



# Bucklers Mead Academy: Risk Assessment: Covid-19

Version shared with Directors TBC

Version 6.0

<b>Establishment:</b> Bucklers Mead Academy	<b>Date of Assessment:</b> 17/08/2021	<b>Review date:</b> end September 2021
<b>Assessed by:</b> Please note all those involved should sign up to this assessment. Print below: <b>NAME:</b> <ol style="list-style-type: none"><li>1. Mark Lawrence (Head teacher)</li><li>2. Katie Royle (Safeguarding)</li><li>3. Mark Povey (Premises Manager)</li></ol>	<b>Staff signatures:</b>  1. ML: M. Lawrence _____ Date: 10/09/21  2. KR _____ Date:  3. MP: M. Povey _____ Date: 10/09/21 I/We have read and understood this RA and our role in its implementation.	
<b>Director Approval:</b>	Pending	

The Academy will always liaise with Public Health England and/or our Local Health Protection Team for specific advice as and when cases or suspected cases arise. (See Appendix 2)

Please refer to LFT Testing Risk Assessment.

This document should be read alongside the Covid Outbreak Management Plan and the Remote Education Guidance document.

## **BACKGROUND AND CONTEXT:**

From March 8<sup>th</sup> 2021 the expectation is that students will return to face to face learning in the Academy.

On the 17<sup>th</sup> August the government produced updated guidance as the country had moved to 'Step 4' of the road map to recovery in July.

This risk assessment is designed to ensure the safe implementation of government guidance at Buckler's Mead Academy, while the Academy continues to teach the full curriculum to all of our learners.

The risk assessment will be reviewed in response to updates to government guidance including any outcomes arising from the government *COVID-19: review of disparities and outcomes report* and any examples of shared 'best practice' that we receive.

In line with government guidance, this risk assessment will be made publicly available on the school website.

### **Government Guidance for full opening of schools August 17<sup>th</sup> 2021**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

### **New national restrictions. Latest update 16<sup>th</sup> August 2021.**

<https://www.gov.uk/guidance/national-lockdown-stay-at-home>

The key changes in the latest guidance include:

- update to make clear who is no longer required to isolate if identified as a close contact, including clarifying that this includes young people up to the age of 18 years and 6 months (it previously said 18 years and 4 months)
- added additional detail on what close contacts should do whilst awaiting their PCR test results
- updated information on contingency planning in schools, with link to update 'contingency framework'

In line with the above, the following information is key:

**Risk assessment information from the guidance above.**

Employers must protect people from harm. This includes taking reasonable steps to protect staff, students and others from coronavirus (COVID-19) within the education setting.

Schools have remained open to some students since 23 March, welcoming more students back from 1 June. Schools should therefore have already assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (COVID-19) for a limited number of students.

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

Annex A from the guidance

We will adapt this risk assessment in consultation with relevant partners including trade union representatives where available.

### **COVID- 19.**

The risk assessment takes into account the revised list of most common symptoms to look out for as updated on the 18<sup>th</sup> May 2020 as follows:

The World Health Organisation says along with the most common symptoms of fever, cough and tiredness, people may have:

- aches and pains
- sore throat
- diarrhoea
- conjunctivitis (red eye)
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes.

## **Part 1: Systems of Control from DfE Guidance.**

### **The system of controls: protective measures**

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their students, including full educational and care support for those students who have SEND.

If schools follow the guidance set out here they will effectively reduce risks in their school and create an inherently safer environment.

### **System of controls**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

#### **Prevention:**

- 1) 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
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

**Information to Aid the completion of the Risk Assessment format**

**Risk rating matrix:**

<b>RISK RATING</b>					<b>Very High Risk</b>
<b>Likelihood</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Low Risk</b>	<b>Impact</b>				

**Action required: Key to Ranking and what action to take.**

<b>VERY HIGH Risk</b>	<b>STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.</b>
<b>HIGH Risk</b>	<b>Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.</b>
<b>MEDIUM Risk</b>	<b>Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.</b>
<b>LOW Risk</b>	<b>Monitor and review your rolling programme.</b>



**Lateral Flow Testing at Buckler's Mead Academy**

All staff and students are now expected to administer LFT tests at home. They are asked to report regularly to the Academy and the government website. (Twice a week). This is due to be reviewed by the government at the end of September.

