

# 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: Dudley Infant Academy</b>	<b>Academy Assessment by: Stuart Maclean, Joanne Luke, Alecia Price &amp; Julia Froude</b>	<b>Date:</b>
<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>Senior leaders to remain alert to any updates as they arise</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> <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</i></li> </ul>	<ul style="list-style-type: none"> <li>Trust support from a finance point of view needed for additional cleaning staff.</li> <li>Frequent ordering of cleaning products</li> </ul>

		<p>virus)</p> <ul style="list-style-type: none"> <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-JEAAAYASAAEgLjCvD_BwE">https://www.gov.uk/coronavirus?gclid=EAlaIqobChMI6KLqzoWx6QIVQuDtCh0bpg-JEAAAYASAAEgLjCvD_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>	<ul style="list-style-type: none"> <li>• Academy to work in line with partnered school (West St Leonards Primary Academy) for support if required.</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>	<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>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>	<ul style="list-style-type: none"> <li>• Agreed protocol with All Saints Junior Primary Academy regarding information sharing</li> </ul>
<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>	<ul style="list-style-type: none"> <li>• To ensure that usual medical information is shared with new class teachers for the new academic year</li> </ul>
<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> <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>	<ul style="list-style-type: none"> <li>• Effective communication protocols used to share information with staff, parents and carers.</li> <li>• Isolation area identified with appropriate PPE</li> </ul>

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>	<ul style="list-style-type: none"> <li>• Discussions to be held with Chartwells catering manager</li> <li>• Ensure Chartwells have adequate staff available to run the kitchen</li> </ul>
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>	<ul style="list-style-type: none"> <li>• Trust support from a finance point of view needed for additional cleaning staff.</li> </ul>
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>	<ul style="list-style-type: none"> <li>• Academy follows relevant guidance from government information link</li> <li>• <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> Relevant information sent out to parents relating to government control measures</li> <li>• Pupils reminded and monitored daily to carry out thorough hand washing</li> <li>• Lessons planned covering government guidance <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</a> <ul style="list-style-type: none"> <li>• Appropriate posters displayed around the academy</li> </ul> </li> </ul>
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>	<ul style="list-style-type: none"> <li>• Principal to send regular communication to staff and parents</li> <li>• Full re-opening plan to be shared with parents before school restarts in September</li> </ul>
Pupils struggle to reintegrate into academy routines and adapt to the	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> </ul>	<ul style="list-style-type: none"> <li>• Follow government guidance (Section 3) <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> </ul>

changes implemented		<ul style="list-style-type: none"> <li>Flexible approach to learning, routines and use of outside space in order to encourage pupils to adapt to new structures</li> </ul>	<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support">opening-schools#section-3-curriculum-behaviour-and-pastoral-support</a>
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>	<ul style="list-style-type: none"> <li>Follow advice Section 11 – planning guide for primary schools – what to teach and how</li> </ul> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</a>
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>	<ul style="list-style-type: none"> <li>Staff contingency plan in place to ensure bespoke remote learning is provided to children not in the academy in line with government guidance section 5.</li> <li>Scheduled staff/parent communication slots</li> </ul>
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>	<ul style="list-style-type: none"> <li>Parents fully aware of lines of communication within the academy</li> <li>Class emails set up during closure to continue</li> </ul>
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>	<ul style="list-style-type: none"> <li>Inclusion lead to liaise with relevant agencies relating to new EYFS cohort</li> </ul>
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>	<ul style="list-style-type: none"> <li>Adhere to government guidance – <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>Rearrange classrooms to adhere to social distancing</li> <li>Academy layout/movement around the building to be altered as appropriate</li> </ul>

			<ul style="list-style-type: none"><li>• Stagger break and lunch times and pick up/drop off times</li></ul>
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