

Risk Assessment – Covid-19 (Spring Term)	January 2021	Kettering Buccleuch Academy - Primary
<b>Responsible Person</b>	Lydia Meek – Acting Head of Primary	
<b>Other Persons Involved</b>	Dino DiSalvo, Tim Ball	
<b>Guidance Material Considered</b>	<ul style="list-style-type: none"> <li>• DfE – <a href="#">Restricting attendance during the national lockdown: schools</a> (7 January)</li> <li>• DfE - <a href="#">Education and childcare settings: national lockdown from 5 January 2021</a> (7 January)</li> <li>• DfE - <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a> (7 January)</li> <li>• DfE - <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a> (8 January)</li> <li>• DfE – <a href="#">Face coverings in education</a> (8 January)</li> <li>• DfE - <a href="#">Safe working in education, childcare and children’s social care</a> (14 December)</li> <li>• BEIS - <a href="#">Working safely during coronavirus (COVID-19) Offices and Contact Centres</a> (6 January).</li> <li>• NHS - <a href="#">Test and Trace – How it works</a> (11 January)</li> <li>• PHE - <a href="#">COVID-19: cleaning in non-healthcare settings outside the home</a> (16 October)</li> <li>• CLEAPSS - <a href="#">COVID-19 guidance</a> re science, design and technology</li> <li>• AfPE – <a href="#">Coronavirus guidance and support</a> re school sport</li> <li>• OEAP – <a href="#">Coronavirus guidance</a> re educational visits</li> <li>• Music Mark – <a href="#">Guidance for Schools and Music Providers</a></li> <li>• DfE Asymptomatic Testing Procedures and Guidance – available through the <a href="#">DfE portal</a></li> </ul>	

<b>Details</b>	
<p>Covering staff and pupil H&amp;S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in January 2021 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> <li>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.</li> <li>2) Where recommended, the use of face coverings in schools.</li> <li>3) Clean hands thoroughly more often than usual.</li> <li>4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</li> <li>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</li> <li>6) Minimise contact between individuals and maintain social distancing wherever possible.</li> <li>7) Where necessary, wear appropriate personal protective equipment (PPE).</li> <li>8) Always keeping occupied spaces well ventilated.</li> </ol> <p>Numbers 1 &amp; 3-5, and number 8, must be in place in all schools, all the time.  Numbers 2 and 6 must be properly considered and schools must put in place measures that suit their particular circumstances.  Number 7 applies in specific circumstances.</p> <ol style="list-style-type: none"> <li>9) Engage with the NHS Test and Trace process.</li> <li>10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</li> </ol>	

11) Contain any outbreak by following local health protection team advice.

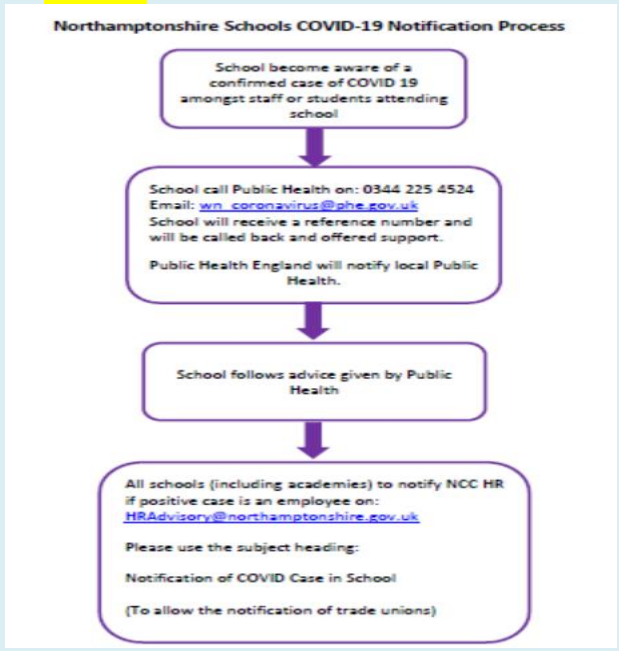
Numbers 9 to 11 must be followed in every case where they are relevant.

