

# 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'.

<b>Name of Risk Assessment: Covid-19 Risk Assessment (v006)</b>		<b>Ref: RA0084a DSE05/20</b>
<b>Academy Name:</b> Lindfield Primary Academy	<b>Academy Assessment by:</b> Marcus Still (Principal) and SLT	<b>Date:</b> 01.09.20
<b>Review Date:</b> As and when Government Guidance changes and or monthly.	<b>Approved by:</b> Central Service Team	<b>Date:</b>

<b>Hazard/Risk</b>	<b>Who is at Risk?</b>	<b>Normal Control Measures</b> <i>(Brief description and/or reference to source of information)</i>	<b>Additional Control Measures</b> <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"> <li>Principal to ensure daily checks are made with Government updates</li> <li>Any changes in information to be shared with academies.</li> <li>Website information is automatically updated</li> <li>Students updated via assembly/form time as necessary</li> </ul>	Regular team meetings Regular discussions with leadership
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"> <li>Posters around academy including Reception, dining hall and in corridors</li> <li><b>Teachers</b> to reiterate message in form time: <ul style="list-style-type: none"> <li>Covering your cough or sneeze with a tissue</li> <li>Then throwing the tissue in a bin</li> <li>Avoid touching your eyes, nose, mouth with unwashed hands</li> </ul> </li> <li>Coronavirus information is on the academy website <ul style="list-style-type: none"> <li>Website documents in place and updated accordingly</li> </ul> </li> <li><b>Cleaning Staff:</b> Follow additional Trust guidance document- Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)</li> </ul>	Regular opportunities in the timetable for revisiting behaviour expectations and hand washing/hygiene expectations eg catch it, kill it bin it, all tissues placed in the flip lid bin.

		<ul style="list-style-type: none"> <li>○ Ensure that all toilet/bathroom facilities are well stocked</li> <li>○ 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.</li> <li>○ To provide hand sanitizer stations for reception area.</li> </ul>	
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"> <li>● Usual risk assessments apply</li> <li>● Staff follow updated national guidelines on travelling to busy places</li> <li>● Academy can provide hand sanitizer for students and adults to use after travelling on public transport</li> </ul>	<p><b>Educational Visits</b></p> <p>No overnight visits at this stage.</p> <p>Autumn Term- non overnight visits can happen. To make these safe the academy will follow guidance on protective measure. Keep children in a consistent group and ensure the destination has Covid secure measures. All visits will have thorough risk assessments outlining the control measures.</p>
<p>Staff do not report sickness</p> <p>Staff are unwell but attend Academy</p> <p>Staff absence increases</p>	Staff	<p><b>National Guidelines:</b> People who feel unwell should stay at home and should not attend work or any education or childcare setting. Follow- <a href="https://www.gov.uk/coronavirus?gclid=EAIaIQobChMI6KLqzoWx6QIVQuDtCh0bpg-JEAYASAAEgLiCvD_BwE">https://www.gov.uk/coronavirus?gclid=EAIaIQobChMI6KLqzoWx6QIVQuDtCh0bpg-JEAYASAAEgLiCvD_BwE</a></p> <ul style="list-style-type: none"> <li>● <b>Principal</b> will: <ul style="list-style-type: none"> <li>○ Communicate to staff the importance of following national guidelines in Staff Briefings and hand out copies of risk assessments to staff</li> <li>○ Remind staff of the sickness policy during any lockdown period or staff self-isolation</li> </ul> </li> <li>● Staff to inform line manager immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice.</li> <li>● In an event of teaching staff absence: <ul style="list-style-type: none"> <li>○ Academy will bring in Supply Teachers to cover absence</li> <li>○ If appropriate, classes will be split. This will be reviewed in the event of changing guidelines from DfE.</li> <li>○ 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 school website.</li> </ul> </li> <li>● Only essential tasks will be carried out during a staff shortage period (Attendance, First aid, Salaries/Payroll, etc.)</li> <li>● If the Principal is sick, the Vice Principal supported by the Trust will lead the academy</li> <li>● In the event of 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.</li> </ul>	<p>Clear guidance communicated regarding illness – email/ risk assessment meeting</p> <p>In the event of 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 at home – see Plan B</p>

