

Impact Education Multi Academy Trust

COVID 19 Academy Risk assessment v1.8

AcademyWarley Road Primary Academy..... Date of Risk Assessment09/11/2020.....

This risk assessment is compiled in line with Government guidance for the particular challenges of our Academies and reviewed regularly as and when circumstances change. The risk assessment should be reviewed alongside the Trust Guidance for Covid-19 Estate Management.

All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded.

The risk assessment is demonstrating Impact Education and its academies are reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice.

If the guidance cannot be achieved after plans have been put in place then The Trust has to consider whether that activity or part of the Academy should be open.

COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act. If you require any assistance with this process it is recommended you contact your health and safety manager at Impact Education.

**Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of production (issued 05/11/2020). The risk assessment will be updated in line with further updates as and when they arise.*

**Following a 2-week transition period the risk assessment has been reviewed and previous practice such as home reading arrangements and breakfast club have been modified in light of current guidance. Swimming remains an element of the curriculum under further review and will not be re-instated until at least Spring 1. Bubble arrangements (Appendix 1) remain in place although alterations have been made to lunchtimes for KS2. Full details of each change can be found within the full risk assessment below.
Further*

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
<p>General controls to prevent risk of infection.</p>	<p>Staff, Visitors, Pupils</p>	<p>General Controls and instruction to staff throughout the academy: -</p> <ul style="list-style-type: none"> - Children allocated classrooms & bubbles and remain in their allocated areas to prevent mixing - Revised cleaning regime - Catch It, Bin It, Kill It to be actively promoted at all times. - Hand washing facilities in place and pupils encouraged to use these. - Be aware of staff/pupils who may constantly touch their face, mouth, nose and eyes, try and prevent this. - Staff or pupils who may become symptomatic to be reminded to stay home and self-isolate for 10 days, their fellow household members should self-isolate for 14 days. - Following guidance from government for the “full opening of school” Guidance for full opening: Schools and the System of Controls there in. 	<ul style="list-style-type: none"> - Revised cleaning schedule in place. - Reminders of regular hand washing and taught curriculum time for respiratory measures - Regular ongoing cleaning throughout the day by bubble staff - Staff team to open all windows first thing in the morning - Staff not to share equipment unless absolutely required and to clean after any use - Staff should follow broad social distancing guidelines e.g. use of own cup and cutlery - Reminder to parents and staff of symptomatic people or those in the household of someone who is symptomatic are not to attend academy. 	<p>All Staff</p> <p>Associate staff</p> <p>All staff</p> <p>All Staff</p> <p>All Staff</p>	<p>On-going</p>	

		<ul style="list-style-type: none"> - Non-fire safety doors can be propped open to allow ventilation. - Windows to be opened each morning to allow adequate ventilation. - Use of staff room to mirror bubble and school set up. Staff to take responsibility for their own safety and wellbeing following social distancing measures - Hand sanitizers at main entrances and exits. All pupils and staff to use. - Staff can bring their own personal hand sanitiser - Glove dispenser points will be provided where necessary - Regular cleaning of key touch points such as door handles - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. - All equipment is bubble specific excluding IT which should be wiped after use. - No items brought to and from school excluding packed lunches and water bottles which should be disposable. 	<ul style="list-style-type: none"> - Parents informed of the procedures in relation to COVID19. - Ensure sufficient PPE and hand sanitizers in stock - SLT to review regularly - Air-con not to be used - Lifts not to be used - Staff/children encouraged not to use the handrails if possible and to be cleaned if they are used 	<p>SLT</p> <p>Dan</p> <p>All staff</p>		
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| | | <ul style="list-style-type: none"> - Children will not be required to change for PE and PE kits will not be brought for the remainder of the academic year. - At the start and end of the day, parents must stay with their children to ensure social distancing is maintained. - Reading books will be sent home in a clear plastic wallet on a Tuesday and Friday. Returned books will be quarantined for 72 hours in line with DfE guidance. - Children will be expected to wash their hands regularly through the day and will use hand sanitiser as they arrive and leave school and their classroom. - If a member of a class tests positive for COVID-19, the school will follow advice from Public Health Calderdale - If anyone, child or adult, has a positive test result, they must engage with the track and trace procedures - Parents and staff will not be able to visit the school building without a prior appointment - Active engagement with NHS Test and Trace with support from Impact Central Team - Reporting confirmed cases of coronavirus using the new DfE Helpline. | | | | |
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		<ul style="list-style-type: none"> - If finding this reporting line an issue we can now use local PHE reporting lines: - Calderdale testtraceandisolation@calderdale.gov.uk 07714 922670 - Kirklees sean.westerby@kirklees.gov.uk 07850 559698 				
Staff (and those deemed clinically vulnerable under previous guidance)	Staff	<ul style="list-style-type: none"> - Clinically vulnerable staff can attend school. Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Adults should continue to take care to socially distance from other adults including older children and adolescents. - Staff who are pregnant are generally advised to follow the above advice but more information is available at The Royal College of Obstetricians & Gynaecologists - Staff are not permitted to eat with pupils and lunches should be taken away from communal areas or within the staff room. 	<ul style="list-style-type: none"> - SLT to communicate detailed arrangements for bubbles and school operations. - SLT and IMPACT will review the arrangements and amend where necessary - Individual letters and meetings for those staff seeking further guidance and support will be available 	SLT	From 3/9/20	
Use of Classrooms & Use of early years	Staff, Visitors, Pupils	<ul style="list-style-type: none"> - Classroom furniture will be forward facing in Years 4,5,6. - Staff to maintain distance from pupils and other staff as much as possible, ideally 2mts. In particular, they should avoid 	<ul style="list-style-type: none"> - Revised cleaning schedule - Daily review of all controls. - Fire evacuation procedures/muster points need to be reviewed and staff briefed 	All Staff Andy Dan	From 3/9/20	