The Academy is putting plans in place to Asymptomatic testing from September 1<sup>st</sup> in line with Government guidance. Following the first two tests students will be asked to twice weekly at home. (Government review end September)

What is the <b>Task/Activity</b> or <b>Environment</b> you are assessing?	What <b>Hazards</b> are present or may be generated? Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified	Who is <b>affected</b> or <b>exposed</b> to hazards? (Staff Students Visitors Contractors Etc.)	What <b>Severity of Harm</b> can reasonably be expected?	What <b>Precautions (Existing Controls)</b> are already in place to either Eliminate or Reduce the risk of an accident happening?	What <b>Likelihood</b> is there of an accident occurring? (1-5)	What would be the likely <b>impact</b> of the accident? (1-5)	What is the <b>Risk Rating?</b>  <b>Post implementation of controls</b>  (Likelihood v impact)
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1.A: Contact with those with symptoms of coronavirus: Testing; Track and Trace; Outbreak response							
Contact with infected persons/ exposure to the	Person contracts coronavirus as a result of direct contact with an infected person (or a	Students and staff	Medium	Guidance has been issued to the entire school community.	1	3	3

virus within the school.	symptomatic person) entering the premises.		<p>Anyone who displays symptoms must stay at home and self-isolate and get a PCR test.</p> <p>Anyone who has a positive LFT test must stay at home and get a PCR test.</p> <p>Anyone who has a positive PCR test must stay at home and self-isolate for ten days (Day one is the first day after the test was taken or symptoms were displayed).</p> <p>We will follow the government guidance as follows:</p> <p>From 16 August, you will not be required to self-isolate if you live in the same household as someone with COVID-19 and any of the following apply:</p> <ul style="list-style-type: none"> <li>• you are fully vaccinated</li> <li>• you are below the age of 18 years 6 months</li> <li>• you have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• you are not able to get vaccinated for medical reasons</li> </ul> <p>Close contacts do not need to self-isolate unless they are contacted by the NHS Track and Trace App.</p> <p>The Academy is no longer responsible for tracing Close Contacts. This will be carried out by NHS Track and Trace.</p> <p>Those affected must follow government stay at home guidance as follows (Updated August 13<sup>th</sup> 2021)</p>			
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				<p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-houholds-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-houholds-with-possible-coronavirus-covid-19-infection</a></p> <p>NHS Guidance:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/se-if-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/se-if-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></p> <p>For all cases relating to staff we will be guided by the NHS Test and Trace in the Workplace document:  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a></p> <p>and will contact the Self Isolation Service Hub on 020 3743 6715.</p>			
	Contact with those developing symptoms of the virus during the working day.	Students and staff	Low	<p>Our procedure will be that If anyone in the Academy becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home immediately and advised to follow <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-houholds-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-houholds-with-possible-coronavirus-covid-19-infection</a></p> <p>If a child is awaiting collection, they will be moved, to the First Aid Room in the main corridor, where they will be isolated behind a closed door, depending on the age of</p>	1	3	3

			<p>the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation.</p> <p>The back up option to this will be the old IEC in the main corridor. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people and outside where possible.</p> <p>If they need to go to the toilet while waiting to be collected, they will use a separate bathroom if possible . The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the student 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).</p> <p>In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive</p> <p>The member of staff is instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people.</p>			
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				<p>This process is managed through student support and the LFT testing team.</p> <p>See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>			
Engagement with the NHS Track and trace Process	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the Academy community.</p> <p>Anxiety and dissent within the school community</p>	Students and staff	Low	<p>Relevant staff understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>.</p> <p>We will ensure staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS coronavirus testing contact centre on 119 for those without access to the internet.</p> <p>We have received a small number of PCR testing kits from the government with clear guidance on when these should be used.</p>	1	3	3