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?			
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<p>ALL STAFF NEED TO READ THROUGH AND UNDERSTAND ALL ELEMENTS OF THIS RISK ASSESSMENT. THIS ASSESSMENT &amp; ITS COMPONENTS ARE COMPULSORY. THIS RISK ASSESSMENT WILL BE CONSTANTLY REVIEWED DEPENDING ON THE LOCAL R AND TIER RATING FOR THIS AREA.</p> <p>The following hierarchy of control is considered throughout this assessment. All control measures are important and need to be complied with. A colour coded risk matrix has been produced so staff can interpret these measures in order of importance.</p> <table border="1" data-bbox="689 608 1856 727"> <tr> <td style="background-color: red; color: white; text-align: center;">High Risk</td> </tr> <tr> <td style="background-color: yellow; text-align: center;">Medium Risk</td> </tr> <tr> <td style="background-color: lightgreen; text-align: center;">Low Risk</td> </tr> </table> <ul style="list-style-type: none"> <li>• cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>• ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>• cleaning frequently touched surfaces often, using standard products, such as detergents and bleach. Detailed plan on cleaning has been drawn up to support high levels of cleanliness &amp; sanitized classrooms and work areas.</li> <li>• The individual employee risk assessment will reflect the Government advice applicable at that time.</li> <li>• Any staff who are not required in school and can continue to work from home will continue to do so. All CEV staff to work from home.</li> <li>• Staff may consent to take part in the asymptomatic testing programme</li> <li>• Any staff member with symptoms of COVID-19 is sent home and instructed to undertake a COVID-19 test. They are to self-isolate for 10 days. Their household members are also required to self-isolate for 10 days following the return of a positive test result.</li> <li>• If this is outside of school hours they should contact the Headteacher immediately.</li> <li>• To support the testing process, the school has been provided with a supply of home testing kits</li> <li>• If the test is positive:</li> </ul>	High Risk	Medium Risk	Low Risk	Y	Y
High Risk								
Medium Risk								
Low Risk								

			<ul style="list-style-type: none"> <li>○ The staff member remains absent from school for 10 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time.</li> <li>○ The staff member must engage with the NHS Test and Trace programme, with anyone who had close contact within 48 hours of symptoms developing also being required to self-isolate.</li> <li>○ The staff member must notify the school immediately.</li> <li>○ The school contact their local Health Protection Team for advice on any further action required in school.</li> <li>○ The school will review the case against the Group guidance on COVID-19 and ARMS to establish if it was likely that the infection was contracted because of occupational exposure.</li> <li>○ If the test is returned as negative the staff member can return to school when they feel well enough to do so.</li> <li>• Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If the result is positive, they must self-isolate for 10 days. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms.</li> <li>• Staff are advised to investigate quarantine restrictions before traveling to any given country. It maybe that visitors are allowed at present, but situations can change rapidly. Self-isolation guidance is currently 10 days.</li> <li>• Please do not come into school if you should be in quarantine, if you fall into the situation please contact your HOD / Line Manager to report to school principal.</li> </ul>		
		Pupils contracting COVID-19	<ul style="list-style-type: none"> <li>• CEV pupils should not attend</li> <li>• Any pupil with symptoms of Covid-19 should not attend school and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained.</li> <li>• To support the testing process, the school have been provided with a supply of home testing kits. These will be distributed to students or staff if a case is suspected and the student / staff may struggle to access a test site.</li> <li>• Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. The school will take action from clear guidance set out from the HPT.</li> <li>• A negative result means the pupil can return to school.</li> <li>• Any students who show symptoms need to be sent home. Teacher will need to make a call down to reception for a member of SLT. Student will be escorted and positioned outside of school (weather permitting). If it is not possible to sit outside then they should be sat in a room where they can be isolated behind a closed door (age and needs permitting) with appropriate adult supervision, ideally with a window open for ventilation. Where this isn't possible, they should be moved to an area which is at least 2 metres from other people. PPE will be available for staff to check on the pupils until parent arrives. School staff</li> </ul>	Y	Y

