

Covid-19 Risk Assessment

There is an absolute duty on employers to 'conduct suitable and sufficient risk assessments' in the workplace, under Regulation 3 of the Management of Health & Safety at Work Regulations. HSE guidance tells employers they need to identify potential hazards that may affect the health or safety of employees, and that a suitable and sufficient risk assessment must be conducted 'before you do work which presents a risk of injury or ill health'.

Name of Risk Assessment: Covid-19 Risk Assessment (v006)		Ref: RA0084a DSE05/20
Academy Name: Holmbush Primary Academy	Academy Assessment by: Susan Stickley	Date: 10 th July 2020
Review Date: As and when Government Guidance changes and or monthly.	Approved by: Central Service Team	Date: 28 th August 2020

Hazard/Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information)</i>	Additional Control Measures <i>(To take account of local/individual circumstances)</i>
National guidelines are updated daily and academy lapses in following advice	Staff, Pupils	The academy has the most recent information from the government, and this is distributed throughout the academy. <ul style="list-style-type: none"> Principal to ensure daily checks are made with Government updates Any changes in information to be shared with academies. Website information is automatically updated Students updated via assembly/form time as necessary 	Principal to stay in touch with locality heads and Trust Principals to ensure ease of access to new information.
Precautionary measures are not being followed in academy	Staff, Pupils	All students and all staff working with students are adhering to current advice. <ul style="list-style-type: none"> Posters around academy including Reception, dining hall and in corridors Teachers to reiterate message in form time: <ul style="list-style-type: none"> Covering your cough or sneeze with a tissue Then throwing the tissue in a bin Avoid touching your eyes, nose, mouth with unwashed hands Coronavirus information is on the academy website <ul style="list-style-type: none"> Website documents in place and updated accordingly Estates Team to follow advice from NHS/Trust on the cleaning products we should be using in academy to ensure that these meet necessary standards <i>Follow</i> 	<ul style="list-style-type: none"> Teachers to deliver age specific PSHE lessons to ensure children understand hygiene advice. Additional sanitising stations are placed around the school. Academy to ensure lidded bins for the disposal of tissues are available in all classrooms. Ensure classrooms are well stocked with disposable tissues and paper towels. Posters in classrooms, toilets and corridors. Ensure time is dedicated to hand cleaning at key points in the day. Additional cleaning hours in place each day.

		<p><i>additional Trust guidance document- Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)</i></p> <ul style="list-style-type: none"> • Cleaning Staff: Follow additional Trust guidance document- Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus) <ul style="list-style-type: none"> ○ Ensure that all toilet/bathroom facilities are well stocked ○ Ensure that cleaners' resources are adequate and are effective against Coronavirus. Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled. ○ To provide hand sanitizer stations for reception area. 	<ul style="list-style-type: none"> • Use of MDMS to support daytime cleaning.
Specific guidelines regarding academy trips are not followed	Staff, Pupils	<p>National guidelines state that in after school activities – students must wash hands and after any travel on public transport - this is adhered to by all staff leading sports events.</p> <ul style="list-style-type: none"> • Usual risk assessments apply • Staff follow updated national guidelines on travelling to busy places • Academy can provide hand sanitizer for students and adults to use after travelling on public transport 	<ul style="list-style-type: none"> • All trips are cancelled at this time.
<p>Staff do not report sickness</p> <p>Staff are unwell but attend Academy</p> <p>Staff absence increases</p>	Staff	<p>National Guidelines: People who feel unwell should stay at home and should not attend work or any education or childcare setting. Follow- https://www.gov.uk/coronavirus?gclid=EAlaIQobChMI6KLqzoWx6QIVQuDtCh0bpg-JEAYASAAEgJjCvD_BwE</p> <ul style="list-style-type: none"> • Principal will: <ul style="list-style-type: none"> ○ Communicate to staff the importance of following national guidelines in Staff Briefings and hand out copies of risk assessments to staff ○ Remind staff of the sickness policy during any lockdown period or staff self-isolation • Staff to inform their Line Manager immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice. • In an event of teaching staff absence: <ul style="list-style-type: none"> ○ Academy will bring in Supply Teachers to cover absence ○ If appropriate, classes will be split. This will be reviewed in the event of changing guidelines from DfE. ○ In the event of significant staff absence, the Principal supported by the Trust will review the viability of the academy remaining open. The Principal will consult with the Trust. If the academy is to be closed then this will be communicated to staff and parents via email, letter and the academy website. • Only essential tasks will be carried out during a staff shortage period (Attendance, First aid, etc.) • If the Principal is sick, the Vice Principal supported by the Trust will lead the academy • In the event of an academy closure with staff and students at home who are not ill and still able to access education, work will be set electronically. Students will be expected to complete tasks at home. 	<ul style="list-style-type: none"> • Staff who are unable to attend work due to shielding will be identified prior to staffing arrangements being made. • Staff to be sent home immediately if they are showing an symptoms. • Principal to make staff aware that Covid-19 tests are available and direct them to the testing centre. • Any member of staff testing positive to remain in self-isolation for a minimum of 10 days, in line with guidance. • Infra-red thermometer held in Welfare Room to identify high temperatures of staff if needed. • Each Class Bubble will have a teacher and teaching assistant for as much of the day as possible. • Part-time staff to be offered additional hours if required and they are willing in order to cover sickness. • Line Managers to ensure that systems are in place to check in with staff. Any concerns shared with senior team and support put in place where needed.