				<p>We will ask parents and staff to inform us immediately of the results of a test.</p> <p>They should then follow Step 4 Guidelines and 'When to self isolate'</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></p> <p>As per government guidance the Hedateacher reserves the right to refuse to allow a student on site if he thinks there is a risk to the safety of others due to Covid 19.</p>			
Management of confirmed cases of coronavirus	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Students and staff	Low	<p>We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19). This includes any positive case, which is picked up by Lateral Flow Testing in the Academy.</p> <p><b>From July 19<sup>th</sup> Track and Tracing will become the responsibility of the NHS. We will take advice from them and Public Health England and be able to support this.</b></p> <p><b>Guidance shared with parents on the changes can be found on the website:</b></p> <p><a href="https://bucklersmead.com/wp-content/uploads/2021/07/DfE-letter-re-changes-to-contact-tracing-160721.pdf">https://bucklersmead.com/wp-content/uploads/2021/07/DfE-letter-re-changes-to-contact-tracing-160721.pdf</a></p>	1	3	3

			<p>We will contact the local health protection team and the DfE. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take.</p> <p><b>Buckler’s Mead Academy will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</b></p> <p>We note that schools <b>should not</b> request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</p>			
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Containing any local outbreak	Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.	Students and staff	Medium	<p>Should 5 students or staff, who have likely to have mixed closely test positive for C-19 within a ten day period we will seek advice from Public Health England on what further action should be taken to manage any potential 'local outbreak'.</p> <p>We will take advice from PHE, in line with the following document:</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/2021_0817_Contingency_Framework_FINAL.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/2021_0817_Contingency_Framework_FINAL.pdf</a></p> <p>We have developed a Contingency Plan (See below) to ensure the education of affected groups of students is maintained. This will include the provision of remote learning as set out in government guidance for the reopening of schools.</p> <p>If required, during periods of National lockdown which include school closures we will provide a remote education which fulfils governmental expectation, while providing on site education to the families of critical workers and those students who are considered vulnerable.</p>	1	4	4
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1: B Cleaning and hygiene							
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Students and staff	Medium	<p>Opportunities are provided for staff and students to clean their hands with hand sanitiser or soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> <li>on arrival at school</li> </ul>	2	3	6

				<ul style="list-style-type: none"> <li>• after using the toilet</li> <li>• after breaks and sporting activities</li> <li>• before food preparation</li> <li>• before eating any food, including snacks</li> <li>• before leaving school</li> <li>• after sneezing/coughing.</li> <li>• Entry to classrooms and buildings. (Exits as appropriate)</li> </ul> <p>Bins will be available for disposal of paper towels and will be emptied periodically during the day.</p> <p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display and reinforced with students.</p> <p>Hand sanitiser units have been sourced and placed on internal and external doors where possible. These will be monitored and kept filled by the site team.</p>			
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Students and staff	Low	<p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with students.</p> <p>Bins are available for the disposal of used tissues.</p> <p>Bins will be emptied to covered bins on a regular basis.</p>	1	3	3
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Students and staff	Low	<p>Our cleaning specification has been reviewed to ensure we comply with requirements set out in <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	1	3	3

				<p>Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <p>Door handles Kettles Taps Switches Phones Laptops / Printers and photocopiers Staffroom/ food preparation</p> <p>Surfaces that students are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</p>			
Safe use of cleaning products	<p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by students.</p>	Students and staff	Low	<p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE will be provided for all cleaning activities, it is at the member of staffs discretion if they wear it.</p> <p>Safety data sheets for cleaning products are available.- check MP</p> <p>Only recommended cleaning products will be used.</p>	1	3	3



