

## Building Risk Assessment (COVID – 19)

### Progression of restrictions / Staged Response

	Trigger	Key actions	Who	Notes
STAGE 1 – General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> <li>General reminders for hygiene on arrival and throughout the day.</li> <li>On arrival: Sanitiser, mask check (Provided if not brought), thermometer check. (Track and Trace information for visitors), Posters and verbal reminders. Social distancing 1.5 m – 2 meters, tape on floor and in classrooms.</li> <li>Classrooms emptied of additional furniture, desks spaced out, small socially distanced desks in place. Pupils and staff in ‘hubs’ or sub bubbles to reduce contact.</li> <li>Effective handwashing facilities and soap available</li> <li>Follow usual absence periods for sickness</li> <li>Guidelines for visitors including track and trace information and masks</li> <li>Pupils arriving to wash or sanitise hands, Masks to be worn in corridors, break and lunchtime</li> <li>Daily risk assessment produced by site team, this is circulated to SLT and printed and placed in hardcopy folder</li> <li>Daily cleaning plan in place. Additional cleaning of specific areas directed by site staff</li> <li>Additional cleaning resources available for staff and classrooms. Staff can order additional PPE via the Site team.</li> <li>Half termly deep cleaning of site</li> <li>Posters around school reminding community of Hands, Face and Space (Masks in corridors and break and lunch time)</li> </ul>	All Site team/cleaners SLT Trust	<ul style="list-style-type: none"> <li>Staff and pupils on site approx. 150 in one main Bubble.</li> <li>All staff have been trained in use of PPE.</li> <li>All staff have access and are provided with PPE.</li> <li>All staff and pupils follow <b>Hands, Face and Space guidelines</b>. This continually referred to and posters are placed around the school site.</li> <li>Thermometer check at entrances, sanitiser and Mask check, Pupils are provided with masks if they arrive without. Track and Trace for visitors.</li> <li>Hand sanitiser and sanitiser spray are at all entry points and in all working spaces.</li> <li>Hand washing facilities available in toilet areas and some classrooms.</li> <li>Visitors restricted to essential meetings emergencies.</li> <li>Visitors expected to wear face masks, sanitise hands, provide track and trace information</li> <li>Daily cleaning routines in place, deep cleaning every half term or as required</li> <li>Staff provided with cleaning products for rooms including sanitiser spray and hand sanitiser gels.</li> </ul>
STAGE 2- Prevention	<p><b><u>Where an increased risk is present</u></b></p> <ul style="list-style-type: none"> <li>Increased absence rates of pupils or staff</li> </ul>	<ul style="list-style-type: none"> <li>Increase hygiene procedure</li> <li>Communication with key people including key information (staff, pupils and families, users of the site)</li> </ul>	SLT Admin Staff	<ul style="list-style-type: none"> <li>Covid updates and information provided for staff, pupils and parents via letter and Website the Academy website including FAQ document created for community</li> </ul>