		<ul style="list-style-type: none"> <li>• Staff wellbeing to be supported by KIT calls, and one to ones. Line Managers to diarize regular and appropriate contact.</li> <li>• Line Managers to offer a message of general support and discussion opportunities to allay concerns and maintain moral.</li> </ul>	
<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><b>National Guidelines:</b> 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 <b>symptomatic</b> (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 <a href="https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas">https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas</a></p> <ul style="list-style-type: none"> <li>• <b>Principal will:</b> <ul style="list-style-type: none"> <li>○ communicate to staff the importance of following national guidelines in weekly Briefings</li> <li>○ remind staff to follow the sickness policy during lock down period/staff self-isolation</li> </ul> </li> <li>• <b>Estates Team</b> to remind contractors to follow guidelines in accordance with National Guidelines</li> </ul>	<p>Supply teachers to cover staff absence</p> <p>Staff informed that holidays abroad that result in quarantine/ self-isolation will see staff unpaid for that period. Note regarding West Sussex pre covid guidance.</p>
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"> <li>• <b>Principal will:</b> <ul style="list-style-type: none"> <li>○ obtain updated advice from Public Health England and Coronavirus hotline – to inform family immediately</li> <li>○ communicate with families and reiterate the message of gaining advice from NHS 111</li> </ul> </li> </ul>	Communication with academy families regarding procedures for Test and Trace.
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"> <li>• <b>Pastoral Team</b> identify the most vulnerable students and staff from current medical information</li> </ul>	<p><b>Keeping all staff/pupils safe</b></p> <p>Individual Risk Assessments in place for clinically vulnerable staff. PPE choice.</p> <p>Individual care plans in place for children</p> <p>If a child wears a mask to school but removes it during the day, staff will record this on CPOMs.</p>
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"> <li>• Staff report to the <b>Principal</b></li> <li>• 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 - <a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19</a></li> <li>• <b>Estates Team:</b> 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 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</li> </ul>	<p>-Any pupils or staff with a positive test with Corona virus must self-isolate for at least 10 days.</p> <p>-If anyone in the academy becomes unwell with a new continuous cough, a high temp or has a loss or change in sense of taste or smell they must be sent home and advised to follow the ‘stay at home’ public health England protocols.</p> <p>This sets out that the individual must self- isolate for at least 10 days and arrange to have a test. The individual can only return to the academy when a negative test result is received or after 10 days. Any members of the household</p>

test results are negative – to be put with normal waste. If positive, to follow the advice of PHE. See further Trust guidance document - *Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)*

- 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

including siblings should isolate for 14 days or until a negative test has been received.

- If a child show symptoms at school they should be isolated in the medical room and parents contacted ASAP. Immediate staff will be informed where necessary of potential symptoms and information dealt with sensitively.
- Families must provide evidence of a negative test result before returning to school after displaying symptoms. (No evidence is required at the end of a self-isolation period if there were no symptoms)
- PPE must be worn when caring for a sick child if a 2m distance cannot be maintained.
- members of staff who have come into contact with pupils do not need to self-isolate unless they develop symptoms or a positive test result is received or they are requested to do so through Test and Trace

**Confirmed case-** if a positive test is received by someone attending the academy. School must contact the Local Health Protection Team. They will carry out a rapid risk assessment. They will provide advice on who to send home if anyone.

- Template letter provided to schools to send out.
- Likely advice for close contacts to be to be to self-isolate for 14 days since last having contact.
- In order for knowledge of close contacts with any infected person the academy will use completed registers and teacher knowledge.
- If schools have more than 2 confirmed cases in 14 days or increased absence with corona symptoms – work with Local Health Protection Team for advice.

**-Test and Trace**

- All staff in the academy must understand the test and trace process. This includes
- Not coming to school if have symptoms
- Book a test if have symptoms
- All children can be tested
- To provide details of anyone in close contact if positive test is received.
- Self-isolate if in close contact with someone who tested positive for corona virus.
- All essential workers have priority access to testing.
- The academy will have a small number of home testing kits for parents and carers collecting child with symptoms or staff developing symptoms.

