

# 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> The St Leonards Academy	<b>Academy Assessment by:</b> Michelle Lower and Hannah Carter	<b>Date:</b> 1/9/20
<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>	<ul style="list-style-type: none"> <li>Parental email/texts will be sent to parents and carers with urgent notices.</li> </ul>
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> </ul>	<ul style="list-style-type: none"> <li>Gel sanitiser units are present in every classroom and office with the expectation that students and staff will sanitize hands when entering that space.</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Estates Team</b> 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 additional Trust guidance document- Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)</i></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) <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> </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>	<ul style="list-style-type: none"> <li>• All trips are cancelled at this time.</li> </ul>
<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=EAlaIqobChMI6KLqzoWx6QIVQuDtCh0bpg-JEAAYASAAEgLiCvD_BwE">https://www.gov.uk/coronavirus?gclid=EAlaIqobChMI6KLqzoWx6QIVQuDtCh0bpg-JEAAYASAAEgLiCvD_BwE</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 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 their 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 academy website.</li> </ul> </li> <li>• Only essential tasks will be carried out during a staff shortage period (Attendance, First aid, 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 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.</li> <li>• Staff wellbeing to be supported by KIT calls, and one to ones. Line Managers to diarise 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>Principal address to staff to share national guidelines and issue a copy of the risk assessment.</p> <p>Communication contains following points:</p> <ul style="list-style-type: none"> <li>• Expectations around managing own safety and that of students.</li> <li>• Attendance report procedure.</li> <li>• Steps to take if they feel unwell at school.</li> <li>• Steps to take if a child feels unwell at school.</li> </ul> <p>If a member of staff is household shielding due to a confirmed/suspected case of COVID-19, there is still an expectation that they will complete work while at home. This includes, setting of cover, marking work, planning and marking.</p>

<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>	<p>Staff, Pupils</p>	<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</b> will: <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>All staff who have been abroad during the summer period have notified this and returned in time to quarantine. Where this is not possible, cover has been arranged to cover these lessons.</p>
<p>Siblings at another School report unwell and family confused as to appropriate action</p>	<p>Parents, Pupils</p>	<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</b> will: <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>	<p>If a student's household member reports as symptomatic of COVID-19, the student will not be allowed to attend school until the household member has had a negative COVID-19 test result. In the case of the test being positive, the child will not be allowed to attend school for 7 days from day that symptoms were first displayed. They will be expected to complete learning online. Contact must come through the school office.</p> <p>The attendance team will conduct KIT phone calls with the family during this time.</p>
<p>Vulnerable students &amp; adults in the academy are exposed to illness</p>	<p>Staff, Pupils</p>	<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>All vulnerable staff will have a COVID19 risk assessment to help minimise risk and exposure.</p> <p>EHCPs and student passports will be updated for all students who are clinically vulnerable by the SENCO.</p>
<p>Child or adult shows symptoms whilst at academy</p>	<p>Staff, Pupils</p>	<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> </ul>	<p>Very clear communication will be sent to staff and</p>

		<ul style="list-style-type: none"> <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 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></li> <li>• Staff to self- isolate – journey home by car</li> <li>• Child reported to the Principal and taken to designated area (any available room where a child/student can be isolated until further notice)</li> <li>• Parents informed immediately and asked to collect immediately and contact NHS on 111</li> <li>• 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.</li> <li>• Principal to get advice from NHS 111 and Inform the Trust</li> </ul>	<p>parents on remaining at home if unwell.</p> <p>Any sign of illness during the day will be reported directly to HCA.</p> <p>Child’s parents will be contacted and taken home immediately.</p> <p>After taking advice, the principal will communicate the outcome to staff and parents of the children who have been put at risk.</p> <p>Further communication to the whole staff will be issued.</p>
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>	Hot grab and go meals will only be available to a year group in EITHER break one or two to ensure all children have access to a hot meal.
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>	

<p>Precautionary measures to prevent transmission</p>	<p>Staff, Pupils</p>	<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>	<p>Message on facebook, website and email to communicate handwashing.</p> <p>Each classroom will have a supply of tissues, hand sanitiser and a bin lined with a bag which is replaced regularly.</p> <p>Classes are limited to 30:1 student staff ratio in the classroom. Students are sat facing forward. Teachers have a designated 2m teaching area that students must not enter.</p> <p>Staff and students follow the one way system around the school at staggered intervals.</p> <p>Year groups to have different lunch breaks and zones around the school that they will remain in during that time.</p> <p>Canteen access to be on a rota by year group basis.</p> <p>Students to enter and exit the Academy via a door designated by year group; parents to drop off and collect students at different point around the academy to allow easy access to entrance door to reduce contact between year groups.</p>
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			Year groups to be kept separate for any prolonged period of the Academy day to minimize contact and opportunity for infection to spread.
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>	<p>Students are briefed at the start of lessons what the expectations are around social distancing and hygiene, behavior, learning and logistics.</p> <p>Letters sent to parents of all students to outline expectations and logistics of working safely.</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 behavior policy to reflect current guidance and restrictions</li> <li>• Review of individual behavior plans to reflect current guidance and restrictions</li> <li>• Clear sharing of expectations and reasoning – identifying a group ‘charter’ for behavior</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>Behavior expectations to be made clear to staff, students and parents via email.</p> <p>Principal to write to parents to communicate plan and include behavior expectations.</p> <p>Teachers are clear on the process of reporting unsafe behavior using the on-call system who can manage the issue and escalate to SLT if required.</p> <p>Staff in practical subjects to apply guidance for practical activities as advised by HOFs.</p> <ul style="list-style-type: none"> <li>• Split class practical work.</li> <li>• No sharing of equipment where possible.</li> <li>• Avoidance of close contact during practical</li> </ul>

			<p>lessons where appropriate.</p> <p>Through sanitation between lessons (disinfectant sprays)</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>PD will have a focus on more PSHE/Emotional concerns in response to returning to school until October.</p> <p>Curriculum planning INSET day w/c 13/07/20 to review curriculum and plan for recap, retrieval and quality learning.</p> <p>There are no planned exams or formal testing in the first term, however all students will receive formative feedback.</p>
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"> <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>	INSET planning day to review online learning and delivery.
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"> <li>• Expectations of behavior, 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>	<p>Clear comprehensive plan for reopening will be shared with parents. Every child will be called by their tutor.</p> <p>Update on website around expectations around behavior</p>
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>	<p>Risk assessment/pupil passports are in place for these children and they will also receive a phone call home to discuss their transition back into school if deemed necessary.</p> <p>SEN summer school will introduce students back to school.</p>

			<p>Interventions will continue to be offered to students in year group bubbles.</p> <p>SENCO to contact ESCC to discuss children who are terminally ill, so they can access physio and therapeutic provision if they cannot return to school.</p>
<p>Younger pupils and pupils with additional needs do not understand the concept of social distancing and, therefore, put others at risk</p>	<p>Pupils, staff</p>	<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>Posters in every room, 30:1 student staff ratio and clear expectations set at the start of every lesson.</p> <p>Fixed seating plans for fixed classrooms and no movement between rooms (apart from the toilet).</p>