			<p>advised to stay more than two metres away. Any areas where the student has been must be cleaned after by cleaning staff in full PPE.</p> <ul style="list-style-type: none"> <li>Where a pupil indicates an individual in their household has received a positive Covid-19 result, they must self-isolate for 10 days. Under the Test and Trace programme there is an expectation that any symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms.</li> <li>Sanitizing stations to be strategically placed around the academy for pupils to use.</li> <li>Pupils are advised not to use public transport unless completely necessary.</li> </ul>		
		Visitors contracting COVID-19	<ul style="list-style-type: none"> <li>Visitors to site will be kept to a minimal where reasonably practical.</li> <li>All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. Visitors will need to sign in via Entry Sign and details will be stored.</li> <li>Details of local procedures communicated to all visitors before they come on to the site.</li> <li>Parents advised to drop children off alone, i.e. not to come with partners or family and are asked to wear a face covering unless they are exempt on medical grounds. Parents do not enter past the rainbow path gate where a member of SLT will be taking a register.</li> <li>Parents to contact school via phone or email. Members of SLT/ Safeguarding team will be available at the start and end of each day on the school gate.</li> <li>Contractors attending while school is operational to be notified that the school is operational, and their access requirements reviewed on a case by case basis. Only emergency work will take place, this will be managed by the site manager. Site team to inform Reception of any contractors that are booked in. All work will be booked in out of school hours, school holidays or the weekend.</li> <li>Deliveries will take place as normal via goods inwards.</li> <li>Events such as parents' evenings, school shows, opening evenings will not take place at this point to reduce the number of visitors on site. Some of these events may take place virtually, staff, students &amp; parents will be informed on an individual event basis.</li> <li>Parents cannot park onsite without a permit from the Principal</li> </ul>	Y	Y
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> <li>Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed.</li> <li>Pupil isolated in an area outside, weather permitting. Student can await collection in line with <a href="#">government guidelines</a>. Student must leave out of the nearest exit &amp; must not contaminate any other bubble areas. Staff checking on the student must wear appropriate PPE (visor/mask, gloves, apron)</li> <li>Staff and pupils who have had a confirmed contact with the affected party should follow advice from the DfE. A prolonged contact would usually lead to self-isolation for 10 days.</li> <li>A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained.</li> <li>Cleaning and disinfection of areas to be carried out by cleaning staff in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> </ul>	Y	Y

			<ul style="list-style-type: none"> <li>Any waste from the suspected pupil/staff member should be disposed of using our clinical waste bins provided in the medical room.</li> <li>School Principal and Senior Leadership Team to be informed of any pupil / staff member who has been sent home for showing symptoms.</li> <li>Students should not share equipment where practical. Resources that are shared, for example, books should only be within class groups. Pens, pencils, and stationery should be supplied by parents to students where possible. No stationery should be shared. Where you cannot remove this risk, equipment must be quarantined for 72 hours or cleaned.</li> </ul>		
<b>Infection Control (practices)</b>	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Arrangements during National Lockdown</u></p> <ul style="list-style-type: none"> <li>Critical worker and vulnerable provision in place for the minimum amount of children required in line with government guidelines. Children only attend for the days required, not full time if unnecessary.</li> <li>Two 'bubbles' will operate during lockdown Critical Worker/ Vulnerable provision; EYFS &amp; KS1 in one bubble and KS2 in a separate bubble. These bubbles will be split between 4 classrooms to allow adults and children to separate and space out as necessary. KS2 will operate between the two Year 3 classes and EYFS/KS1 between the two Year 2 classes.</li> <li>The two bubbles will be kept apart as much as possible.</li> <li></li> <li>Staff work from home unless on the rota to support Critical Worker Provision. Critical Worker provision operates at safe staffing levels with one member of SLT on site each day.</li> <li>All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible. Wherever possible, staff will work within one bubble only across the week.</li> <li>Arrangements have been communicated to parents and agree a process for drop off and collection at the school gate.</li> <li>Parents are asked to wear a face mask when on school site. School staff to wear face masks when communicating with parents.</li> <li>Pupils should wash their hands on arrival</li> <li>Parents are not allowed past the rainbow path gate.</li> </ul> <p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> <li>Soap and running water or alcohol based hand sanitiser to be readily available</li> <li>Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum)</li> <li>Skin friendly cleansing wipes used for those who need assistance in cleaning hands</li> <li>Practices built into school behaviour culture.</li> <li>Catch-it, bin-it, kill-it, promoted throughout school.</li> </ul>	Y	Y

