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 essentia[...] 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 u[...] 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 childr[...] 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 re[...] from September.

From 1st September 2021, the government has lifted all restrictions on the activities of schools. Instructions from the Department for Education outline the expectat[...] Phoenix Park & Sevenhills Academy, however certain measures will still be encouraged at individuals discretion.

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

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 and subsequent DfE guidance 4th January 2021 indicates AP setting offer a physical offer to the n[...] wider population;

- Each site – Phoenix, Park and Sevenhills will operate as one bubble per site – with key stage segregation as a further mitigation but staff can operate freely within the bu[...]

- 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/shield should [...] distance cannot be maintained. If contact is necessary then gloves and mask/shield should be worn and the identified quarantine space should be used.

Date: 25/08/2021		Review date: 20/09/2021	Completed by: Phil Hutchinson (Exec[...]
Risk Area	**Hazards**	**Mitigation**	**Red, Amber, Green** / **Recordi[...]**
This builds on the *Future Planning Considerations* document. By structuring your considerations in to these broad themes, your planning, monitoring and responding activities	Think about the Hazards associated with Covid-19 and safe operation How might employees, pupils, and visitors be harmed? Use this to engage with employees at the appropriate point. What are their views?	How likely is it that harm will occur? Detail mitigations you have designed/implemented to minimise the likelihood of occurrence. Be clear – other than the most extreme risks, it is not practicable to **eradicate** risk, particularly re: Covid-19. Our responsibility is to minimise the likelihood of harm caused by the identified hazards.	Engagement with staff and stakeholders is supported by simple visual aids. Highlight your initial Hazards in a **R, A or G** and then highlight your Mitigation in the same way. You should see more **R and A** in your Hazard section, and / This doc[...] monitor Covid-1[...] It is goo[...] incidents Mitigatio[...] You cou[...] a track/[...] incidents

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will be easier.		If you identify extreme risks you cannot control – you have identified a reason to stop what you are planning to do. 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. Be practical and pragmatic.	only **A** and **G** in your Mitigation section. 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. This should be a helpful process to support your planning, not a bureaucratic exercise. It is also a very useful communication and engagement tool.	channels[...]

General Health and Safety

i.e. sanitisation of building, sanitisation practices of occupants, H&S and behaviour protocols, availability of safety equipment / supplies			Risk	Recordi[...]
Occupancy Timetabling	- All students to return immediately could mean virus spreads	- Students and staff twice weekly LFT testing - SLT and cross site staff limited travel between sites - Ensure well ventilated areas and spaces at all times - Regular communication with parents, staff and community.	A	New tim[...]
Safeguarding	- Staff unclear on safeguarding arrangements in light of Covid and remote learning.	- Revised KCSIE distributed to all with amended policy as part of INSET in September 2021, - Half termly supervision of site DSLs, external supervision bought in and available	G	Deputy [...]2021 Ensure v[...]safegua[...]

		- Close monitoring of safeguarding systems (CPOMs) by SLT/DSLs to intervene.		safegua... learning with age
Hygiene Procedures Cross contamination	- People not following good hygiene protocols; - People touching surfaces that are not regularly cleaned; - Parents and external visitors on site.	- Maintaining handwashing and sanitiser on entry, exit and throughout the day - Staff wipe down key areas after use, between lessons; - Visitors allowed, on site by appointment, meeting spaces must be Covid secure and well ventilated	A	Ensure s
First Aid	- Injuries (close physical contact).	- 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; - First Aider CPD taken/updated as practicable/available.	A	Staff mo needs fo
Fire Procedures	- Not all trained Fire Wardens are in the available workforce; - Everyone congregating in the usual fire point would break social distancing measures;	- 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; - Review Fire Warden roles and responsibilities Sep 2021.	G	Revised
Outbreak of virus	- Someone falls ill with symptoms of Covid-19; - Full / Partial closure to manage virus; - Systems and processes of	- Staff and students if ill must stay at home and follow Government guidelines - Remote learning offered immediately - Programme of testing in place for all staff twice weekly results recorded with NHS and site	A	Regular support Risk Ass continge

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	managing an outbreak; - NHS track and trace in event of confirmed cases.	- Student testing as follows: Phoenix (KS3) Park / Sevenhills – administer 2 weekly tests remotely Sun / Wed - Contingency plans communicated to staff and parents **Updated measures** 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. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. Minimise contact between individuals and maintain social distancing wherever possible. Where necessary, wear appropriate personal protective equipment Always keep occupied spaces well ventilated. Twice weekly testing for staff and students at home Wellspring Academy Trust 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 with immediate effect in event of partial closure instructed by PHE – HOC with admin support ensure this is in place and ready to roll out – letter, timetable, ICT and instructions, FSM. Contact log set up, attendance monitoring and safeguarding arrangements		Ensure c to protec Test and school re Follow d share co stakehol Admin e be assig instructic HOC – t use teac learning EVP mo
Visitors	- Any visitors to site.	- Essential visitors and limited staff movement across sites - Ensure clear protocols of wearing face coverings and social distance measures are adhered to. - Ensure meeting spaces are spacious and well ventilated, even if 2m distance can be maintained, face coverings must be worn; - Visitors will be allowed on site at agreed times for specific purposes unless there are live cases of Covid-19. - Contractors will only be allowed on site during student hours if required in an emergency and they are accompanied by a member of our Estates team	A	Clear vis

Physical Environment

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			Risk	Recordin
Social Distancing	- Staff and students to keep 2m apart	- Posters displayed reminding 2m distance where possible	A	Physical