		<p>close face to face contact and minimise time spent within 1 metre of anyone.</p> <ul style="list-style-type: none"> - Windows are opened every morning for good ventilation. - Social distancing to be promoted at all times. - Classes and year groups arranged into 4 bubbles (see appendix 1). the new arrangements minimise mixing and contact of staff and pupils - A reviewed cleaning schedule is in place - Staff are encouraged to adhere to good practice in relation to social distancing where possible. - Classrooms will be adapted to support distancing where possible. Emphasis will be on safe social distancing and children will be taught practices daily to keep themselves safe e.g. distancing, hand washing and good respiratory hygiene. - All classrooms are COVID-19 aware now e.g. no soft furnishings, individual pupil equipment, hand sanitisers in every classroom, windows opened, revised cleaning schedule, cleaning equipment available - Particular guidance support will be given to the younger children who will have a minimum understanding of social distancing - Actions for Early years and Childcare providers 	<ul style="list-style-type: none"> - Revise procedures in place mean that class-based TAs are responsible for basic first aid needs e.g. sickness. - COVID related sickness should be passed on to senior first aider Ann Schofield 	<p>Ann</p>		
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Music & Drama	Staff, pupils, visitors	<ul style="list-style-type: none"> - Whilst the Department for Culture, Media & Sport commission further research into mitigating risk, The Music, dance and drama in school guidance should be followed at all times. 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. 	All Staff		
Use of Corridors Use of toilets and cloakrooms	Staff, pupils, visitors	<ul style="list-style-type: none"> - New bubble arrangements (see Appendix 1) reduces risks of movement around school and use of toilets and cloakrooms. - Children can pass in corridors as this is low risk. The new phased bubble arrangement will support reduced movement around the building. - See appendix 1 for allocated cloakrooms and toilets across school - Available hand washing facilities with encouragement to use these facilities regularly and prior to eating. - Hand driers have been isolated in all toilets and hand towels provided 	<ul style="list-style-type: none"> - Monitor and review in light of the need for a bubble to be closed due to a positive COVID test - See arrangements in Appendix 1 - Monitor and review risk assessment on 17th September and further review on 21st October - In Bubbles 3&4 Stoodley 1 and Stoodley 2 all coats will be kept on the back of chairs. - Normal arrangements for coats will resume for bubbles 1 & 2 - Regular cleaning of cloak and toilet areas. 	All Staff SLT	From 3/9/20	
PE & Use of the playground and outdoor play equipment	Staff, Pupils, Visitors	<ul style="list-style-type: none"> - See Appendix 1 arrangements for arrangements to minimise the risks. - Contact sports such as football and basketball can now go ahead following new guidance. Physical activity in Schools - After school clubs will follow the same safety measures during the school such 	<ul style="list-style-type: none"> - Following arrangements in place in Appendix 1 	All Staff	From 3/9/20	

		<p>as hand washing, cleaning and adult social distancing.</p> <ul style="list-style-type: none"> - During autumn 1 and 2 there will be no swimming 				
Drop off/collection areas with parents	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> - Parents/ carers informed of their pick up/ drop off times and points (see Appendix 2) - There are separate arrangements for the drop off and collection of pupils from September dependent on the entrance or exit being used. For details please read communications carefully in Appendix 3 - Academies should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice. 	<ul style="list-style-type: none"> - See Appendices 	SLT Gate staff	From 3/9/20	

