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| **RISK ASSESSMENT**  |  |
| **Activity:** Academy reopen on Government instruction following Covid - 19 Pandemic | **Location:** All areas |
| **Assessment conducted by: SLT and J. Scurr** | **Date Completed:** September 2nd 2020 |

**First Aid Box Location: A First Aid bag will be allocated to each bubble with PPE.**

**Medication: Class boxes will be located in the school**

**Key Considerations**

Consideration has been given to Public Health England and LA guidance regarding local transmission rates (R) rather than the national, in addition to the number of new cases in the local area.

Although measures to reduce risk can be implemented it is difficult to calculate actual levels of risk using the current transmission data.

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| **Hazard** | **Who is at risk** | **Risk Level** | **Preventative and protective measures to reduce risk to an acceptable level** | **Final Risk Level** |
| Traveling to and from school. Possible risk of infection from* Use of public transport
* Walking with friends
 | Students | Medium | This is largely out of the control of staff. * Parents must not send a child into school if they are displaying symptoms, a temperature or a new, persistent cough, or if a member of their household displays symptoms.
* Staff must notify a member of SLT and self-isolate if they or a member of their household have symptoms.
* Advise/remind students about social distancing and the importance of hygiene.
* Advise parents and carers of good practice via website and parent hub.
* Only one parent will be allowed to bring a child/children in.
* Encourage students to walk rather than use public transport on shorter journeys. This should be a health choice rather than a scare tactic.
* Advise parents about current guidance regarding mask use on public transport so that an informed decision can be made by

parents/carers. | Low |
| Infection being brought on site by persons entering the building | All building users | Medium | * Sanitisation stations with appropriate signage have been set up at main Reception, outside Year 6, outside the disabled toilet, in the Nursery Classroom, opposite year 1 and outside Years 3 and 4 classrooms. Every classroom has been fitted with a sanitizer on the external door.
* All persons are to wash hands for a minimum of 20 seconds using soap and water. This should be done as soon as possible after entering the building.
* No visitors will be admitted into school without the prior authorisation of the Head teacher or his representative.
* Repairs/Maintenance are to be conducted outside of student hours wherever possible.
* Contractors should be on site through prior arrangement, and have Risk Assessed their activities in relation to the Covid - 19 virus.
* Deliveries are to be left in the Reception area by delivery drivers. Delivery drivers should not enter the building beyond Reception.
* Kitchen deliveries to be delivered directly to the Kitchen

entrance.* Gloves should be employed when handling deliveries, packaging disposed of and hands washed immediately after the activity.
* All contact with school must be via telephone or email in the first instance.
* All children will be met at their allocated drop off gate and escorted onto the school site by a staff member.
* Parents are not allowed on the school premises.
* Students are only permitted to bring in their coat, packed lunch and water bottle. Bags are not allowed.
* Students are to use equipment provided by school

rather than bringing personal equipment on site. | Low |

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| General: Risk of viral cross contamination.(Spread of virus due to airborne partials and residues of bodily fluids on surfaces). | All building users | Medium | * All building users are to wash hands once in the building, frequently throughout the day, especially before eating, and again before leaving the building. Appropriate signage is visible in wash and key areas. Staff should wipe down any areas they have touched after use and prior to their own handwashing. Shared areas, e.g. toilets and staff room will be cleaned hourly.
* All members of staff **MUST** carry their signing in badge for contactless signing in. Please do not manually sign in and do not touch the electronic signing in machine.
* Students should enter the classroom directly via the external door for their bubble, as soon as they arrive, so as to avoid the use of corridors. They should enter and leave according to the timetable in the FAQ document. All approaches to external entrances should be marked so as to facilitate social distancing. All entrances should have a staff presence during student entry.
* On entering the building students should go directly to their work station, after washing their hands, rather than congregating in collection /meeting areas.
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|  |  |  | * Students to be briefed daily about social distancing and the importance of hand washing.
* Soap and paper towels are available next to all sinks and are the preferred option. Alcohol hand sanitizers are available close to all teaching areas in addition to the washing facilities in each room.
* Signage will be displayed around the building advising of hand cleaning procedures and correct hand washing techniques. Signage will be updated and rotated frequently so as to avoid complacency.
* Internal doors should remain open wherever possible so as to avoid the use of push plates and door handles.
	+ Corridor doors to be held open using chocks.