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			Risk	Recording
	where possible.	- Staff manage transition within building being vigilant - Staff follow distancing guidance where possible - Reduce whole site team meetings (take virtually) limit any physical interactions to 10min max recommended to wear face coverings and 2m apart where possible		regular v
Time for Cleaning	- Full student numbers will impact on time for regular cleaning; - As capacity increases the building becomes busier.	- Normal onsite working hours allowed but staff considerate of cleaners needs	G	New cle monitori
Shared spaces	- There is cross contamination from one area to another; - Outdoor / sports equipment can't be cleaned easily; - Dining room facility crowded as numbers increase.	- Rotas created for spaces / equipment, PE and cooking timetabled accordingly; - Staff wipe down equipment / area after use - Prepare food/drinks for oneself only; - Limit use of communal areas/staff rooms and always remain distanced - HOC Manage access to office areas and admin teams – 1 person at once, remain distanced, sign in/out system, only handle products yourself no passing or sharing. No congregating or waiting at copier	G	Ensure S Monitor requirem have sta
Use of Classrooms	- The classrooms are not conducive with social distancing.	- Staff arrange furniture to ensure 2m distance between work stations where possible; - Students to have their own basic equipment; - Classrooms to be decluttered and left tidy for deeper cleaning; - Well ventilated spaces where possible – class door open/widow open	G	Student attendar outbreak isolation
Use of mini bus / mobile classroom	- Risk of transmission on mini buses (when used in emergencies e.g. transporting ill students).	- Staff & students from same bubble on bus together, as Government guidelines stipulate **face coverings should be worn during any shared travel.** - No sharing of buses cross sites until further notice - Clear protocols around cleaning before and after use and completion of minibus checklist each time - Ensure portable sanitising and PPE is available each journey; - Students sit at back of minibus when transported; - Keep vehicle well ventilated with open windows; - When lockdown is lifted, Educational visits through Evolve and MUST contain Covid-19 statement / risk assessment from provider.	G	Reiterat handboc Car shar travel / c Rememb not man Ensure s transpor

Staffing

i.e. workforce availability, ratios, rotas, staff prioritisation, resilience, communication			Risk	Recordir
Staffing	- Staff anxieties - If staff have to regularly go into isolation; - Performance management and SIP challenges; - Staff not socially distancing;	- Staff well-being check-ins planned 1-2-1. - Covid WhatsApp groups set up for quick communications specifically on Covid matters - Vaccinations and face coverings encouraged - Those CEV staff reassured and any additional measures discussed.	A	Biggest day absd Ensure p of comm place.

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| | - Pregnancy / Health related matters. | - 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;
- Staff reminded to keep socially distanced of 2m where possible throughout day;
- Immediate Virtual offer in place in the event of lockdown or partial closure;
- Individual risk assessments in line with WAT HR advice. | | Keep WA

Staff atti
excellen
commer |

Services

I.e. home-school and other transport, catering and food management, engagement with our estates and cleaning teams			Risk	Recordir
Catering	- Catering staff see all students, increasing the risk to them	- Separate lunch servings with clean between sittings; - Social distancing applies in halls; - Students have own cutlery / places set out.	A	Short te convenie needed FSM ent
Transport	- Currently children use public transport to arrive, some private taxis	- 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 with face covering encouraged - Active promotion of cycling / walking or dropped off by parents.	G	
Cleaning	- QA processes are not able to be as robust;	- Regular site team meetings take place to quickly feedback concerns;	A	WAT mo spot che

			Risk	Recordin...
	- robust; - Availability and stocks of essential cleaning materials;	- concerns; - WAT to monitor and audit cleaning fortnightly with contracted company and monitor stocks and supply resource where needed; - New cleaning contract with increased hours plus staff wipe downs of high touch areas staff room / dining room - HOC – daily checks of stock on site and report to Estates.		spot che...

Students

i.e. any specific risks associated with students attending site, behaviour, groupings, timetables — Risk — Recordin...

			Risk	Recordin...
RPI	- 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.	- All students PHP to be reviewed and updated; - Student risk assessment in place where appropriate - PPE will be available should restraint/RPI be needed; - WAT close link with Team Teach for updates - Consideration to use of outdoor space and well-ventilated areas for co regulation work; - Open doors for ventilation in quiet spaces/chill zones; - Well ventilated Quiet Rooms – keep doors open.	A	Student since ret... physical...
External Risks	- Pupils place themselves at risk in the community or bring in objects (e.g. phones) that could bring contamination into school.	- Having regular contact with families to communicate our expectations; - Only able to control on site factors so assumption is if students are attending they are fit and well; - Meeting and greeting positively and volunteering to hand in valuables and scanning wand; - Regular hand washing and sanitising throughout the day; - Parents only sending students in if well, reporting to us if symptoms.	A	Only on... child in v... bubble o...
Social Distancing	- Students do not understand the	- Regular communication with families and explanation on	G	Positive...

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			Risk	Recordin...
	concept of social distancing.	admission with pupils around the requirements; - Face masks **encouraged** in congested areas		
Attendance	- Students attendance is low as parents choosing to keep them safe at home.	- Daily attendance is expected. Registers and codes return to normal system - Additional parental and pastoral support available; - Close monitoring of attendance by all staff; Lateness and low attendance scrutinised closely by SLT each week. - Internal and external transitions to be planned	A	Safegua... attendan... Monitor daily as WAT

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