School meals and lunchtimes	Staff, pupils, Visitors	<ul style="list-style-type: none"> - School kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19). - Deliveries to be contactless where possible - Hygiene standards to be maintained - From the start of term normal lunches resume following the new bubble arrangements see Appendix 2. - Breakfast provision has been reinstated with a capped amount of places to allow for adequate distancing. - Children are allowed to bring their own healthy snack such as a piece of fruit and fruit will be provided for pupils in Key stage 1. 	<ul style="list-style-type: none"> - Monitor and review and key dates - See detail in Appendix 1 	Catering team Maureen	From 3/9/20	
Reception area	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> - Parents informed first point of contact is to call the academy instead of face to face. - Members of staff will be outside at the start and end of the day available for contact maintaining social distancing 	<ul style="list-style-type: none"> - Monitor and review at key dates - Hand sanitiser available at reception 	Admin Team	From 3/9/20	
Clinically extremely vulnerable	Staff, pupils, visitors	<ul style="list-style-type: none"> - New Advice for those Identified as Clinically Extremely Vulnerable - You are strongly advised to work from home. If you cannot work from home, you should not attend work for this period of restrictions. Additional support and guidance can be found within the link above. 	<ul style="list-style-type: none"> - Request information from staff and parents to identify those in these categories. - Ensure strict implementation of the "System of Controls". 	SLT		

<p>Other groups vulnerable to Covid-19 – BAME (page 3, point 5)</p>	<p>Staff, pupils and parents</p>	<ul style="list-style-type: none"> - Academies should be sensitive to the needs and worries of BAME members of staff, parents and pupils. - All staff will be expected back to work from the start of term and should follow the bubble arrangements and risk control measures in relation to their own safety and wellbeing. 	<ul style="list-style-type: none"> - Academy has clear lines of communication for all staff, parents and pupils. - Open and regular communication with local Public Health and Council Officials with regards to local demographic and mitigating risks - SLT to communicate detailed arrangements for bubbles and school operations. Communication to staff & unions on 3rd and 4th September - SLT and IMPACT will review the arrangements and amend where necessary - Individual letters and meetings for those staff seeking further guidance and support will be available 	<p>SLT IMPACT</p>	<p>From 3/9/20</p>	
<p>Staff contingency arrangements</p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> - Staff are expected to cooperate with the national track and trace system and communicate with SLT - Ensuring there is a plan in place to maintain wider opening of school. 	<ul style="list-style-type: none"> - Ensure staff are aware of the reporting procedure to highlight if they have any symptoms. 	<p>All staff SLT</p>	<p>From 3/9/20</p>	

<p>Area for isolation/first aid Symptomatic staff or pupils inc Test Kit information</p>	<p>Staff, Pupils,</p>	<ul style="list-style-type: none"> - The COVID room (previously DHT office) is only to be used for suspected COVID cases - First aid not relating to COVID will take place in the designated areas - Internal phone used to contact main office to ring parents/next of kin - https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ - Area in which symptomatic people are awaiting requires to be cleaned after use. - Staff and Children can be eligible for testing. - Those staff who require close supervision while awaiting collection will be provided with PPE i.e. face shield, respirator FP3, gloves and apron, these will be kept XX. - If anyone develops coronavirus (COVID-19 symptoms in an education setting they must be sent home and advised to follow the Guidance for Households with Covid-19. - Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID - Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> o Book a test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new 	<ul style="list-style-type: none"> - Revised cleaning schedule in place - Appropriate store of full PPE available - Windows to be opened for ventilation if needed - Identify staff to cover 	<p>All staff and first aiders</p>	<p>From 3/9/20</p>	
			<ul style="list-style-type: none"> - Procedure in place for reporting symptoms - Procedure of how to access testing and when someone should be tested to be followed by all staff, children and families - Ensure that up to date phone details are available for parents and next of kin for staff. - Identify staff to cover 	<p>SLT All staff</p> <p>SLT Andy M</p>	<p>From 3/9/20</p>	

		<p>continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit</p> <ul style="list-style-type: none"> ○ Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace ○ Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) - <u>Engage with the NHS Test and Trace process and be aware of</u> - <u>COVID-19 Test Kits for Schools & FE providers</u> 				
Assembly	Staff, Pupils Visitors	<ul style="list-style-type: none"> - Assemblies will take place in either Harewood Hall or Stoodley Hall (Key stage 1 has now been separated to allow for greater distancing) following the bubble arrangements and at separate times to adhere to DFE recommendations - No singing 	<ul style="list-style-type: none"> - See appendix for details of assemblies 	SLT	From 3/9/20	