	<ul style="list-style-type: none"> <li>Local increases in sickness e.g. flu, gastric, coronavirus</li> <li>Public health alerts</li> </ul> <p>Suspected cases of specific illness in school or within the community (e.g. coronavirus / gastric)</p>	<ul style="list-style-type: none"> <li>Specific hygiene lessons in class</li> <li>Increased enforced use of handwashing before eating of food</li> <li>Symptoms</li> <li>Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points)</li> <li>Review Core Control Measures and make changes as necessary</li> <li>Daily review of the situation</li> </ul>		<p>regarding actions and information about Covid and how the Academy is operating. This includes information about hygiene, prevention and Bubbles.</p> <ul style="list-style-type: none"> <li>Symptoms and procedures relating to Covid including self-isolation provided to staff and parents.</li> <li>New updated communicated to community through briefing meetings, letter and website.</li> <li>Daily review sheets sent daily and stored/hard copies in folder.</li> </ul>
STAGE 3- Mitigate / Delay	<p><b><u>Where a significant risk is present</u></b></p> <ul style="list-style-type: none"> <li>Direct case or increased likelihood of cases</li> <li>Public health advice for restrictions</li> </ul>	<p>Consider reducing contact situations:</p> <ul style="list-style-type: none"> <li>Assemblies</li> <li>School events</li> <li>Trips</li> </ul> <p>Consider:</p> <ul style="list-style-type: none"> <li>Any screening measures e.g. use of a thermometer in school.</li> <li>Increase time of exclusion from school for those with symptoms (beyond 48hrs)</li> <li>Sending home any Student with any symptoms</li> </ul> <p>Additional Cleaning including deeper cleans</p>	SLT	<ul style="list-style-type: none"> <li>Briefings conducted large spaces or via 'Teams' or Go2meeting (Virtual).</li> <li>Social distancing applied in groups and where possible 1.5 m to 2 m</li> <li>Covid rooms identified and Staff briefed on response to Symptoms.</li> <li>Covid rooms and their use including cleaning in place.</li> <li>Guidelines in place on the identification of symptoms, staff briefed in the response procedure.</li> </ul>
STAGE 4- Containment	<p><b><u>Where specific and/or significant changes or restrictions need to be in place.</u></b></p> <ul style="list-style-type: none"> <li>High levels of sickness - High rates of absence</li> </ul> <p>Significance of danger of disease or illness</p>	<ul style="list-style-type: none"> <li>Part / full closures of site / classes</li> <li>Deep cleans</li> <li>Closure of lettings and building use</li> </ul> <p>Reduction or exclusion of visitors</p>		<ul style="list-style-type: none"> <li>Emergency planning in place in relation to communicating any changes to site access communicated via letter, telephone and website. This includes responses to cases or reductions in staffing due to shielding/absence</li> <li>Daily cleaning in place, Deep cleaning in place.</li> </ul>

## Coronavirus Key Actions (as situation)

Specific Issue	Actions including messages	Who	Notes
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> <li>- Contact relevant agencies e.g. LA / Public Health England</li> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>- Contact parents – general information about sickness etc.</li> </ul>	SLT	<ul style="list-style-type: none"> <li>• Follow Symptoms procedure flow chart.</li> <li>• As Actions</li> </ul>
Confirmed case in school	<ul style="list-style-type: none"> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>- Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc.</li> </ul>	SLT; Site	<ul style="list-style-type: none"> <li>• Follow procedures for confirmed cases. Communicate with staff and community. Adjust School operational delivery as necessary, deep-clean.</li> </ul>
Suspected case in a family	<ul style="list-style-type: none"> <li>- Parents to ensure Student washes hands before leaving the house.</li> <li>- Student to wash hands immediately after coming into school</li> <li>- Increase monitoring of pupils</li> </ul>	Families; Staff; Admin	<ul style="list-style-type: none"> <li>• Follow PHE advice and guidelines</li> </ul>
Confirmed case in a family	<ul style="list-style-type: none"> <li>- Children in the family to remain at home for a fixed period of time</li> <li>- Deep clean of the classroom and school</li> </ul>	SLT Site	<ul style="list-style-type: none"> <li>• Follow PHE advice and guidelines</li> </ul>
Teacher shortage	<ul style="list-style-type: none"> <li>- Supply / Splitting classes / SLT Cover</li> <li>- Where too many – partial closure for certain classes or part time / AM / PM classes</li> </ul>	SLT	<ul style="list-style-type: none"> <li>• Change Time tables, use online learning, and apply contingency plans for delivering education through Rota, partial closure or part time.</li> </ul>
Support staff shortage	<ul style="list-style-type: none"> <li>- Supply / Prioritise most needy Students / classes with remaining staff</li> </ul>	SLT	<ul style="list-style-type: none"> <li>• Apply contingency plans via supply budget. Utilise online learning, change day and apply rotas.</li> </ul>
Protection for most vulnerable Students	<ul style="list-style-type: none"> <li>- Identify who these Students are vulnerable e.g. underlying health conditions that may be affected by the current threat</li> <li>- Discuss with parents the initial steps and agree key actions re. isolation/seclusion</li> </ul>	SLT / Welfare	<ul style="list-style-type: none"> <li>• Robust welfare tracking system in place including face to face visits, phone calls and delivery of FSM and food parcels. Online education in place. Computers and Dongles available for pupils.</li> </ul>
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> <li>- Ask them to contact their consultants to seek advice on their condition</li> <li>- Consider working from home</li> </ul>	SLT Staff	<ul style="list-style-type: none"> <li>• Risk assessment completed for staff. Face to Face meetings completed. Adjustments in relation to working from home in place for staff in most vulnerable categories.</li> <li>• APL and Occupational Health advice available.</li> </ul>
Staff with symptoms	<ul style="list-style-type: none"> <li>- Stay at home; follow NHS 111 advice; discuss with HT</li> </ul>	HT	<ul style="list-style-type: none"> <li>• Follow Symptoms procedures</li> </ul>
Pregnant staff	<ul style="list-style-type: none"> <li>- Ask them to contact their midwife to seek advice.</li> <li>- Consider working from home</li> </ul>	SLT	<ul style="list-style-type: none"> <li>• Risk assessment in place, working from home in place.</li> </ul>
Kitchen shut down	<ul style="list-style-type: none"> <li>- Parents to provide packed lunches</li> </ul>	SLT; Families	<ul style="list-style-type: none"> <li>• Contingency plan in place: Vouchers or Pack lunch meals from external source to be provided.</li> </ul>
Site team shortage	<ul style="list-style-type: none"> <li>- Discuss with cleaning contractor cover arrangements in good time</li> </ul>	Site	<ul style="list-style-type: none"> <li>• Site Trust team on standby</li> </ul>