		<ul style="list-style-type: none"> Staff wellbeing to be supported by KIT calls, and one to ones. Line Managers to diarise regular and appropriate contact. Line Managers to offer a message of general support and discussion opportunities to allay concerns and maintain moral. 	
<p>Staff do not report travel plans to/ from a category 2 area or</p> <p>A member of their household who has travelled to a category 1/category 2 area</p>	Staff, Pupils	<p>National Guidelines: People who have returned from a category 1 area within the last 14 days should self-isolate and should ring NHS 111 for advice.</p> <p>People who are symptomatic (dry cough, fever, breathlessness) after visiting a category 2 area should self-isolate and should not attend work or any education or childcare setting and should ring NHS 111 for advice. See link below for specified countries https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas</p> <ul style="list-style-type: none"> Principal will: <ul style="list-style-type: none"> communicate to staff the importance of following national guidelines in weekly Briefings remind staff to follow the sickness policy during lock down period/staff self-isolation Estates Team to remind contractors to follow guidelines in accordance with National Guidelines 	<ul style="list-style-type: none"> Principal will ensure up to date information regarding travel is available. Principal to identify any members of staff due to travel abroad and provide them with the guidelines. Staff who need to self-isolate will be expected work from home or have unpaid leave.
Siblings at another School report unwell and family confused as to appropriate action	Parents, Pupils	<p>The Academy has the most recent information from the government, and this is distributed throughout the academy community</p> <ul style="list-style-type: none"> Principal will: <ul style="list-style-type: none"> obtain updated advice from Public Health England and Coronavirus hotline – to inform family immediately communicate with families and reiterate the message of gaining advice from NHS 111 	<ul style="list-style-type: none"> From 1st June, all children can seek a test immediately. Children who are symptomatic will be directed to have a Covid-19 test. No action needs to be taken until a positive test result is returned. At this stage, the household will need to self-isolate for 14 days. If the child attending this academy remains without symptoms, no action for their ‘bubble’ needs to be taken. If the child becomes symptomatic and a positive test result is returned, the bubble will be informed and may need to close. If a child tests positive without symptoms, they will need to self-isolate for 10 days. If symptoms start, they must begin the 10 days self-isolation again.
Vulnerable students & adults in the academy are exposed to illness	Staff, Pupils	<p>Academy communicate appropriately with their most vulnerable students; Health care plans are updated and instruction from GPs followed.</p> <ul style="list-style-type: none"> Pastoral Team identify the most vulnerable students and staff from current medical information 	<ul style="list-style-type: none"> Inclusion Manager will contact families of vulnerable pupils to ensure they understand the guidelines around health concerns. Ensure that medical records for staff and pupils are up-to-date and members of staff within different groups are identified.
Child or adult shows symptoms whilst at academy	Staff, Pupils	<p>All staff understand the symptoms of COVID-19 and follow academy agreed process.</p> <ul style="list-style-type: none"> Staff report to the Principal Staff to get advice from NHS 111 immediately and PHE team. Advice on cleaning spaces will be given by PHE – await advice. PHE contact information - https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19 Estates Team: Advice on waste which may have been contaminated: all waste that has been in contact with the individual – including tissues should be put in a plastic 	<ul style="list-style-type: none"> The welfare room will be used only for children who begin to show symptoms of the virus whilst in school. They will remain there until they can be collected. Infra-red thermometer to be used and temperature reported to parents and in medical treatment records. Staff to maintain 2m social distancing from child. If this cannot be maintained then PPE should be sought. Encourage family to seek a test immediately. Upon confirmation of a positive test, the bubble will be closed for 14 days.