Transport arrangements	Staff, Pupils, Contractor	<ul style="list-style-type: none"> - There are no trips or visits planned for autumn 1 or autumn 2 - Walking bus will not be reinstated. 	<ul style="list-style-type: none"> - To be reviewed at key dates 	SLT	From 3/9/20	
Personal Protective Equipment (PPE)	Staff, Pupils	<ul style="list-style-type: none"> - PPE must be worn by staff caring for a child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) - Guidance for full opening: Schools - PPE required for personal care. - Risk assessments and care plan are already in place for children with intimate care needs (PPE to continue to be used in usual way) - PPE should be disposed of after use and cleaned where appropriate e.g. face visors - Government advice not to use face masks or visors in this situation (NB: Special academy will require different assessment) - Guidance clearly states that wearing of face masks by staff or children is not needed during school hours. 	<ul style="list-style-type: none"> - Inform staff of the requirements for PPE and provide information for their safe usage. Storage arrangements reviewed. - Individual risk assessments to be conducted. - If a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a 	All staff	From 3/9/20	

			<p>risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p>			
Face Masks	Staff, Pupils	<ul style="list-style-type: none"> - From 5th November 2020 new advice will apply to the use of face coverings by staff and pupils in Education, and to learners in further education. - This guidance is for schools and other education institutions that teach people in years 7 and above in England. - There is separate guidance for early years and childcare providers and schools with children in year 6 and below. - Face coverings in Education 	<ul style="list-style-type: none"> - Senior leaders within each setting to determine the local requirements for the use of Face Coverings. 	SLT		
Home visits	Staff, Families, Pupils	<ul style="list-style-type: none"> - Home visits will always be conducted in pairs - Staff may wish to use a face mask in these circumstances - Hand sanitiser provided for staff required to conduct home visits - Home visits can be conducted 2m from outside the front door (any concerns will be directed to social services in the normal manner) - Home visits will be kept to a minimum and the usual nursery transition home 	<ul style="list-style-type: none"> - Establish/ update home visit procedure to include COVID19 controls. 	All staff	From 3/9/20	

		visits will not take place during autumn 1 unless there is a safeguarding concern.			
Visitors & Contractors in academy		<ul style="list-style-type: none"> - Where necessary obtain confirmation those who will be on site are not showing signs of COVID19. - Provide handwashing or hand sanitiser facilities for visitors/ contractors. - Allow for social distancing for the contractor while in place such as contactless signing in, hand washing and an isolated area for the contractor to work in. any supervision conducted with a distance of at least 2m. 	<ul style="list-style-type: none"> - Aspects relating to COVID to be included in the contractor rules for the academy. - Contractors and visitors to establish by signing declaration they are not showing symptoms of COVID19 	Site teams Admin Andy	
Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - Ensure team teach training has been achieved by teachers who are required to carry out physical restraining. - Ensure wash facilities are available after a close contact event. - No child or member of staff should be in academy if they are symptomatic. - Usual first aid procedures to continue using PPE as required - Head teacher to review restraint policy (if applicable) based on each case as it arises. - https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ 	<ul style="list-style-type: none"> - Team Teach actions should only be considered as a last option. - Monitor and review at key dates - Review any personal RA for students known to have exited the building or been involved in a fight. 	SLT All staff	From 3/9/20

Waste	Staff, pupils	<ul style="list-style-type: none"> - Waste to be regularly removed from within the building and in the outdoor bins. 	<ul style="list-style-type: none"> - If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection. 	Site Teams	From 3/9/20	
Health and Safety general considerations	Staff and pupils	<ul style="list-style-type: none"> - Academy will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc. - Site inspection to be conducted prior to reopening of any section of the academy - No fire drills conducted to prevent congregations of people - Normal security arrangements are reinstated - Invacuation & school lockdown procedures will be reviewed and any new arrangements have been given to staff 	<ul style="list-style-type: none"> - Monitor and review at key dates - Up to date details for emergency contact numbers for all staff. - Up to date details for emergency contact numbers for all pupils 	All staff		
				Andy		
				Andy		

Assessors Name: **Phill Horsfall, 09/11/2020**

Assessment Review Date: ***Dynamic review, minimum monthly review by PH.***

CEO Signature:.....*H.K.*.....**09/11/20**.....

LGB Signatory:.....**J M Eccleston 20/08/2020**.....

Headteacher signature:.....**L Heathcote**.....**30/09/2020**