	Use of hand sanitiser potential for improper use and ingestion.	Students and staff	Low	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there is some allergy.</p> <p>We have obtained the Safety Data Sheet for the product(s) used on site. They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>This will also help with potential reactions to the product.</p> <p>We have and will secure adequate supplies of the product and provide it, especially in areas such as reception.</p> <p>We will not make our own having addressed the national CLEAPSS guidance.</p>	1	3	3
Measures to reduce contamination from coronavirus.	Use of shared resources	Students and staff	Medium	<p>Students should sanitise hands on the way into every classroom.</p> <p>Sharing of equipment by staff and students will be reduced as much as possible.</p> <p>Staff have been advised that they must clean their hands and surfaces before and after handling students' books.</p> <p>Staff are advised to wipe down tables at least twice a day. disinfect and clothes are provided.</p>	2	3	6

	Items from home to school and vice versa	Students and staff	Low	Students and teachers can take books and other shared resources home although they are expected to be vigilant and sanitise hands and surfaces as appropriate.  Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.	1	3	3
	Items requiring laundry	Students and staff	Serious	We will ensure that all items that are laundered within the school are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes.	1	3	3

**1:C Minimising contact (social distancing)**

<b>1:C Minimising contact (social distancing)</b>							
Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Students and staff	Medium	We have taken the following measures to reduce footfall and maintain social distancing on site including:  Holding zones (Muster points) for each year group at the start and end of the day.  Learning zones or per year group at break and lunch.  Staggered break and lunch times  External doors are used in all classrooms where they are available for all entry and exits.  Teachers will release students from classrooms on Floor 1 and Floor 2 1 minute before the bell to avoid crossing of students on the stairs.  Students are expected, wherever possible, to wear face masks when moving within corridors and when	2	3	6

				indoors. (Facemasks can be removed when in classrooms)  Classroom doors and windows should be open to allow circulation of air.  While we recognise that the government guidance does not expect 'bubbles' to remain. We believe there are a number of advantages to maintaining bubbles during unstructured time and will continue as before. This will be reviewed at the end of September.			
Social distancing for large groups of students.	Large groups of students and/or adults increase the likelihood of exposure to and transmission of coronavirus	Students and staff	Low	Assemblies and all gatherings can return with the hall doors and windows open to ensure good ventilation. We will continue to monitor large group gatherings and assess risk as necessary.	1	3	3

<b>1:D Minimising contact (social distancing) Phase specific guidance.</b>
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Grouping of students and	Exposure to infection Classroom teaching	Students and staff	Medium	We are following government guidance as follows:	2	3	6
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social distancing of students:	Secondary			<p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002322/Schools_guidance_Step_4_update_for_14_July.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002322/Schools_guidance_Step_4_update_for_14_July.pdf</a></p> <p>We will <b>advise</b> staff to continue to make small adaptations to the classroom to support distancing where possible. That will include seating students side by side and facing forwards, rather than face to face or side on, and will include moving unnecessary furniture out of classrooms to make more space where possible. This will be at the member of staffs discretion.</p> <p>In some IT rooms where facing forward cannot be facilitated, plastic screens have been erected for protection. These will remain- due to be reviewed at the end of September.</p> <p>We have advised staff to continue to do their best to maintain distance from their students, staying at the front of their class and away from their colleagues where possible. Ideally this should be at a 2m distance. Advice on avoiding Close Contacts is shared consistently.</p> <p>Close Contact guidance:  <a href="https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person">https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</a></p> <p>Mixing of bubbles can take place for activities such as Sports Leaders and Reading partners. The member of staff responsible must be vigilant and keep a record of where bubbles have mixed.</p>			
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				<p>We will minimise mixing for arrival, lunchtime, breaks and departure. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>We are referring to CLEAPS/DATA/ afPE guidance available for specialist areas.</p>			
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**1: E Use of Personal Protective Equipment**