Leadership shortage	- Access via phone	SLT; Staff	<ul style="list-style-type: none"> <li>Trust Executive Leadership on standby.</li> </ul>
Admin shortage	- Cover with TAs / SLT - Inform parents not to phone unless emergency	Site	<ul style="list-style-type: none"> <li>Trust central Team on standby and or supply</li> </ul>
Other school users	- Inform of control measures, including the possibility that a suspension or usage may occur.	Site	<ul style="list-style-type: none"> <li>Currently not applicable</li> </ul>
Long period shut down	- Continue learning activities through Online Activities and Text messages - Possible use of technology to deliver assemblies / stories etc.	SLT; Staff	<ul style="list-style-type: none"> <li>Full Virtual Learning Environment in place via website</li> <li>Teachers trained to deliver 'online learning'</li> <li>Teams or Go2meetings in place.</li> </ul>

### Core Control Measures Including Building

Control Measure	Control Stage	Notes / Action	Who	Review
Tissues for Each Class	1	<ul style="list-style-type: none"> <li>Ensure adequate stock levels of tissues for each class / office</li> <li>Replenish as needed</li> <li>Staff to also self-replenish from stock</li> </ul>	Site; Staff	<ul style="list-style-type: none"> <li>In place</li> </ul>
Hand sanitiser (for as long as it is available to buy)	1	<ul style="list-style-type: none"> <li>Additional dispensers have already been fitted after Coronavirus</li> <li>Ensure dispensers are full from the start of each day</li> <li>All Students to use this (or have washed hands) before lunch daily</li> <li>Ensure adequate stock levels</li> </ul>	Site; Staff; Lunch Staff	<ul style="list-style-type: none"> <li>In place</li> </ul>
Building Signage	1	Display Signage around School / Wash Hands, Social Distance 2 metres Signs and the Prevention of Covid 19 signs. Also Hazard tape on Floors to act as visual 2 metre Distance for Students and Staff.	Site	<ul style="list-style-type: none"> <li>In place</li> </ul>
Classroom's / Teaching Areas / Offices / Staffroom	1	<ul style="list-style-type: none"> <li>Allow for Social distancing in Classrooms and Office areas,</li> </ul>	Site	<ul style="list-style-type: none"> <li>In place</li> </ul>

		<p>Remove excess Tables and Chairs. Tape floors to show 2 metre distance between pupils and Staff</p> <ul style="list-style-type: none"> <li>• Soft furnishings removed from all used rooms.</li> <li>• Allow for social distancing in staffroom, staff split into bubbles and designated areas within staffroom.</li> </ul>		
Movement around the building		<ul style="list-style-type: none"> <li>• Pupils will use 4 pupil entrance to get in the building, with social distancing markings outside the door to support a calm safe entrance.</li> <li>• Staff and pupils to have temperatures taken on entry to building as a compulsory measure.</li> <li>• The corridors will be a walk on the left system, with clear markings to avoid cross over.</li> <li>• Pupil breaks and movement out of the classroom will be staggered, to avoid unnecessary contact and keep social distancing. This is to include leaving at the end of each session.</li> </ul> <p>Staff and pupils will remain in the same areas to avoid contamination and reduce the possible spread of the virus.</p>		<ul style="list-style-type: none"> <li>• In place</li> </ul>
Other users of the building	2, 3	<ul style="list-style-type: none"> <li>• Contact every user and inform them of usage expectations:</li> </ul>	Site	<ul style="list-style-type: none"> <li>• In Place</li> </ul>