			<ul style="list-style-type: none"> <li>• School provides tissues and sufficient bins to support disposal of waste. Tissues will be placed in each classroom.</li> <li>• School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant.</li> <li>• Face coverings in school not recommended but are required for those using public transport / bus services.</li> <li>• Hot water and soap to be periodically checked to make sure hand washing provisions are regularly available.</li> </ul>  <p><b>Northamptonshire Schools COVID-19 Notification Process</b></p> <p>School become aware of a confirmed case of COVID 19 amongst staff or students attending school</p> <p>School call Public Health on: 0344 225 4524 Email: <a href="mailto:wn_coronavirus@phe.gov.uk">wn_coronavirus@phe.gov.uk</a> School will receive a reference number and will be called back and offered support. Public Health England will notify local Public Health.</p> <p>School follows advice given by Public Health</p> <p>All schools (including academies) to notify NCC HR if positive case is an employee on: <a href="mailto:HRAdvisory@northamptonshire.gov.uk">HRAdvisory@northamptonshire.gov.uk</a> Please use the subject heading: Notification of COVID Case in School (To allow the notification of trade unions)</p>		
			<p><b>Grouping (key principles to be applied)</b></p> <ul style="list-style-type: none"> <li>• Social distancing not necessary within ‘bubbles’ but to be adhered to if and when possible (for instance this may be easier with the older children). Avoid prolonged ‘close contact’</li> <li>• Social distancing to be adhered to around the school when children are not inside the ‘bubble’ of their own classroom</li> <li>• Shared areas and resources can now be used but staff must ensure that resources are cleaned in between use and that shared areas are also sanitised</li> <li>• Mixing in wider groups for specialist subjects, wraparound care, or on transport is permitted.</li> <li>• Siblings can be in different groups.</li> </ul>	Y	Y

		<ul style="list-style-type: none"> <li>To enable the tracing process to be work effectively, schools will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as, <ul style="list-style-type: none"> <li>having face-to-face contact with someone less than 1 metre away (this will include times where you have worn a face covering or a face mask)</li> <li>having been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane</li> </ul> </li> <li>There will need to a reliable way of identifying which group an individual is part of so that breaches of these groups can be identified.</li> </ul>		
		<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> <li>When the children are sitting at desks they should be sitting next to their peers and facing the front wherever possible due to space</li> <li>Windows to be kept open where possible</li> <li>Children to have their own equipment (where use is most frequent)</li> <li>Washing of hands to be encouraged regularly particularly on entry to class, before and after break and lunch times and at the end of the day</li> <li>If resources need to be shared between ‘bubbles’ then the resources should be cleaned between use</li> <li>Lunches to be eaten in the classroom to avoid mixing of groups. Teaching assistants to be provided with anti-bacterial wipes to clean down the tables after the children have eaten.</li> <li>Children to be encouraged to socially distance when at all possible</li> <li>Children will not mix with other children from different ‘bubbles’ when in school but adults will be able to cross ‘bubbles’ as long as social distancing is maintained</li> </ul>	Y	Y
		<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> <li>Groups to be kept apart where possible.</li> <li>Assemblies will be completed virtually</li> <li>Timetable to keep groups apart and minimise movement around the site as much as possible (staggered opening, closing, break and lunch times)</li> <li>Toilets to be separated to the different bubbles.</li> <li>Passing in corridors is low risk however we will maintain out one way system to try and limit risk. Adults to wear face coverings when in communal areas and when moving around the school where social distancing is difficult to maintain.</li> <li>Fire evacuation to be completed as normal (fire risk comes above Covid-19 risk in this situation)</li> <li>See staggered break and lunch times above</li> </ul>	Y	Y

			<ul style="list-style-type: none"> <li>• Staff room will be open only as a work base (no more than 2 people in there at any time), access to printer and resources. Staff can access hot drinks in the main canteen and can store refrigerated items in the canteen if needed.</li> <li>• Regular and thorough handwashing or use of alcohol based sanitiser to be carried out by all pupils and staff members including: <ul style="list-style-type: none"> <li>○ On arrival and before departure</li> <li>○ Before break</li> <li>○ When groups change areas</li> <li>○ After using the bathroom</li> </ul> </li> </ul>		
			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> <li>• Assessments have been made for those with SEND needs to help with adjustments.</li> <li>• Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal.</li> <li>• Where contractors and other visitors are on site they will be able to distance as much as possible. Explain local processes to them before arrival. A record to be kept of all visitors to site.</li> <li>• Equipment – <ul style="list-style-type: none"> <li>○ Personal items, e.g. pens and pencils recommended to remain individual</li> <li>○ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning</li> <li>○ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items).</li> <li>○ Outdoor play equipment cleaned more regularly</li> <li>○ Pupils should limit the amount of equipment they bring to school</li> <li>○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above.</li> </ul> </li> </ul>	Y	Y
			<p><u>Dedicated school transport (key principles applied)</u></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	n/a	n/a



