

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: Pound Hill Infant Academy Covid-19 Risk Assessment		Ref: RA0084a DSE05/20
Academy Name: Pound Hill Infant Academy	Academy Assessment by: Mr Tom Jordan (Interim Principal), Mr Andrew Gent (Co-Chair of the Local Board), Mrs Lisa Downs (Co-Chair of the Local Board), Mrs Joanne Chapman (Academy Business Manager), Mr Roland Ratcliffe (Academy Premises Manager).	Date: Final completion 27.08.20
Review Date: As and when Government Guidance changes and or monthly.	Approved by: Central Service Team, University of Brighton Academies Trust	Date: 27.08.20

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 	<ul style="list-style-type: none"> Where appropriate communication will be needed between the PH Juniors (WSSC) for a consistent approach for shared parents. SLT/staff tasks are disseminated (see PHIA September 2020 reopening task document) to create/review relevant

			operational documents, following updated government guidelines.
Precautionary measures are not being followed in academy	Staff, Pupils	<p>All students and all staff working with students are adhering to current advice.</p> <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 additional Trust guidance document- Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)</i> • 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"> • Communication in print posters to be created to support the working day (keep left, wash hands, safe distance, stop etc.) • Communication in print – catch it, bin it, kill it. • Updated COVID-19 response document • Lidded bins for each bubble, designated Covid area, first aid area and staff meetings. • Cleaning hours increased throughout the academy day and to incorporate deep cleans . • Additional cleaning hours in place each for Monday, Tuesday, Wednesday, Thursday and Friday. • Increased hand washing stations for each classroom bubble (30). • Each bubble is to have cleaning materials available throughout the

			<p>day. These are to be kept securely in the cupboards under the sinks.</p> <ul style="list-style-type: none"> • Interim Principal, ABM and Premises Manager continually engage cleaning company in conversations regarding expectations of the standard of cleaning within the academy. An additional cleaner will be on site cleaning corridor and any communal touch points. • Cleaning staff are to have new scheduled hours to ensure cleaning is completed with minimal personnel on site. • All staff are to regularly clean and wipe services within the new academy day. • Equipment used is to be sterilised at the end of the academy day.
<p>Specific guidelines regarding academy trips are not followed</p>	<p>Staff, Pupils</p>	<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"> • No school trips will occur during the first half of the autumn term. • All trips are to be meticulously planned with strong communication with

			<p>the trip provider and provider risk assessment scrutinised and reviewed.</p> <ul style="list-style-type: none">• EVC to engage in strong dialogue with WSCC events co-ordinator and the use of evolve.• All teaching staff are to have further Evolve training to support their understanding in preparing, delivering and reviewing a school trip.• Staff and volunteers (where applicable) are to undertake a full briefing and receive electronic versions of risk assessments and trip protocols.• All children are to briefed of behaviour and expectations before the trip. Emergency contacts, medical needs and PPE is to be provided (in line with the trip risk assessments and government guidance).• All trips are to be reviewed – strengths are to be recognised and areas of developments and lesson learnt are to be actioned for future trips.• Hand sanitizer available to all children before entry to the academy building and leaving the academy.
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<p>Staff do not report sickness</p> <p>Staff are unwell but attend Academy</p> <p>Staff absence increases</p>	<p>Staff</p>	<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-JEAYASAAEgLjCvD_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. • 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. 	<ul style="list-style-type: none"> • In the main, briefings are to be conducted virtually and documents are to be shared electronically. • Staff to be sent home immediately if showing symptoms. • All academy staff and their families are able to be tested and will be encouraged to do so ASAP. • Any member of staff testing positive to COvid-19 is to remain in isolation for a minimum of 10days/14 days for the remaining household. • No agency or supply staff will be used unless truly required. Supply staff guidance is to be adhered to at all times. Part-time staff to be offered additional hours if required and willing in order to cover sickness. • PHIA SLT/ABM have established current staff availability and risk assessments remain in place for
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			<p>BAME members of staff and those deemed critically vulnerable.</p> <ul style="list-style-type: none"> • SMT/ABM have created a contingency plan. • Interim Principal will notify Assistant Principals and Mr John Smith of sickness or absence. • Home learning tasks will remain available to parents and children to access whilst learning at home. (See home learning overview) This will be overseen by SLT. • SMT offer calls to staff home working and be available to check-in with staff upon reopening • Members of staff are conduct make welfare calls to children not in the academy.
<p>Staff do not report travel plans to/ from a category 2 area or A member of their household who has travelled to a category 1/category 2 area</p>	<p>Staff, Pupils</p>	<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 	<ul style="list-style-type: none"> • Limited international travel currently in place. Travel bridges in place and guidance to staff and family's where required.

		<ul style="list-style-type: none"> • Estates Team to remind contractors to follow guidelines in accordance with National Guidelines 	<ul style="list-style-type: none"> • Interim Principal to conduct virtual weekly staff briefings (these are to be recorded for staff unable to attend). • Interim Principal to obtain a list of possible contractors that potentially visit the academy site when children are not on site (unless there is significant need). If contractors are on site they are to academy visitor code of conduct and visitor safeguarding procedures are to be followed.
<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"> • 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"> • Principal to liaise with PH Juniors where appropriate to support sibling families. • Academy to continue to support family with their responsibilities during this process • From 1st June 2020, all children from the age of 5 can seek a test. • 10-14 day isolation to take effect, with strict adherence to

			social distancing guidelines
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"> • SMT, SENCo and Welfare Officer continue to maintain open dialogue with vulnerable families through phone, text and email. Conversations and actions are to be recorded on CPOMS. • UOBAT and government guidelines to be adhered to and reviewed where appropriate • SENCO and class teachers to update vulnerable pupil passports. • Pupil Health and Care Plans are to be updated where appropriate. • Continued dialogue with professionals and allocated Social Workers to support the vulnerable children.
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 	<ul style="list-style-type: none"> • All staff to receive updated government guidelines as to