			-Parents and staff must inform the academy immediately of results of corona virus test.
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"> <li>• <b>Catering Manager</b> to work with the academy to ensure precautions are in place for all staff on site <ul style="list-style-type: none"> <li>○ Washing hand</li> <li>○ Use of sanitizer</li> <li>○ Wearing gloves and hair nets and uniform</li> <li>○ Thorough cleaning of kitchen at the end of every service</li> </ul> </li> <li>• Ensure the kitchen space and lavatory for staff are being cleaned as appropriate.</li> <li>• Inform Principal of any staff off sick with associated symptoms.</li> <li>• If no kitchen staff available contact the Estates Director in the first instance.</li> <li>• Meals to be supplied by hub kitchen or to close and parents informed to bring in packed lunch for their students</li> </ul>	Liaise with Chartwells in regard to staff provision. School staff to support distribution and logistics.
Cleaning staff absent – cleaning no longer available	Staff, Pupils	<ul style="list-style-type: none"> <li>• <b>Cleaning Team</b> to ensure precautions are in place for all staff on site <ul style="list-style-type: none"> <li>○ Washing hands</li> <li>○ Use of sanitizer</li> <li>○ Wearing gloves, hair nets and uniform</li> </ul> </li> <li>• <b>Estates Team</b> to inform Principal of any staff off sick with associated symptoms.</li> <li>• Ensure that cleaning staff contact the absence line by 9am on their day of work</li> <li>• If no cleaning staff are available – the Principal, consider academy closure.</li> <li>• 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.</li> <li>• Outsourced cleaning company to be contacted to explore cover options and provide Covid-19 cleaning plan RA and control measures</li> </ul>	Staff involved in maintaining hygiene of the Bubble. Cleaning company must manage own staff absence Additional cleaner hired in the day to maintain clean doors, toilets etc.
Precautionary measures to prevent transmission	Staff, Pupils	<p>Everyone is following the handwashing protocol.</p> <ul style="list-style-type: none"> <li>• Parents have been informed that students and staff should wash their hands.</li> <li>• Avoid touching eyes, nose and mouth with unwashed hands.</li> <li>• Maintain social distancing measures at every opportunity</li> </ul>	Academy has ordered extra supplies to maintain hygiene and keep all safe. Posters around the academy. One-way systems in place. Staggered timetables.
Poor Communication	Staff, Pupils	<p>All staff/students aware of current actions and requirements.</p> <ul style="list-style-type: none"> <li>• <b>Principal</b> to brief all staff on Risk Assessment.</li> <li>• Staff to be consulted and issued with published Risk Assessment.</li> <li>• Students briefed in registration sessions and by the use of posters, signage etc.</li> </ul>	Team meetings in place prior to school return in September Regular communications with all stake holders Regular parent comms including Arrival Departure Uniform What to bring Behaviour policy

			<p>Sickness</p> <p>Lunchtime arrangements</p> <p>Access to building – no office access</p> <p>Video of back to school arrangements</p> <p>Out of hours provision clarified</p> <p>Attendance expectation</p> <p>Cleaning arrangements and hygiene</p>
Pupils struggle to reintegrate into academy routines and adapt to the changes implemented	Pupils, Staff	<ul style="list-style-type: none"> <li>Review of behaviour policy to reflect current guidance and restrictions</li> <li>Review of individual behaviour plans to reflect current guidance and restrictions</li> <li>Clear sharing of expectations and reasoning – identifying a group ‘charter’ for behaviour</li> <li>Flexible approach to learning, routines and use of outside space in order to encourage pupils to adapt to new structures</li> </ul>	<p>Charter for behaviour already developed (see gov guidance)</p> <p>-Class code shared together and part of the timetable to revisit</p> <p>-Local Board consultation</p> <p>-Shared with whole school before arriving in September.</p>
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"> <li>Consider which aspects of the current curriculum are appropriate – with a focus on PSHE/ emotional needs</li> <li>Consider curriculum areas that may need to be adapted considerably, such as PE</li> <li>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)</li> <li>Record what is possible on Target Tracker, but no Summer 2 data capture to be made by trust</li> <li>Reconsider expectations of staff with regards to marking/feedback (review feedback policy)</li> <li>Consider safe use of resources – including asking pupils to bring their own pencil-cases, etc.</li> <li>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</li> </ul>	<p><b>Recovery Curriculum</b></p> <p>-Increased focus on well being and PHSE</p> <p>-Transition meeting with teachers sharing gaps in curriculum</p> <p>-Initial assessments in September to identify gaps in learning- focus reading writing and maths</p> <p>-wider curriculum offer adapted</p> <p>-Additional catch up funding used to support booster/intervention groups</p> <p>-pupil progress meetings to identify catch up program and focus for each year group</p> <p>-EYFS baseline on entry</p> <p>-EYFS focus on prime areas and assess gaps in language early reading and maths.</p> <p>-extend vocabulary and opportunities for outdoor learning across the curriculum</p> <p>-KS1 – good phonics, reading vocabulary and maths curriculum</p> <p>-Reading across the curriculum developing knowledge and vocabulary</p> <p>-Curriculum continues to be broad</p> <p>-Regular use of outdoor space</p>
The pupils still at home are disadvantaged due to academy re-opening	Pupils	<p>Academy makes best endeavours to provide suggested learning activities for year groups that are not on-site</p> <ul style="list-style-type: none"> <li>Teachers to agree how this can be maintained and is sustainable when considering staff workload</li> <li>Communication regarding home learning with parents to set clear expectations</li> <li>Scheduled staff/parent communication slots</li> </ul>	<p>-System of remote provision in place for those children not in school if self isolating in accordance with government guidance or in local lockdown from September.</p> <p>Plan B</p> <p>-In event of a local lockdown the academy will provide a weekly grid on VLE with English, Maths and Curriculum task. Use of My Maths resources to support.</p>