			<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> <li>• Staff / Students should avoid public transport is possible.</li> <li>• If staff / students cannot find alternative provisions then they must wear a mask, wash or sanitize hands &amp; socially distance while riding on the bus.</li> <li>• Promote walking/cycling to school if possible.</li> <li>• Face coverings are required on public transport for all over 11 years old. Schools need to plan for how to manage safe arrival of these students. Most students do not use public transport to come to school, those that do will need to follow the same rules outlined above.</li> <li>• Students who need to use public transport must inform school staff.</li> </ul>	Y	Y
Asymptomatic Testing Programme	Staff, Pupils	Additional measures required to support the routine weekly and daily contacts testing programme from January 2021.	<ul style="list-style-type: none"> <li>• All testing to be carried out in strict adherence to the procedures contained in the “NHS How to Guide: Rapid Testing in Schools and Colleges”.</li> <li>• Training – The school have followed the “NHS Training Guide for Rapid Testing in Schools and Colleges”. All staff involved in the mass testing programme have completed the online training programme relevant to their assigned role(s) and have been signed off as competent by the using the competency assessment templates provided by DfE/PHE.</li> <li>• Premises – The theatre has been set up in compliance with the “NHS How to Guide Rapid Testing in Schools and Colleges”. The school have made provision for all materials required as detailed in the same. Testing areas will be cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already managed covered in other existing school risk assessments.</li> <li>• Signage – the testing area has been clearly demarcated to support flow and to prevent unauthorised entry.</li> <li>• Logistics – staff wear a face mask and sanitise on entry to the theatre. They sign in at the reception desk and wait for a testing space to become available, sitting on a socially distanced chair. Once the testing procedure has been completed they log their test online and their result will be text/ emailed to them.</li> <li>• PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff will be training in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the “NHS How to Guide: Rapid Testing in Schools and Colleges”</li> <li>• Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school’s existing manual handling procedures.</li> <li>• Waste – Clinical waste contracts have been established and the [NAME OF RESPONSIBLE ROLE] will ensure that waste streams are not contaminated.</li> <li>• Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the <i>How to Guide</i> and the linked training modules.</li> <li>• First Aid – the school will ensure that access to first aid provision is possible at all times that asymptomatic testing is being carried out.</li> <li>• Monitoring – the school’s Quality Lead/Team Leader will verify the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained.</li> <li>• Testing – tests will be self-administered under direction of the testing team.</li> </ul>		

			<p><u>Results</u></p> <ul style="list-style-type: none"> <li>For routine weekly testing, participants may return to work or class while awaiting their result.</li> <li>For daily contact testing, participants will need to be held in a holding space, with a separate space for each group of close contacts that is cleaned once each group leaves.</li> </ul> <p>Anyone in receipt of a positive result needs to self-isolate and take a confirmatory PCR test. Schools will be supplied with PCR kits for participants to use at home where necessary.</p>		
<p><b>Infection Control (premises)</b></p>	<p>Staff, Pupils, Visitors</p>	<p>Changes to or introduction of physical control measure to minimise the risk of the spread of infection</p>	<p><u>Operational Controls</u></p> <ul style="list-style-type: none"> <li>Staff are always encouraged to socially distance .</li> <li>Where staff must share an office, they must socially distance. SLT will need to manage workspace areas and make sure work bases are not congested by staff. Staff must be aware of where they can work. No hot desking is allowed.</li> <li>All water fountains will be turned off on site.</li> <li>Water dispenser designed to fill bottles can be used within bubbles. These dispensers will be clearly marked up.</li> <li>Sanitizing stations are available for staff around the academy.</li> <li>All meetings should take place on Teams where practical, please avoid congregating in rooms with staff members. Staff can hold meetings before after schools in classrooms if they can socially distance, but online meetings are the preferred method.</li> <li>Staff should work from home unless they are supporting the critical worker group</li> <li>Staff in school will have lunch in the classrooms or outside socially distanced</li> <li>We need to be rigid with the staff work areas as they are a confined space.</li> <li>Mandatory / statutory - practical training – i.e first aid, minibus training, manual handling, department training etc.....can take place under measures outlined in this assessment. This will need to take place outside of school hours. Rooms will need to be altered so social distancing can take place, cleaning provisions will need to be put in place, equipment wiped down.</li> <li>Any unnecessary furniture removed to aid distancing between groups, all soft furniture has been removed from corridor areas. KBA classrooms are kept neat and tidy without any additional furniture.</li> <li>Tea and coffee will be available from the café area. Staff are encouraged to bring hot drinks in flasks and a cold drink if possible.</li> <li>Staff room will be open only as a work base (no more than 2 people in there at any time), access to printer and resources.</li> <li>There will be no access to Reprographics and pigeon holes will be moved to student reception.</li> <li>Access to photocopiers limited to one person at a time, copiers added to daily, deep cleaning schedule.</li> <li>HVAC system switched to ventilation mode to circulate air.</li> </ul>	<p>Y</p>	<p>Y</p>