Use of Personal Protective Equipment (PPE)	Incorrect use exacerbates the risk of further infection.	Students and staff	Low	<p>Face coverings</p> <p>From 19 July, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>Face coverings From 19 July, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas. From 19 July, the government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public</p>	1	3	3
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				<p>transport and dedicated transport to school or college</p> <p>If required, the Academy will provide Face coverings to those who don't have them.</p> <p>If required due to contingency arrangements the Academy will inform parents and students of when and where face coverings are required and for the need for students to have them with them.</p> <p>Tutor time will teach students of the reasons why these are worn and how to wear them safely.</p> <p>We will ensure that, staff who are likely to have to support students in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>Staff/ Students will be advised that any PPS facemasks bought onto the Academy site should be appropriate for a school setting e.g. no inappropriate images or writing.</p>			
Use of Personal Protective Equipment (PPE) by students (over the age of 11) and staff arriving at school.	Poor processes for the removal and disposal of PPE increases the likelihood of infection from coronavirus.	Students and staff	Serious	Students (and staff) will be instructed not to touch the front of their face covering during use or when removing them. They must wash/ sanitise their hands immediately on arrival (as is the case for all students), 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	1	1	1

NB: Wearing of PPE mandatory on public transport for those over the age of 11 without health exemptions.				again before heading to their classroom. Guidance on <a href="#">safe working in education, childcare and children's social care</a> provides more advice.			
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**1: F School transport and travel arrangements**

School transport	Risk of exposure to coronavirus whilst using public transport	Students and staff	Low	The Academy to be aware of staff and students using public transport and to advise as necessary.  Student taxis. Where a student uses a taxi we will advise the family as appropriate on the use of facemasks etc. and ensure the taxi company has a full risk assessment.	<b>1</b>	<b>3</b>	<b>3</b>
	Exposure to coronavirus when travelling to and from school and within wider social groupings (outside school).	Students	Low	We have provided clear messages to students about minimising the use of public transport and how to reduce the risks of transmission outside of school.  If being transported by car, students and families have been reminded to follow government guidance on social distancing.  We have also discussed with students the potential for coronavirus to spread when they socialise in groups outside school and have reminded them of the importance of	<b>1</b>	<b>3</b>	<b>3</b>

				following social distancing guidance in the wider community.			
Staff transport to and from work	Potential for increased exposure to coronavirus (and potential for introduction into the school) through use of public transport at peak times.	All staff	Low	Where staff would normally use public transport to travel to work, we will discuss options to alleviate this e.g.: provision of parking or parking permits, or facilities such as secure cycle storage to support people to walk, run or cycle to work where possible.  Staff advised against sharing lifts.	1	3	3
	Risk of exposure to coronavirus whilst using school vehicles.	Students and staff	Low	School vehicles will be used for essential purposes only.  Hard surfaces e.g.: steering wheel, handbrake other controls, door handle, seatbelts etc to be cleaned after use.  Vehicle users to wash/sanitise hands before entering the vehicle. Sanitiser and wipes available for use within the vehicle.  School safeguarding procedures to be followed.  Facemasks to be worn when on school transport- eg Fixtures.	1	3	3

**1: G School workforce**

Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Medium	Individual discussions will be held with staff as necessary to identify concerns/ barriers re returning to work. (NB: recognising that	2	3	6
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				<p>some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services, including Care First, which provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>Staff survey has taken place gathering information on staff Covid 19 status.</p> <p>Individual discussions will take place with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services (Care First), LA Weekly support.</p> <p>Member of SLT in place with responsibility for staff wellbeing with opportunities for staff support to be developed through staff consultation and training.</p> <p>HR advice is available from SCC.</p> <p>We are working with the trade unions.</p> <p>SLT Open door policy.</p> <p>Reopening plan for March takes into account feedback from staff following Autumn Term 2020. Staff survey took place in April 2021.</p> <p>Areas of concern have been addressed.</p>			
Staff who may be at increased	Staff anxiety	Staff in at risk group	Medium	We recognise that some people with particular characteristics may be at comparatively increased risk from	2	4	8