		<ul style="list-style-type: none"> <li>• Clean hands or use gel before using facilities</li> <li>• Restrictions or suspensions of usage</li> </ul>		
First Aid Room		To be used for general first aid – including accidents, cuts, bruises etc. Strict use of PPE to be used by first aid trained staff.		<ul style="list-style-type: none"> <li>• In place</li> </ul>
Covid19 room		Any suspected cases of covid19 to be dealt with in Covid allocated rooms. Pupils sent home at earliest opportunity and government guidance to be followed.		<ul style="list-style-type: none"> <li>• In place</li> </ul>
monitoring daily any child or staff absence	2	<ul style="list-style-type: none"> <li>• Daily report to the HT or number of absences and symptoms</li> </ul>	Admin; Welfare Manager; HT	<ul style="list-style-type: none"> <li>• In place</li> </ul>
finding out about travel arrangements now and in the future of staff and pupils	3 (where specific threats are evident aboard)	<ul style="list-style-type: none"> <li>• Newsletter:</li> <li>• Ask parents to inform us of any closes family member who has returned from abroad within the last month</li> <li>• Staff members to inform SLT of any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with.</li> </ul>	Admin; Welfare Manager; HT	<ul style="list-style-type: none"> <li>• In place</li> </ul>
School Minibus	1	<ul style="list-style-type: none"> <li>• Cleaning Disinfectant to be kept in Minibus with Cloth and to be used before and after each trip</li> <li>• Areas to Clean after use include Steering wheel, Gear stick, Door Handles and Dash</li> </ul>	Site; Staff	<ul style="list-style-type: none"> <li>• In place</li> </ul>

		<ul style="list-style-type: none"> <li>• No more than 5 plus driver and chaperone</li> <li>• No more than 2 plus driver in Red minibus</li> </ul>		
Reducing contact point activities	2	<p>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> <li>- Food making / tasting</li> </ul> <p>Avoid any activity where you are passing items around a class</p> <ul style="list-style-type: none"> <li>- Circle time objects</li> <li>- Artefact sharing</li> <li>- Touching activities – PE / Gymnastics</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>- Cease hand shaking of Students and visitors</li> <li>- Cease and use of shared cups in class (e.g. using cups for water); replace with disposable cups; inform parents to ensure Students have water bottles in school.</li> </ul>	Staff	<ul style="list-style-type: none"> <li>• In place</li> </ul>
Good Personal Hygiene	2	<p>Website</p> <p>Letter</p> <p>Newsletter:</p> <ul style="list-style-type: none"> <li>- Inform parents of hygiene expectations and to discuss with Students;</li> <li>- All Students to wash their hands before coming to school, before going home and when they get home.</li> <li>- Classes to teach children hand washing techniques</li> <li>- Students to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser)</li> </ul>	HT; Staff	<ul style="list-style-type: none"> <li>• In place</li> </ul>

		Information: - Distribute key information posters		
Review of cleaning	2, 3	- Meet with cleaning contractors to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours (cost?) - Daily cleaning of classrooms (already in place) - Preparations for deep cleans if necessary Electrostatic Deep cleans performed during closedown	Site; Cleaning Contractor	<ul style="list-style-type: none"> <li>Daily reporting in place</li> </ul>
Additional touch point cleaning daily	2, 3	- Handles, rails, light switches and all touch points to be cleaned at mid points during the day	Site	<ul style="list-style-type: none"> <li>In place, site staff, cleaners and educational staff in their rooms</li> </ul>
School visitors and site users	2, 3	- Compulsory handwashing / use of gel before entering school; - Visitors to have temperatures taken on entry to building as a compulsory measure. - Inform them of new requirements and risk of suspension of use - Informing us of any suspected or confirmed cases by any users	Office; Site	<ul style="list-style-type: none"> <li>In place</li> </ul>
Staff members and Pupils contracting Covid-19	All	All pupils ,staff including cleaners and Catering staff to perform twice weekly Covid-19 testing		A negative test result must be obtained before staff and pupils are invited in the premises