o If conditions allow, external classroom doors will remain open; this will also assist with ventilation. The proposed classrooms for use are not fitted with door closure units, therefore fire safety will not be compromised.* Frequently touched surfaces will be sanitised periodically with a suitable cleaner, by the staff members working in the bubble. (Computer keyboards, remote controls photocopiers etc.)
* Computer headphones are not to be used.
* Boxes of tissues are available in all areas to limit potential student movement.
* All teaching areas have large bins available with lids.
* Staff to advise SLT when additional tissues/sanitising products are required.
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|  |  |  | * Automatic water dispensers need to be sanitised frequently through the course of the day. Students must bring in their own clearly labelled water bottle, large enough to require infrequent refills.
* Hand dryers must be used in the toilets, but children need to be encouraged not to touch the machinery, which will be cleaned hourly.
* Students are to wash hands/sanitise when entering the building, entering the classroom, before break, after break and before lunch.
* When in the classroom, all students will use the equipment provided for that bubble. This equipment must remain in the classroom at all times.
* Whilst children can mix within each bubble, the bubbles will be kept apart at all times.
* Classroom windows to be partially open to allow natural ventilation.
* Social distancing to be adhered to by staff. Only 6 staff members should be in the staffroom at any one time. If it is full, up to 3 people can use the library. The PPA room can be used as an overspill room for up to 2 people.
* Packed lunches from home will be stored in the bubbles at all times. City Cuisine will provide food from 12 noon to be taken to the bubble.
* Due to space restrictions, not all classes will be allowed outside at the same time at playtime and lunchtime. A separate timetable has been drawn up.
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|  |  |  | * Staff must maintain hygiene in the staffroom and library. Any cutlery or crockery used should be cleaned and returned to its place or put in the dishwasher. Staff must “clean as they go.” After use, nothing should be left out in the sink or on the benches, including tea spoons.
* The staffroom fridge should contain milk and food for that day only.
* All physical activities should be non-contact. Equipment should be stored in the bubble and not used between bubbles.
* Students becoming ill with at least one symptom of COVID will be held in the designated isolation area (PPA Room) whilst arrangements for collection are being made with the Parent/Carer. Isolation areas should have minimal furnishings and natural ventilation. Soft furnishings should not be employed in these areas.
* If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> to see if they have coronavirus (COVID-19).
* If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.
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|  |  |  | * Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
* Any waste generated in an isolation area from students with flu-like symptoms to be double bagged, and stored, in the PPA room for 72 hours before disposal in the normal way.
* No visitors allowed into the building unless their presence is essential to the operation of the site or they have been approved by the Head teacher.
* It is recommended that Staff change and wash clothes on their return home on a daily basis.
* Staff using the staff car park should initially allow one empty parking space in between vehicles, until the car park is half full, at which point the gaps may be filled.
* PPE is available for staff if required to administer First Aid if a child displays COVID symptoms or for intimate care in EYFS..
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| Dining Hall: Risk of viral cross contamination. This will not be an issue initially as children will eat in their bubbles. Years 2-6 will have an allocated hall day, when other classes will not enter the hall. Year 6 will need to cross the hall to access their classroom. They should go straight in, without forming a queue outside their door. | All building users | Medium | * Floor to be marked with appropriate tape to highlight an unwalled corridor for Year 6 to cross from the hall doors to their classroom.
* Years 2 – 6 may use the hall for other curriculum subjects on their allocated day.
* The hall will be thoroughly cleaned at the end of the day.
 | Low |

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| Physical activities: Risk of viral cross contamination | Students | Medium | * All lessons, playtimes and lunchtimes can include children from one bubble.
 | Low |
| Toilets: Risk of viral cross contamination. | Students | Medium | * Toilet passes not to be used.
* Hourly cleaning of toilets and associated sinks/taps to take place throughout the course of the day.
* A timetable will be in operation for each bubble.
* Each hour children from different bubbles will have an opportunity to use the toilets as follows: -
* R :00, Y1 :10, Y2 :15, Y3 :20, Y4 :25, Y5 :30, Y6 :35
* Between :40 and :50 there will be catch-up time when children who are desperate can be escorted to the toilets.
* Between :50 and :00 cleaning will take place.
* In the case of Reception class, if children urgently require the toilet during another class’ slot, the disabled toilet can be used.
 | Low |

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| Classroom: Risk of viral cross contamination | Staff and students | Medium | * Wherever possible, staff will remain with their designated bubble.
* Sanitisation facilities and tissues are available in all areas.
* Students and staff will remain in the same room, wherever possible.
* Seating arrangements will follow government guidelines wherever possible, so most children will sit side by side, facing forward.
* Soft furnishings such as cloth chairs and bean bags should be kept to a minimum
* Movement of students in the classroom should be controlled and kept to a minimum.
* A ‘clear desk policy’ must be adopted for staff desks
* Teaching resources should remain in a bubble (White board pens equipment, general stationery etc.)
* Teachers must not take children’s books home. Peer marking should occur when possible. If teachers mark in class, e.g. extended writing, they must wear disposable gloves if they need to touch children’s books.
 | Low |