<p>risk from coronavirus.</p>	<p>Potential for staff to suffer serious illness if they contract coronavirus.</p>			<p>coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>.</p> <p>We will remain alert to the findings of this research and respond to any changes in guidance accordingly.</p> <p>If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks.</p> <p>Where practically possible we will accommodate additional measures to support staff where appropriate.</p> <p>We are have developed this risk assessment with reference to our Equalities Policies and Procedures to ensure that that those affected by the control measures in this risk assessment are not unlawfully discriminated against.</p> <p>We note that people who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p>Individual risk assessments take place and will be continually reviewed where appropriate.</p>			
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Staff training	Staff are not aware or do not understand the requirements for working safely.	All staff	Low	<p>Training and written instruction has been provided re: operating procedures outlined in this risk assessment to all staff. This includes:</p> <ul style="list-style-type: none"> <li>• What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements)</li> <li>• Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work</li> <li>• The arrangement for the move back to specialist rooms are in place.</li> <li>• Arrangements for breaktimes and lunchtimes</li> <li>• Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy).</li> <li>• Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms</li> <li>• Changes to school behaviour policies</li> <li>• Curriculum adaptations required re: social distancing</li> <li>• Site security and fire safety including evacuation and lockdown procedures.</li> <li>• Use of PPE (where applicable).</li> </ul>	1	3	3
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				<ul style="list-style-type: none"> <li>Additional staff training on remote learning purchased and available.</li> </ul>			
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Medium	CEV people are advised as a minimum to follow the same guidance as everyone else.	2	4	8
		Clinically vulnerable including pregnant women	Serious	May attend work but should follow advice <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a> (NB an individual risk assessment must be carried out for new and expectant mothers; exposure to coronavirus should be included as a potential hazard).	2	4	8
Use of supply teachers and other temporary or peripatetic staff	Potential for the introduction of coronavirus into the school		Medium	<p>We note that it is permissible for supply staff and other temporary workers to move between schools.</p> <p>We will ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with students as far as is practicable.</p> <p>Where possible we will endeavour to engage staff on a consistent basis.</p>	2	3	6
Use of volunteers	Potential for the introduction of coronavirus into the school		Medium	<p>Volunteers may be used to support the work of the school, as would usually be the case.</p> <p>All volunteers will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of volunteers across groups will be kept to a minimum, and they</p>	2	3	6

				should remain 2 metres from students and staff where possible. The use of volunteers will be kept to an absolute minimum.			
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1:H Student wellbeing							
Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures.	All members of the school community	Medium	<p>Our communication with parents and students included information about:</p> <ul style="list-style-type: none"> <li>• Arrival and departure from school and arrangements for parents to access the site</li> <li>• Arrangements for infection control</li> <li>• Student groupings</li> <li>• What the school day will look like</li> <li>• Expectations for attendance</li> <li>• Expectations for the wearing of school uniform (government guidance is that this should be worn as usual).</li> <li>• The avoidance of travel to school via public transport at peak times and measures the school are taking to work with parents to alleviate this</li> <li>• Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing</li> <li>• What will happen if there is a case of coronavirus at the school.</li> </ul> <p>Parents/ Carers are reminded of the need to ensure we have up to date records and that</p>	2	3	6

				they are able to be contacted urgently should they need to be.			
Student wellbeing	Changing family circumstances likely to have an adverse effect of student's ability to reengage with school	Students and staff	Low	Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available.  Staff responsible for student groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc., for individual students.	1	3	3
	Inadequate understanding or enforcement of student behaviour expectations.	Students and staff	Low	The school Behaviour Policy has been updated to include expectations re: arrangements for social distancing and movement around school; hygiene rules.  Consistent methods of communication ensure that staff, students and parents are aware of these.	1	3	3
Individual student medical requirements	Students (or their family members) in identified groups.	Extremely clinically vulnerable students	Medium	These students should attend school.	1	3	6
		Clinically vulnerable students	Low	These students should attend school	1	3	3
		Students living in a household with a person who	Serious	These students should attend school	1	3	3

		is extremely clinically vulnerable.					
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Serious	These students should attend school	1	3	3