			<ul style="list-style-type: none"> <li>Reduce occupancy for lifts, staff are not permitted to use the lifts unless there are medical reasons. Students with EHCP can access the lifts if permission is given by the school nurse.</li> <li>Windows opened where possible, where temperature allows it, and without creating undue risks. Teachers are encouraged to open the windows at the start of the school day &amp; close when leaving site.</li> <li>Non-fire doors propped open to remove need for hand contact, reception doors set to auto and all others are pinned back.</li> <li>Removal of soft furnishings and soft toys or toys that are hard to clean, sofas from the café and soft seating from corridors / reception area have been removed.</li> <li>Where multiple staff must occupy a single office and 2m separation is not possible: <ol style="list-style-type: none"> <li>Additional cleaning measures will be in place</li> <li>Unless guidance changes, staff are asked to leave site and not stay for longer than needed.</li> <li>Staff are encouraged to limit their movement around the building where practical.</li> <li>No hot desking is to take place., staff cannot share workstations within staff work bases.</li> <li>Prohibit shared workstations if robust cleaning cannot be ensured between users</li> <li>In each year group, staff to split the toilets so that the children are not sharing facilities</li> </ol> </li> <li>Complete and display the <i>Covid-19 Secure in 2020</i> poster (Provided by NCC)</li> </ul>		
<b>Anxiety, stress and worry</b>	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> <li>Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance).</li> <li>Communicate this risk assessment and its findings to staff and parents.</li> <li>Feed the determined approach into the communication strategy.</li> <li>Staff have access to Group's <a href="#">occupational health and counselling service</a></li> <li>Publish the findings of this risk assessment on the school website.</li> </ul>	Y	Y
<b>Cleaning</b>	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> <li>Increased cleaning plan to be detailed as part of this assessment.</li> <li>Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn.</li> <li>Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing.</li> <li>Cleaning following confirmed/suspected case in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>Enhanced processes have been implemented and the cleaning supervisor will check/evidence that the cleaning team is operating in line with Govt guidance.</li> </ul>	Y	Y

			<ul style="list-style-type: none"> <li>If the school is looking to teaching/support staff to provide an element of cleaning, then training will be required. Teachers may need to wipe down equipment in practical lessons. Students can also support with this process before and after lesson.</li> </ul>		
Delivery of 'higher risk' subjects	Staff, Pupils	<p>Delivery of lessons such as science, D&amp;T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> <li>Subject leads to review their risk assessments for the planned activities and update accordingly.</li> <li>Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE).</li> <li>Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing.</li> <li>Equipment used for any practical lessons will need to be wiped down. Wipes will be provided to departments.</li> <li>Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. KBA will not be running trips until further notice.</li> <li>Singing, shouting and physical activity increases the risk of transmission through small droplets and aerosols. If singing does take place, steps should be taken to reduce the risk of transmission, including limiting the number of people participating as far as possible, for a limited amount of time, or singing before a lunchtime or end of the day to allow an 'air change' before the room is used again. Wherever possible, use of a larger well-ventilated or outdoor space is encouraged. The teacher should be at least 2 metres from the class if at the front but should try to position themselves behind the class.</li> <li>Performances with an audience and inter-school sports competitions will not take place at this time.</li> </ul>	Y	Y
Intimate Care/Higher Dependency Pupils	Staff, Pupils	<p>Intimate care brings people within close proximity of each other thereby increasing the risk of infection</p>	<ul style="list-style-type: none"> <li>Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs</li> <li>No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section).</li> <li>Subject Leaders/ Class teachers to devise local risk assessments for practical activities.</li> <li>Subject leaders/ Class teachers to take guidance from accredited sources such as CLEPPS &amp; AFPE where template risk assessment can be found.</li> <li>Practical subjects will be supplied with sanitizing wipes to clean equipment been used by each year group. This can be built into lesson plans and risk assessment for pupils to support with. Cleaning should take place at the start and end of every lesson. This task can be supported by teaching assistants as well as teachers.</li> </ul>	Y	Y
Failure to follow local rules	Staff, Pupil, Visitors	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	<ul style="list-style-type: none"> <li>Risk assessment will be shared with LGB and union reps to allow for participation at all levels.</li> <li>Staff/pupils have been trained in the new arrangements by walking through the process. Staff have also been trained.</li> <li>Local department risk assessment and associated procedures shared within department and emailed out by HOD.</li> <li>COVID 19 risk assessment will be added to our induction process for any new staff.</li> </ul>	Y	Y

