

Covid-19 Risk Assessment

The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**. School/childcare settings are essential for us to effectively manage our response to COVID-19 and those staff working in these settings are providing a key role. Staff are understandably feeling anxious about the potential risk to their health of carrying out their usual work activities during the COVID-19 pandemic.

Whilst the COVID-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions, evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness. As a result of the huge efforts everyone has made to adhere to strict social distancing measures, the transmission rate of COVID-19 has decreased and as a result of they are asking schools to plan to fully open from September.

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

The risk assessment below has been developed based on the following principles:

- That we will act together to ensure the safety of all staff and students.
- All students will return full time week commencing 7th September 2020
- Each site – Phoenix, Park and Sevenhills will operate as one bubble – with key stage segregation as a further mitigation but staff can operate freely.
- In the event of an outbreak of Covid-19 the Academies can revert to online teaching immediately during any periods of closure
- A reliable and adequate supply of suitable PPE for the small number of occasions where this is necessary (see below)
 - o Children whose care routinely already involves the use of PPE due to their intimate personal care needs should continue to receive their care in the same way
 - o If a child becomes unwell with the symptoms of COVID-19 and needs direct personal care until they can return home – in this instance a facemask should be worn by the supervising adult if a 2 metre distance cannot be maintained. If contact is necessary then gloves and mask should be worn and the identified quarantine space should be used

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Completed by: Phil Hutchinson (Executive Principal)

Risk Area	Hazards	Mitigation	Red, Amber, Green	Recording	Responsible Employee
<p>This builds on the <i>Future Planning Considerations</i> document.</p> <p>By structuring your considerations in to these broad themes, your planning, monitoring and responding activities will be easier.</p>	<p>Think about the Hazards associated with Covid-19 and safe operation</p> <p>How might employees, pupils, visitors be harmed?</p> <p>Use this to engage with employees at the appropriate point. What are their views</p>	<p>How likely is it that harm will occur?</p> <p>Detail mitigations you have designed/implemented to minimise the likelihood of occurrence.</p> <p>Be clear – other than the most extreme risks, it is not practicable to eradicate risk, particularly re Covid-19.</p> <p>Our responsibility is to minimise the likelihood of harm caused by the identified hazards.</p> <p>If you identify extreme risks you cannot control – you have identified a reason to stop what you are planning to do.</p> <p>Different ways of working are the tools we have here. A simple example is, it is extremely unsafe to re-open to all pupils. So we are not doing so. This represents a departure from normal practice to mitigate an extreme risk.</p> <p>Be practical and pragmatic.</p>	<p>Engagement with staff and stakeholders is supported by simple visual aids.</p> <p>Highlight your initial Hazards in a R, A or G and then highlight your Mitigation in the same way.</p> <p>You should see more R and A in your Hazard section, and only A and G in your Mitigation section.</p> <p>If you are left with R in your Mitigation section, you have identified an unacceptable 'residual risk' which we then need to think differently and creatively about.</p> <p>This should be a helpful process to support your planning, not a bureaucratic</p>	<p>This document will help you to plan, monitor and respond to the risks Covid-19 is presenting.</p> <p>It is good practice to record material incidents or amendments to your Mitigations over time.</p> <p>You could simply use this box to keep a track/chronology, with any material incidents reported via usual channels/processes.</p>	<p>It is worth structuring your risk management activities.</p> <p>Use this box to record the member of staff responsible for planning, monitoring, responding and reviewing the specific Hazard(s) and Mitigation(s) identified.</p> <p>This gives structure, clarity and avoids you being responsible for thinking about and doing everything.</p>

