cutlery, cups or food. • All cutlery and cups are thoroughly cleaned before and after use. • Personal Protective Equipment is available for use when it is impossible to maintain social distancing practices during first aid and supporting personal hygiene, and the protocol for safe use of PPE has been shared (Inset Day 05/06/20), September 2020 & January 2021 • Cleaners are employed by the school to carry out daily, thorough cleaning which is monitored by Site Staff. • Specialist rooms will be cleaned down between bubbles. • The school will arrange enhanced cleaning to be undertaken where and when required • Specialist 'fogging' equipment is used in the event of a confirmed positive case. • Classroom cleaning kits available in all classrooms and communal spaces for staff to use throughout the day as appropriate. • All surfaces regularly touched in the classroom to be wiped down at regular intervals eg door handles, taps, cupboard handles etc. 		
Ill health Due to suspected Coronavirus	H	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and a change in taste/smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Pupils are regularly monitored for symptoms on arrival and whilst on site. • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately referred to the senior leadership team and removed from the classroom to a designated area of 	Y	M

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		<p>the school (medical room) and will supervised at all times until a parent/carer is contacted.</p> <ul style="list-style-type: none"> • Staff are to wear a face visor, gloves and apron if supervising an unwell pupil or member of staff. • Digital thermometers are available to check temperatures of an unwell pupil or member of staff. These are wiped down with anti bacterial wipes before and after each use. • The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, an appropriate member of staff will contact health care advisors for assistance/guidance (telephone 119) • Unwell pupils or staff who are waiting to go home are kept in an isolation area (Identified as the medical room) where they can be at least two metres away from anyone who is not providing immediate supervision. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. • If unwell pupils and staff are waiting to go home, they are to be instructed to use a different toilet to the rest of the school to minimise the spread of infection. • All Personal Protective Equipment used is to be disposed of into a separate rubbish bag and double bagged and tied. This is then to be stored for the required 72 hours in a designated locked bicycle pod outside to allow the virus to die off before the bag is disposed of in the general waste bins. 		

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Spread of infection	H	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with PCA’s cleaning guidelines, using the appropriate PPE (personal protection equipment) at all times. • Parents are informed via letter/ text/social media not to bring their children to school or on the school premises if they or any other family members show signs of being unwell and believe they have been exposed to coronavirus and are expected to self isolate in line with PHE/Gov.uk advice. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with the local and national guidance. • Any additional provisions for pupils or staff who are clinically vulnerable to infections are put in place by the Headteacher/SLT, in liaison with the pupil/ parents/ staff member where necessary <ul style="list-style-type: none"> - Updated guidance 30/12/2020: Adults with the following conditions are automatically deemed clinically extremely vulnerable: - solid organ transplant recipients - those with specific cancers: <ul style="list-style-type: none"> ○ people with cancer who are undergoing active chemotherapy ○ people with lung cancer who are undergoing radical radiotherapy ○ people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment ○ people having immunotherapy or other continuing antibody treatments for cancer ○ people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors ○ people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs 	Y	M

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		<ul style="list-style-type: none"> • those with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD) • those with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease) • those on immunosuppression therapies sufficient to significantly increase risk of infection • children and adults with Down's syndrome • adults on dialysis or with chronic kidney disease (stage 5) • pregnant women with significant heart disease, congenital or acquired • other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions • The administration of medication to pupils which may require intrusive intervention (eg rectal diazepam) must only be administered when staff are wearing PPE (gloves, apron and visors). 		
Poor management of infectious diseases	H	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are made aware of the procedure for requesting a test for Covid-19 via the Local Authority. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the senior leadership team. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by pupils' parents/carers when pupils return to school after having coronavirus – the Headteacher will inform the relevant staff. 	Y	M

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		<ul style="list-style-type: none"> Staff to inform the Headteacher when they plan to return to work after having coronavirus. The ABL and Site Staff monitors the cleaning standards of school cleaning contractors on a daily basis and discusses any additional measures required with regards to managing the spread of coronavirus with the cleaning contractors. 		
Lack of communication	H	<ul style="list-style-type: none"> The school nurse reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure. The Headteacher contacts the local Health Protection Team/ Local Authority Health and Safety Team immediately about any suspected cases of coronavirus, even if they are unsure/unconfirmed, to discuss if any further action needs to be taken. School to keep staff, pupils and parents regularly updated about any changes to infection control procedures as necessary. Staff to inform HT/DHT/ Academy Business Leader if going for a Covid 19 test and keep them updated re the outcome. 	Y	M
Disruption to the running of the school and exams	H	<ul style="list-style-type: none"> The school adheres to and keeps up-to-date with the latest local and national advice regarding school closures – advice is sought from the examination board (JCQ), local Health Protection Team or DfE helpline where required. A coronavirus contingency will be added to the Exams Contingency Plan. 	Y	M
Managing Challenging Behaviour on site during lock down	H	<ul style="list-style-type: none"> Staff to be made aware of the Covid-19 annex of the Behaviour Policy (Inset Day 05/06/2020 and updated 14th July 2020 & 04/01/2021) Staff should avoid becoming involved in the use of physical intervention of any kind unless it reaches a critical point. Staff should exercise a level of professional judgement that avoids conflict with children at all times. 		

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		<ul style="list-style-type: none"> Where children's behaviour is presenting high risk in school the Headteacher/ SLT should be informed immediately. Parents/Carers will be contacted and appropriate intervention will be taken. 		
Emergencies	H	<ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternate emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. The school has an up-to-date Medical Procedures within the Health and Safety Policy in place, which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. First Aid is to be administered as normal – staff are reminded to wear gloves when dressing wounds as previously and wash hands thoroughly after any contact with children. The current fire evacuation procedures will continue as per usual with all pupils evacuating onto the senior yard in the event of a fire alarm. 	Y	M