		<p>bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of PHE. See further Trust guidance document - <i>Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)</i></p> <ul style="list-style-type: none"> • Staff to self- isolate – journey home by car • Child reported to the Principal and taken to designated area (any available room where a child/student can be isolated until further notice) • Parents informed immediately and asked to collect immediately and contact NHS on 111 • A designated Isolation room used until parent collects – advice is for child to be supervised by a non-vulnerable adult – to sit 2 meters away. Room to be isolated. Avoid touching people, surfaces or objects and advised to cover their mouth and nose with a disposable tissue. • Principal to get advice from NHS 111 and Inform the Trust 	<ul style="list-style-type: none"> • Deep clean of isolation area once the child has left, including ventilation of the area. • Deep clean of the classroom the child has been in.
Catering staff absent – lunch no longer available	Staff, Pupils	<p>Catering team to share their risk assessment with academy.</p> <ul style="list-style-type: none"> • Catering Manager to work with the academy to ensure precautions are in place for all staff on site <ul style="list-style-type: none"> ○ Washing hand ○ Use of sanitizer ○ Wearing gloves and hair nets and uniform ○ Thorough cleaning of kitchen at the end of every service • Ensure the kitchen space and lavatory for staff are being cleaned as appropriate. • Inform Principal of any staff off sick with associated symptoms. • If no kitchen staff available contact the Estates Director in the first instance. • Meals to be supplied by hub kitchen or to close and parents informed to bring in packed lunch for their students 	<ul style="list-style-type: none"> • Office Manager to contact Chartwells to ensure absences are covered. • Packed lunches to be provided by Chartwells. Academy staff to distribute.
Cleaning staff absent – cleaning no longer available	Staff, Pupils	<ul style="list-style-type: none"> • Cleaning Team to ensure precautions are in place for all staff on site <ul style="list-style-type: none"> ○ Washing hands ○ Use of sanitizer ○ Wearing gloves, hair nets and uniform • Estates Team to inform Principal of any staff off sick with associated symptoms. • Ensure that cleaning staff contact the absence line by 9am on their day of work • If no cleaning staff are available – the Principal, consider academy closure. • Make contact with local employment agencies to ascertain availability of agency staff to provide cover and likely lead in time for cover to be available. • Outsourced cleaning company to be contacted to explore cover options and provide Covid-19 cleaning plan RA and control measures 	<ul style="list-style-type: none"> • Offer additional hours to other members of staff to support with cleaning if willing. · Senior staff to support with cleaning if required.
Precautionary measures to prevent transmission	Staff, Pupils	<p>Everyone is following the handwashing protocol.</p> <ul style="list-style-type: none"> • Parents have been informed that students and staff should wash their hands. • Avoid touching eyes, nose and mouth with unwashed hands. • Maintain social distancing measures at every opportunity 	<ul style="list-style-type: none"> • Hand-washing to be undertaken at set points in the day: when they arrive, before and after break time and lunch time, after visiting the toilet and before they go home, plus other times. • Upper toilets to be used by Y4/5/6. • Lower Toilets 1 to be used by Y1/2. • Lower toilets 2 to be used by Y3.