			-If self-isolating children to follow lessons provided by Oak Academy and BBC Bitesize
Parents do not fully understand expectations of behaviour, 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"> <li>• Expectations of behaviour, including any charters that have been completed with the children</li> <li>• Intentions for the curriculum upon return to the academy</li> <li>• The elements of the academy day/ routines that will be very different and why they are necessary</li> <li>• The ways in which the children will be grouped and that some will, inevitably, not be taught by their usual class teacher</li> </ul>	Continued communication with parents regarding any issues and support offered where necessary. Individual behaviour meetings
Pupils with Education, Health and Care Plans' needs are not met effectively	Pupils, staff	<ul style="list-style-type: none"> <li>• Risk Assessments are already in place for these children and should be adapted should the children return to the academy</li> <li>• Holistic approach to the provision for these children, considering the appropriateness of 1:1 support, as well as supporting their emotional needs</li> </ul>	SENCO and learning Mentor will continue to work with families and teachers in order to ensure provision is effective and provision is well supported. Social stories prepared to enable children to effectively transition back to school. Social stories shared with key children before return
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"> <li>• Communication to parents prior to re-opening and frequently when re-opened</li> <li>• Reminders given each day to all pupils regarding expectations</li> <li>• Signage around the academy</li> <li>• Individual behavior plans/ provision maps to be updated</li> <li>• Compilation of social stories to support some pupils</li> </ul>	<p><b>Class structure keeping socially distant</b></p> <ul style="list-style-type: none"> <li>-Arrival – staggered</li> <li>-Break times – staggered/split space</li> <li>-Pick up - staggered</li> <li>-Children keep to their desks when in the room</li> <li>-Plan Day 1 sessions on 'rules and responsibilities' --class charter relating to social distancing and keeping safe – (Include instructions how to line up, use of toilet, moving around the classroom etc)</li> <li>-Charter re-visited and modelled many times a day and linked to our behaviour system – lots of praise for adherence(values) and sanctions for non-compliance</li> <li>-Lessons planned for individual work (not pairings or group work)</li> <li>-Plan lessons highly structured where possible – e.g. increased phonic inputs, more focused 'discovery' sessions (Year 1) of cut and stick rather than 'free flow' etc.</li> <li>-marking books – teachers can provide written feedback in books and if necessary books can be taken off site.</li> <li>-Staff should maintain a 2 metre distance where possible. Staff should minimise the time spent less than 1 metre away from the child. Avoid close contact</li> <li>-Children to use same desk each day.</li> </ul>

			<ul style="list-style-type: none"><li>-Place disadvantaged or those with SEND or not engaging with home learning at the front of the class.</li><li>-Wherever possible Teachers and TAs should remain within their year group bubble.</li><li>-Children to remain in the classroom bubble for majority of the day.</li><li>-Bags, coats and lunchboxes kept in cloakroom-children have own resources on their desk.</li><li>-children go to the cloakrooms in small groups to put their things away or collect at the end of the day</li></ul> <p><b>Assemblies</b> Teams assembly – Celebration from SLT Video class assemblies Build up to year group assembly one day per week</p>
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