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| Educational visits | Staff and students | High | * Educational visits are suspended until further notice.
 | Low |
| Mini bus use | Staff and students | High | * Minibus use is suspended except in an emergency situation.
* If circumstances dictate that a minibus should be used, social distancing guidelines should apply within. The driver’s window should remain open throughout the journey.
* Hands should be washed by all parties at the end of a journey.
* Alcohol hand gel is to be available in vehicle glove boxes, if a journey becomes essential.
 | Low |
| Student dismissal |  | Medium | * Student dismissal should be staggered so as to avoid congestion in corridors and groups forming off site.
* Parent/carer who is collecting students should be

deterred from congregating, but should observe social distancing at the gates. | Low |
| Building contamination following student occupancy: Preparing for the following day | All building users | Medium | * All staff except premises staff must arrive between 7:30 and 8:00 and leave by 15:30 unless there is a staff meeting.
* Provision of tissue and sanitisation supplies to be checked and restocked as required.
* A member of premises staff will be on site at all times.
* All bins will be emptied twice daily.
* Cleaning should give special consideration to hard surfaces such as table tops, push plates, door handles, light switches.
* Regular cleaning should take place by the staff leading the bubble
* Cleaning hours for staff have been amended to allow concentrated cleaning throughout the school day.
 | Low |

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| Shortages of essential supplies  | All building users | Medium | * SLT to monitor levels of stock
 | Low |
| The use of small rooms and confined spaces | All building users | Medium | * Office space should not be entered other than by key staff. Other staff should ask questions from the door. Anyone requiring a confidential discussion should email a request first so it can be considered.
* Office spaces should not have desks positioned so that users face each other. Where this is unavoidable screening should

be put in place. | Low |
| Administration of first aid and Intimate Care in EYFS | First aid staff | Medium | * First aid staff should wash hands prior to and after

administering first aid.* Where social distancing cannot be maintained the use of PPE should be employed, if a child displays symptoms of COVID. Available PPE:
	+ Disposable gloves
	+ Aprons
	+ Face shields
* If a child is unwell, their temperature should be taken.
* Any waste generated, including disposable PPE, whilst administering first aid should be double bagged and binned.
* First aid box stocks to be maintained by S. Donnelly
 | Low |
|  | Injured/ill parties |  |  |

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| Administration of medication | Med staffIndividual students | Medium | * The normal Administering of Medication Policy will be followed. Parents are required to make an appointment with the school office staff to complete the necessary paperwork.
 | Low |
| Challenging behaviour | All building users | Medium | * Known traits and considerations to be identified.
* Where physical restraint occurred or has been unavoidable, all parties should wash thoroughly after the event.
* Children unable to attend without putting others at risk will be excluded from the provision.
 | Low |
| Cross contamination of student teaching groups. | All building users | Medium | * Children of school staff will remain in their class bubble at the end of the day until parents are ready to go home.
* Student groups will be taught in class ‘bubbles’. Designated staff are located to each bubble so as to lower the risk of possible cross infection. Staff and students from different ‘bubbles’ should not interact with each other, wherever possible.
* The use of whole staff communal staffroom should be minimal and strict social distancing adhered to at all times. No more than 6 adults should be in the staffroom at any time and a one-way system is in operation, with entry from the office end and exit into the school hall. If the staffroom is full, up to 3 adults may use the library, then up to 2 in the PPA room.,
 | Low |
| Confirmed case of Covid-19 on site | All building users | High | * Thorough clean of all areas used by the individual will be arranged.
* Follow DfE guidelines in consultation with Public Health
 | Low |
| High levels of student anxiety | StudentsParent Carers |  | * Students to be made aware in advance that school will not be operating under its normal format.
* Staff should be mindful of social, mental and emotional needs and incorporate these areas into the curriculum.
* Concerns to be raised with SLT so that bespoke support can be provided.
* Staff should be mindful when using PPE that their appearance may make students feel uneasy.
* Bereavement counselling may be provided on a bespoke basis.
 | Low |
| High levels of staff anxiety | Staff |  | * Risk assessments to be conducted by SLT for any pregnant staff
* Staff to advise SLT of any concerns they may have. All concerns will be dealt with on a confidential basis.
* Vulnerable staff need to follow school guidelines.
* Staff to be made aware of support networks available to them by SLT e.g. Public Health England.
* Bereavement counseling to be provided on a bespoke basis.
 | Low |
| Fire hazard resulting from alcohol-based hand sanitiser on site. | All building users | Low | * Stock to be stored in a locked cupboard. Only facilities staff to access.
* Dispensers in classrooms to be stored away from heat sources, sources of ignition and out of direct sunlight.
* All staff to be advised of potential fire risk and precautionary measures.
* Classroom dispensers to be managed by the teacher in

charge. | Low |