			exercise. It is also a very useful communication and engagement tool.		This is common-sense.
General Health and Safety					
	I.e. sanitisation of building, sanitisation practices of occupants, H&S and behaviour protocols, availability of safety equipment / supplies				
Occupancy Timetabling	<ul style="list-style-type: none"> - Full return immediately mean that plans are both unsafe and unsuitable 	<ul style="list-style-type: none"> - Site bubbles in operation – Phoenix, Park and Sevenhills, staff working freely, key stages kept apart within one bubble as extra precaution as contact bubble - Recovery curriculum focus for first half term - Phased return after INSET for welcome meetings to explain changes and protocols - SLT maintain risk assessment of individuals and PHP's reviewed - Regular communication with parents, staff and community 			PH
Safeguarding	<ul style="list-style-type: none"> - Staff unclear on safeguarding arrangements 	<ul style="list-style-type: none"> - Revised KCSIE distributed to all with amended policy as part of INSET - Half termly supervision of site DSL's 			RP NS
Hygiene Procedures Cross contamination	<ul style="list-style-type: none"> - People not following good hygiene protocols - People touching surfaces that are not regularly cleaned - Parents and external visitors on site 	<ul style="list-style-type: none"> - Maintaining handwashing and sanitiser on entry, exit and throughout the day – sanitiser available in class under locked storage - Student movement limited throughout the day - Staff wipe down key areas after use, between lessons - Visitors allowed strictly by appointment only 			JI PB JS
First Aid	<ul style="list-style-type: none"> - Injuries (close physical contact) 	<ul style="list-style-type: none"> - Ensure First Aider posters are displayed - All First Aiders are clear on isolating to designated quarantine room and PPE is available - All staff maintain good hygiene following any contact and usual reporting forms completed 			JI PB JS
Fire Procedures	<ul style="list-style-type: none"> - Not all trained Fire Wardens are in the available workforce - Everyone congregating in the usual fire point would break social distancing measures 	<ul style="list-style-type: none"> - Each site ensures Fire Warden capacity in daily briefing - Staff inventory system to be used in an evacuation. - Update fire evacuation procedures and communicate with all staff on changes to assembly points and regular drills scheduled 			JI PB JS
Outbreak of virus	<ul style="list-style-type: none"> - Someone falls ill with symptoms of Covid-19 - Full / Partial closure to manage virus - Systems and processes of managing an outbreak 	<ul style="list-style-type: none"> - Follow Government guidance on Prevention: <ol style="list-style-type: none"> 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 the setting. 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. 			PH DM NS

		<p>5) Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>6) Where necessary, wear appropriate PPE.</p> <ul style="list-style-type: none"> - Follow Government guidance on Response: <p>7) Engage with the NHS Test and Trace process.</p> <p>8) Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.</p> <p>9) Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> - WAT guidance on how to manage an outbreak and localised site specific protocols. - Inform WAT and Estates to follow secure disposal of waste from site. - Emergency plan to instigate remote teaching from following day in event of partial closure - 10 testing kits available on site for those who develop symptoms at work, barriers accessing a test or would not get tested. If U18 parents responsibility - Self referral or home test ordering https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name - Dial 119 for support, administer tests at home not on site, U11's parents swab and for additional guidance: https://www.youtube.com/watch?v=Xaw8DsF2lgc https://test-for-coronavirus.service.gov.uk/register-home-test https://www.royalmail.com/services-near-you/#/ 			
Visitors	<ul style="list-style-type: none"> - Visitors to site 	<ul style="list-style-type: none"> - Limit number of visitors to essential visits only - Ensure clear protocols of wearing face coverings and social distance measures are adhered to. - Ensure meeting spaces are spacious and well ventilated, if 2m distance can be maintained coverings can be removed if both parties agree 			JI PB JS
Physical Environment					
	<p>I.e. social distancing requirements, maximum occupancy/capacity, use of entrances, corridors etc, drop off/collection protocols, common space management, toilet use and availability, quarantine facilities</p>				
Social Distancing	<ul style="list-style-type: none"> - Staff and students to keep 2m apart where possible 	<ul style="list-style-type: none"> - Posters displayed throughout building, 1m+ if not 2m, students facing forward with 2m gaps - Staff manage transition within building - Staggered starts, ends, breaks and lunches to avoid large numbers meeting - Staff keep 2m apart and only use their own equipment - Reduce whole site team meetings (virtual) limit any to 			JI PB JS