1: I Provision of first aid and the administration of medication							
Provision of first aid		Students and staff	Low	<p>Qualified first aiders are available as required.</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE and working in close proximity to an injured person.</p>	1	3	3
Administration of medication	Illness or injury to those who are unable to access their medication	Students and staff	Low	<p>School procedures for the administration of prescription and controlled medication will continue to apply.</p> <p>Parents have been advised that they must return any required medication to school; we will check that medication that has remained in school is still in date. Parents have been advised where this is not the case.</p>	1	3	3

				<p>Staff will wear PPE whilst administering medication if it is not possible to maintain 2m social distancing.</p> <p>Students/ students with allergies and/or those requiring medication (including asthma inhalers) will be known to all staff and their requirements identified on class lists for each teaching group.</p> <p>EHC Plans or other relevant Healthcare Plans to be shared with staff responsible for each teaching group.</p> <p>Adrenaline Auto-injectors (AAI) and asthma inhalers to be easily accessible and their whereabouts known by staff and students. Students requiring these will be placed in a group with a member of staff who has had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack.</p> <p>They accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p> <p>We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.</p> <p>Rubbish will be disposed of and bins emptied to avoid allergens remaining in the classroom for longer than necessary.</p>			
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**1: J Premises**

Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Low	<p>We will ensure that all outlets have been flushed before resuming normal operation. Following this, we have commissioned a water treatment specialist to test the system, which we anticipate will present no problems. If it does, they will chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied.</p> <p>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>Our fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> <li>● all fire doors are operational</li> <li>● the fire alarm system and emergency lights are operational</li> </ul> <p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the kitchen and/or food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p> <p>See:</p>	1	3	3
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				<a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-corona-virus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/publications/managing-school-premises-during-the-corona-virus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a>			
Preparation of outside space	Lack of outside space means that student and staff are at a higher risk of infection	All premises occupants	Low	New hard court surfaces fully utilised.  Increased duty staff monitor outside areas.  Grass areas open as per Summer rules.	1	3	3
Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Low	Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window must be open.  Classrooms must be well ventilated- BUT should be a comfortable working environment.	1	3	3
	Use of air conditioning accelerates the spread of coronavirus	All premises occupants	Low	We have taken advice from our contractors re: the suitability of our air conditioning system for use at this time and taken the following action: ACU can be used from September 1 <sup>st</sup> . This is under constant review.	1	3	3
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Low	We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.  Here, for high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open	1	3	3

				<p>with removable wedges. - These must be removed when the room is empty.</p> <p>In classrooms internal doors must be open, external doors can be closed.</p> <p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p>			
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Students and staff	Low	<p>Measures necessary for additional ventilation of the buildings have been and will be assessed and will not compromise fire safety or site security arrangements.</p> <p>We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required. Safe evacuation/ lockdown takes priority.</p> <p>Practice drills have taken place to ensure compliance.</p>	1	3	3

1: K Social distancing in the wider school environment							
Arrival and departure from school	Exposure to infection from inadequate social distancing	Students and staff	Medium	Students will be allocated a 'muster point', separate from other year groups on arrival and when awaiting departure.	2	3	6

				The beginning and end of the day will be staggered based on blocks.			
Circulation within the building	Exposure to infection from inadequate social distancing	Students and staff	Medium	We will arrange for students to access rooms directly from outside where possible.  Circulation routes around the school have been reviewed. Where possible there are one-way circulation routes in corridors and stairways.  Arrangements are in place to stagger break times and lunchtimes to reduce numbers accessing circulation routes.	2	3	6
Lunchtimes	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Students and staff	Medium	Catering staff arrangements for social distancing have been implemented.  Return to normal use of the refectory.	2	3	6
	Payment for food (secondary)	Students and staff	Low	Finger recognition systems for meal payment is not being used.  Where payment is required, PIN numbers will be allocated for use on the machines.  Parents will be asked to 'top up' accounts on line as the cash machine will be out of use.	1	3	3
	Exposure to infection from inadequate social	Students and staff	Medium	Aspens will provide lunch. The government guidance states there is no need for			

	distancing: Collection of food by students and eating arrangements			alternative arrangements to avoid mixing at lunch.	2	3	6
Breaktimes	Exposure to infection from inadequate social distancing: breaktimes	Students and staff	Medium	Year groups will continue to be separated at breaktime.	2	3	6
Educational visits	Exposure to infection from inadequate social distancing etc	Students and staff	Medium	We will continue to follow government guidance and fully risk assess each educational visit.	2	3	6