			<ul style="list-style-type: none"> <li>Health &amp; Safety Manger and deputy will still undertake a walk around site. Observations &amp; audits will take place during this period.</li> <li>Failure to comply with risk assessment will be dealt with using our formal disciplinary process. Line manager will be informed of any breaches and training will be offered</li> </ul>		
<b>Maintaining a compliant premises</b>	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> <li>Premises compliance status to be reviewed by Site/Facilities/Estates Manager to be reviewed prior to reopening and briefing provided to the school's Head. Weekly meetings to take place with Facilities manager &amp; school Principal. Any lapse in compliance will be highlighted then.</li> <li>Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary). All records are held on entry sign and a full plan of contractors in held with facilities manager.</li> <li>Failure to comply with risk assessment will be dealt with using our formal disciplinary process. Line manager will be informed of any breaches and training will be offered.</li> </ul>	Y	Y
<b>The school lapses in following national/group guidelines and advice</b>	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> <li>This risk assessment to be shared with all staff.</li> <li>Central office to ensure that Coronavirus pages on the Hub are kept updated</li> <li>Important updates/changes to be included in Jon Cole's Heads Bulletins.</li> <li>Principal to ensure that all relevant guidance is followed and communicated</li> <li>Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly.</li> <li>Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents.</li> <li>Parents/Pupils updated via classrooms/email/parent text as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents by Parentmail and staff by email.</li> </ul>	Y	Y
<b>Other Risk Assessments</b>	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> <li>Extra-curricular provision subject to specific risk assessment developed with reference to DfE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</li> <li>Fire risk assessment reviewed – No action needed.</li> <li>Fire safety procedures amended to support COVID-19 arrangements, Fire procedures will take place as normal year group will line up in bubbles</li> <li>Staff training scheduled monitored and any slippage identified.</li> <li>Key premises risk assessments have been reviewed &amp; they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in.</li> </ul>	Y	Y
<b>Display Screen Equipment (temporary)</b>	Staff	Staff working from home not having access to a workstation fully compliant DSE	<ul style="list-style-type: none"> <li>Staff allowed to take home peripherals and chairs from office if they are working from home.</li> <li>Guidance on setting up a suitable workstation provided on Hub coronavirus pages</li> <li>Additional equipment needs to be reviewed on a case-by-case basis</li> </ul>	Y	Y

home workers)		workstations giving rise to musculoskeletal issues.			
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> <li>Low-risk, office-style work. No specific controls required.</li> <li>Any accidents to be logged onto ARMS.</li> </ul>	Y	Y
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> <li>Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section</li> <li>Guidance provided to managers on supporting their teams and reasonable expectations during this period.</li> <li>Managers to maintain regular contact with their employees, preferably by video link.</li> <li>Furloughed staff to have keep in touch days with their line manager</li> <li>School has been operating a buddy system and SLT have been making phone calls home to staff to support with wellbeing.</li> <li>Services are available through HR and staff should speak with their line manager should they experience any issues.</li> </ul>	Y	Y

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	Lydia Meek	Date:	11 <sup>th</sup> January 2021	Date of next review:	15 <sup>th</sup> January 2021
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## Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

## Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

## Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

## What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and pupils consider visitors, members of the public, volunteers and others who could be affected.

## What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

## What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

## Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

## Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

## Review Period

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.