		<ul style="list-style-type: none"> • 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 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> • 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 	<p>the symptoms of COVID-19.</p> <ul style="list-style-type: none"> • Any child displaying symptoms of COVID-19 are to be taken immediately to Medical room (designated COVID-19 room) waiting for collection. Once collected, Medical Room is deep cleaned – adhering to government guidelines. • Staff are to maintain social distancing where possible and if not possible PPE is to be obtained. • Child’s family is to be encouraged to seek a test immediately. • All responses are to be recorded on CPOMs by staff. • Principal to notify the Trust.
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"> • Catering staff share academy staff WC facilities • Interim Principal to notify trust of the need for packed lunches rather offering hot meals for children within the academy day, if catering staff are

			absent and no replacements are available. This will enable, where appropriate, academy staff to support the service of meals, but will not prepare without the appropriate training.
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"> • Interim Principal, ABM and Premises Manager continually engage cleaning company to maintain and increase current cleaning provision. • Interim Principal and ABM to establish staff availability across the trust. If required agency staff are to be considered but with strict compliance with government guidelines and satisfying academy and trust expectations.
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"> • PHIA film for children and parents regarding precautionary measures has been updated and available on the academy website.

			<ul style="list-style-type: none"> • Communication in print posters printed and visible throughout the academy. • Parents are encouraged to email correspondence and messages to academy staff, via year group email addresses
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 RiskAssessment. • Staff to be consulted and issued with published RiskAssessment. • Students briefed in registration sessions and by the use of posters, signage etc. 	<ul style="list-style-type: none"> • Interim Principal to conduct virtual weekly staff briefings (these are to be recorded for staff unable to attend). • Communication in print posters printed and visible throughout the academy. • Parents are also continually informed and updated to support their children's understanding of expectations.
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"> • PHIA behavioural policy reviewed and pro learning information adapted to support post COVID-19 and academy reopening (see Behavioural stages)

			<p>support document)</p> <ul style="list-style-type: none"> • Individual behavioural plans and pupil passports are to be continually reviewed with parental and professional involvement (when and where required). Conversations are to be recorded on CPOMs. • Versions of behavioural plans and pupil passports are to be saved in pupil's CPOM document vault. • Academy timetable created to support outside learning. • Academy pupil film created to support children and parents understand routines before and during phased opening.
<p>A broad and balanced curriculum cannot be delivered or is not appropriate</p>	<p>Pupils, Staff</p>	<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"> • Class teachers to consider emotional needs, reading and phonics attainment (as of 20 March 2020) • PHIA pro-social and pro learning

- 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

principles to be adapted to support emotional regulation and consistency across all learning classroom bubbles.

- PE lessons are to involve safe/clean PE equipment
- Interim Principal and SMT to discuss with teaching and support staff what is realistically achievable – Academy is to adopt a flexible and responsive approach to academic and social and emotional needs. where required (certainly in first 3 weeks of Autumn term).
- Formative assessment judgements to be made on Target Tracker, where appropriate summative step judgements are to be made in accordance with trust expectations.
- Focus on regular verbal feedback. Written feedback to in accordance with academy's

			<p>reviewed effective feedback policy.</p> <ul style="list-style-type: none"> • No reading books are to be sent home to prevent cross contamination. e-books via Bug Club are to be allocated per pupil. • Individual class information sheet for parents and children to be created.
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 	<ul style="list-style-type: none"> • Designated member of staff to co-ordinate home learning tasks for children remaining at home. • PHIA teachers to allocate time per week responding to class emails via created year group accounts. (Job shares to equally split this time). Automatic response stipulating parental expectations should be created.
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 	<ul style="list-style-type: none"> • In depth FAQs document is to be sent to all parents. • Parent and pupil film to be created support expectations for the social

			<p>distancing measures and behavioural expectations with the first half of the autumn term.</p> <ul style="list-style-type: none"> • Individual class parent information packs are to be created. • Regular parent newsletters are to be sent to support parental knowledge and understanding.
<p>Pupils with Education, Health and Care Plans' needs are not met effectively</p>	<p>Pupils, staff</p>	<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"> • EHCP risk assessments to be continually reviewed • Parental involvement is to be sought to agree reasonable adjustments and realistic and achievable outcomes • WSCC professionals consulted where appropriate • Holistic support to be regularly reviewed for pupils with an EHCP and within the draft EHCP process. • If EHCP child isolates, remote learning opportunities are to be carefully

			scaffolded to meet pupil's EHCP target requirements.
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"> • In depth FAQs document is to be sent to all parents. • Parent and pupil film to be created support expectations for the social distancing measures and behavioural expectations during the first half of the autumn term . • Individual class parent information packs are to be sent home • Communication in Print posters to be throughout the academy. • Parental and professional involvement where appropriate. • Restricted use of Cloakrooms . Children are to take and keep the majority of their belongings in their bubble classroom. • Strict toilet expectations are to be given to the children upon arrival (appendix A

			<p>of behavioural policy)</p> <ul style="list-style-type: none">• Rotas for hand washing, within bubbles classrooms or allocated sinks is to be adhered to.
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