**1:L Social distancing: Offices and shared staff areas**

School Reception areas	Exposure to infection from inadequate social distancing: visitors to school.	Students and staff	Low	Signage has been erected to advise visitors of social distancing protocols including wearing masks. . Payments to be online/ contactless where possible. Office staff to wear gloves when handling cash. Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.	1	3	3
	Exposure to infection from deliveries arriving at the school.	Staff	Low	Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by phone of their arrival. School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver.	1	3	3
	Violence and aggression towards school staff causes injury and distress	Students and staff	Low	We will maintain transparency and regular contact with all members of the school community.	1	3	3

				Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.  Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.			
Other work areas	Exposure to infection from inadequate social distancing: other work areas	Staff	Medium	Furniture reconfigured in staff areas to allow 2 m distancing.  All areas are cleaned regularly,  ICT equipment should be cleaned/sanitised by the user between each use.	2	3	6
Contractors working on the premises.	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Low	All contractors working on the premises will be required to follow control measures listed for visitors.	1	3	3

1:M Afterschool and breakfast clubs							
Afterschool and Breakfast Clubs	Arrangements for infection control, social distancing etc. are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.	All members of the school community	Low	Breakfast Club takes place with limited numbers to ensure Covid security.  After school clubs take place within year groups.	1	3	3

**Part 2: Maintaining educational provision in the event of a local outbreak**

Maintaining contact with students staying at home	Safeguarding concerns are not reported; student/ student is placed at risk.	All	Medium	Concerns may become apparent during interaction in the community, online communication etc.  All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period.	1	3	6
	Enhanced risks to students re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school	Students	Medium	School to provide information to parents and students re online safety, including encouraging parents to set up age-appropriate parental controls and internet filters as applicable, also signposting to support available for reporting bullying and online abuse.  The Academy will provide a list of appropriate sites for students.	2	3	6
	E-Safety. Inappropriate staff contact with students/ students	Students	Low	The Academy E-Safety Policies continue to apply.  Communication must only take place through school channels approved by the senior leadership team.  Staff must not make informal arrangements to contact students using their own phones/ devices etc.	1	3	3
	Injury or contamination of staff undertaking home visits.  Vulnerable students/ students are 'missed'	Visiting staff	Serious	Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating.  Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone	1	3	3

	through lack of contact etc.			<p>Working Procedures to be followed (including the maintenance of a school contact during the visit).</p> <p>Where a member of the family is self-isolating ask that the child comes to the window so that they can be seen by professionals.</p> <p>If phoning families we will speak to the child as well.</p>			
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**PART 3: Arrangements for staff working from home during a local outbreak**

Use of display screen equipment eg: laptop, desktop etc.	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Low	<p>We follow guidance from HSE (March 2020) as follows:</p> <p>For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments.</p> <p>We have consulted the following document.</p> <p><a href="https://www.hse.gov.uk/toolbox/workers/home.htm#dse">https://www.hse.gov.uk/toolbox/workers/home.htm#dse</a></p> <p>However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using: <a href="http://www.hse.gov.uk/pubns/ck1.pdf">www.hse.gov.uk/pubns/ck1.pdf</a></p> <p>We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> <li>• breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity</li> <li>• avoiding awkward, static postures by regularly changing position</li> </ul>	1	3	3
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				<ul style="list-style-type: none"> <li>• getting up and moving or doing stretching exercises</li> <li>• avoiding eye fatigue by changing focus or blinking from time to time.</li> </ul>			
Data protection	Data breach exposes staff or students to risk of harm.  Data breach is undetected.	All	Low	<p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.</p> <p>School Data Protection Policies and Procedures apply.</p> <p>Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.</p>	1	3	3