		10min max with face coverings and 2m apart where possible			
Time for Cleaning	<ul style="list-style-type: none"> - Full student numbers impacts on time for regular cleaning - As capacity increases the building becomes busier 	<ul style="list-style-type: none"> - Exit time of 3.30pm Monday – Wednesday, 4.30pm Thursday and 2pm Friday to allow for cleaning - 25 Phoenix, 40 Park 50 Sevenhills lower starting numbers 			PH KB
Shared spaces	<ul style="list-style-type: none"> - There is cross contamination from one area to another - Outdoor / sports equipment can't be cleaned easily - Dining room facility crowded 	<ul style="list-style-type: none"> - Rotas created for spaces / equipment, PE and cooking timetabled accordingly - Key stages stay in one zone to reduce cross contamination - Staff wipe down equipment / area after use - Limit use of communal areas/staff rooms 			JI PB JS
Use of Classrooms	<ul style="list-style-type: none"> - The classrooms are not conducive with social distancing 	<ul style="list-style-type: none"> - Staff arrange furniture to ensure 2m distance between work stations - Students to have their own basic equipment - Classrooms to be decluttered and left tidy for cleaning 			JI PB JS
Use of mini bus / mobile classroom	<ul style="list-style-type: none"> - Risk of transmission on buses 	<ul style="list-style-type: none"> - Students from same bubble on bus together is safe - Clear protocols around cleaning before and after use - Ensure portable sanitising and PPE is available each journey - Educational visits through Evolve and MUST contain Covid-19 statement / risk assessment from provider 			
Staffing					
	I.e. workforce availability, ratios, rotas, staff prioritisation, resilience, communication				
Staffing	<ul style="list-style-type: none"> - Staff anxieties - If staff have to regularly go into isolation - Performance management and SIP challenges - Staff not socially distancing - Pregnancy related matters 	<ul style="list-style-type: none"> - Staff well being check ins planned 1-2-1. All staff provided with face covering and visor to be worn at all times on site - Regular staff wellbeing sessions and clear communication with staff teams – QA sessions, Sunday Post, wellbeing champions across sites - Live staffing information on those with circumstances or needs (vulnerable and clinically vulnerable) and decision to support need sympathetically. - SLT adapted monitoring calendar to support Autumn term - Executive team to have a nominated base and wear coverings when attending a different site. - Staff reminded to keep socially distanced of 2m where possible throughout day - Individual risk assessments in line with WAT HR advice 			JI PB JS
Services					
	I.e. home-school and other transport, catering and food management, engagement with our estates and cleaning teams				
Catering	<ul style="list-style-type: none"> - Catering staff see all students, increasing the risk to them 	<ul style="list-style-type: none"> - Separate lunch servings with clean between sittings - Social distancing applies in hall - Students have own labelled cutlery / places set out 			SR
Transport	<ul style="list-style-type: none"> - Currently children use public transport to arrive, some private taxis 	<ul style="list-style-type: none"> - Face masks provided to those using public transport and system in place of safe removal and storage - NELC won't guarantee class taxis - Students from same school bubble can travel on our transport - Encourage cycling / walking or dropped off by parents 			DM

Cleaning	<ul style="list-style-type: none"> - QA processes are not able to be as robust - Availability and stocks of essential cleaning materials 	<ul style="list-style-type: none"> - Regular site team meetings take place to quickly feedback concerns - WAT to monitor and audit cleaning fortnightly with contracted company and monitor stocks and supply resource where needed - HOC – daily checks of stock on site and report to Estates 			KB
Students					
RPI	<ul style="list-style-type: none"> - Students become dysregulated/anxious – as a result require RPI, placing themselves and others at risk - Previously safe spaces / quiet rooms do not have ventilation - Team teach training 	<ul style="list-style-type: none"> - All students PHP to be reviewed and updated - Student risk assessment in place where appropriate but expectation of an offer - PPE will be available should restraint be needed - WAT close link with Team Teach for updates and refreshers - Consideration to use of outdoor space and well ventilated areas for co regulation work - Team teach refreshers booked in, staff training sessions provided and regular communication with team teach and WAT for guidance 			AL
External Risks	<ul style="list-style-type: none"> - Pupils place themselves at risk in the community or bring in objects (e.g. phones) that could bring contamination into school 	<ul style="list-style-type: none"> - Having regular contact with families to communicate our expectations - Only able to control on site factors so assumption is if they are attending they are fit and well - Meeting and greeting positively and volunteering to hand in valuables and scanning - Engagement in testing programme if concerns about virus - Parents only sending students in if well, reporting to us if symptoms. 			JI PB JS
Social Distancing	<ul style="list-style-type: none"> - Students do not understand the concept of social distancing - 	<ul style="list-style-type: none"> - Regular communication with families and explanation on admission with pupils around the requirements - Staggered entry and exit to avoid mixing 			JI PB JS
Attendance	<ul style="list-style-type: none"> - Students attendance is low as parents choosing to keep them safe at home 	<ul style="list-style-type: none"> - Registers and attendance codes return to normal system - Additional parental and pastoral support available - Attendance expected of all students as outlined in our policy 			NS SR