			<ul style="list-style-type: none"> • Signage regarding hand-washing in learning spaces and academy toilets. • All equipment to be cleaned regularly. • No equipment to be shared between bubbles without meticulous cleaning or a period of 48 hours (72 hours for plastics) of quarantine. • Academy equipment taken home by pupils (eg reading books) to be quarantined on return before being used by another pupil.
Poor Communication	Staff, Pupils	<p>All staff/students aware of current actions and requirements.</p> <ul style="list-style-type: none"> • Principal to brief all staff on Risk Assessment. • Staff to be consulted and issued with published Risk Assessment. • Students briefed in registration sessions and by the use of posters, signage etc. 	<ul style="list-style-type: none"> • Continue regular communication through ClassDojo, including videos to allow parents with varying degrees of literacy to access the information. • Reminders to be sent regularly using ClassDojo. • Risk Assessments to be published. • New information to be given to staff and parents. • Videos to be made to ensure parents understand the routines.
Pupils struggle to reintegrate into academy routines and adapt to the changes implemented	Pupils, Staff	<ul style="list-style-type: none"> • Review of behavior policy to reflect current guidance and restrictions • Review of individual behavior plans to reflect current guidance and restrictions • Clear sharing of expectations and reasoning – identifying a group ‘charter’ for behavior • Flexible approach to learning, routines and use of outside space in order to encourage pupils to adapt to new structures 	<ul style="list-style-type: none"> • Pupils to be given time to share their experiences of being at home. • Additional PSHE lessons to address pupils’ anxieties – particularly in the first 2 weeks of term. • The first 2 weeks of term will be used to determine the new starting points for each child. A recovery Curriculum will be implemented using some of the Government Guidance and resources. • Children will return to their CURRENT class teachers for a period of 2 weeks to allow for a smooth transition and work to be covered around PSHE and ‘ready to learn’. • Clear information to be sent to parents prior to re-opening, including photos and videos of entrances and exits.
A broad and balanced curriculum cannot be delivered or is not appropriate	Pupils, Staff	<p>Academy staff identify an appropriate curriculum that meets the needs of the pupils in the academy</p> <ul style="list-style-type: none"> • Consider which aspects of the current curriculum are appropriate – with a focus on PSHE/ emotional needs • Consider curriculum areas that may need to be adapted considerably, such as PE • Where possible, learning to be delivered in academy site outside areas (implementation or review of other risk assessments to ensure that this can be done safely) • Record what is possible on Target Tracker, but no Summer 2 data capture to be made by trust • Reconsider expectations of staff with regards to marking/feedback (review feedback policy) • Consider safe use of resources – including asking pupils to bring their own pencil-cases, etc. 	<ul style="list-style-type: none"> • Pupils should not share equipment across bubbles unless it has been thoroughly cleaned or left unused for a period of 48 hours (72 hours if plastic). • Individual stationery pots for Y1 and Y6 to be supplied. • No resources that cannot be easily cleaned or replaced daily will be used. • No contact sports to be played during PE lessons. • Set of playtime equipment supplied for each class bubble of children. • Any books for example Destination Reader/Daily Supported Reader, used within a classroom will be left unused and out of reach for a period of at least 48 hours before another bubble can access these. They will be placed in a ‘quarantine box’. • A Transparent Recovery Curriculum will be implemented. • Regular communication with parents to aid their understanding of the recovery curriculum.

		<ul style="list-style-type: none"> If electronic computers or devices are used by pupils, these need to be part of the academy's thorough cleaning considerations and must not be used by more than one pupil without cleaning 	
The pupils still at home are disadvantaged due to academy re-opening	Pupils	<p>Academy makes best endeavors to provide suggested learning activities for year groups that are not on-site (whether due to year groups or parental preference not to return to school).</p> <ul style="list-style-type: none"> Teachers to agree how this can be maintained and is sustainable when considering staff workload Communication regarding home learning with parents to set clear expectations Scheduled staff/parent communication slots 	
Parents do not fully understand expectations of behavior, groupings, and curriculum adaptations, or adhere to parental requests	Pupils, parents, staff	<p>Clear and transparent communication with parents including:</p> <ul style="list-style-type: none"> Expectations of behavior, including any charters that have been completed with the children Intentions for the curriculum upon return to the academy The elements of the academy day/ routines that will be very different and why they are necessary The ways in which the children will be grouped and that some will, inevitably, not be taught by their usual class teacher 	
Pupils with Education, Health and Care Plans' needs are not met effectively	Pupils, staff	<ul style="list-style-type: none"> Risk Assessments are already in place for these children and should be adapted should the children return to the academy Holistic approach to the provision for these children, considering the appropriateness of 1:1 support, as well as supporting their emotional needs 	<ul style="list-style-type: none"> Inclusion Manager to contact parents of children with EHCPs to discuss individual needs and to share the risk assessment prior to their return. Agreement between school and parents regarding key priorities upon return to academy. Pupil Passports will be updated during the first 2 weeks back to school in September to ensure they reflect the child's current needs. 1:1 support WILL be put back into place to support children's individual needs. Outside agencies will be able to resume their work with pupils. They will use the hall for their work where social distancing is more easily adhered to.
Younger pupils and pupils with additional needs do not understand the concept of social distancing and, therefore, put others at risk	Pupils, staff	<p>Academy staff to make expectations very clear to all pupils:</p> <ul style="list-style-type: none"> Communication to parents prior to re-opening and frequently when re-opened Reminders given each day to all pupils regarding expectations Signage around the academy Individual behavior plans/ provision maps to be updated Compilation of social stories to support some pupils 	<ul style="list-style-type: none"> Ensure that less clinically non-vulnerable members of staff work with these children. Incorporate in class 'charters'. Ensure that staff maintain social distancing measures with one another to limit the risk of infection. PPE available for members of staff working with pupils who cannot adhere to social distancing appropriate to their age.