

Covid-19 Risk Assessment (March 2021 reopening)

Under the Management of Health and Safety at Work (MHSW) Regulations employees are required to assess the risks to themselves and others from their activities. This includes assessing activities such as Home Visits and Lone Working, Practical lessons in DT or manual handling, responsibility is generally designated to the Line Manager or the person who allocates their work.

Name of Risk Assessment: Covid-19 Operational Risk Assessment		Ref: RA0084a DSE05/20
Academy Name: Silverdale Primary Academy	Academy Assessment by: SLT	Date: 1.3.2021
Review Date:	Approved by:	Date:

Hazard/Risk	Who is at Risk?	Normal Control Measures <i>(Brief description and/or reference to source of information)</i>	Are Control Measures Y/N/NA		Additional Control Measures <i>(To take account of local/individual circumstances)</i>
			In Place	Adequate	
National guidelines are updated daily and academy lapses in following advice	Staff, Pupils	<p>The academy has the most recent information from the government, and this is distributed throughout the academy.</p> <ul style="list-style-type: none"> Principal to ensure daily checks are made with Government updates Any changes in information to be shared with staff and passed on to parents by email Website information is automatically updated Students updated via assembly as necessary 	Y	Y	<p>Principal to attend weekly SMT meetings.</p> <p>Shared discussions with other Principals/ Academies in local area.</p> <p>Daily updates emailed to school.</p> <p>Website kept up to date.</p> <p>Assemblies via TEAMS to ensure weekly/ daily updates shared with children</p> <p>Weekly newsletters (additional if necessary) sent to all families</p>

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 • All adults to wear face masks/ visors in communal areas of the Academy • Teachers to reiterate message in class 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 ○ Washing hands/ sanitizing frequently, on entry to the Academy and throughout the day ▪ HLTAs/ Forest School/ Sports Coaches covering PPA time <ul style="list-style-type: none"> ○ To remain 2m distance from children as much as possible (In cases that this may not be possible facemasks/ visors to be worn) ○ Provided with own stationary packs so not having to share with class teachers ○ Visors/ Face masks to be worn • 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 by cleaning staff working on rolling programme. ○ To provide hand sanitizer stations for reception area. 	Y	Y	<p>Posters around the academy. Cleaning products in all classrooms. Hand sanitizer in place in all classrooms. Corridor divided, children to keep to the left. Children have allotted toilet time – if necessary accompanied by adult to ensure no crossing of bubbles</p>
Staff do not report sickness	Staff	<p>National Guidelines: People who feel unwell should stay at home and should not attend work or any education or childcare setting. Follow-</p>	Y	Y	<p>Staff aware of reporting of absence Lateral Flow Tests in place and reported via UoBAT/ NHS website.</p>

<p>Staff are unwell but attend Academy</p> <p>Staff absence increases</p>		<p>https://www.gov.uk/coronavirus?gclid=EAlaIqobChMI6KLqzoWx6QIVQuDtCh0bpg-JEAAAYASAAEgJiCvD_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 SLT 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"> ○ 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. • Only essential tasks will be carried out during a staff shortage period (Attendance, First aid, Salaries/Payroll, 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 diarize regular and appropriate contact. • Line Managers to offer a message of general support and discussion opportunities to allay concerns and maintain moral. 			<p>Where a Positive LFT result is reported Principal to contact PHE and seek further guidance</p> <p>Where staggered starts at other schools impacts on hours staff to change hours to accommodate in conjunction with line managers – Principal aware</p> <p>Protocols shared with all staff.</p> <p>Testing information shared with all staff and families</p>
<p>Staff do not report travel plans to/ from a category 2 area</p> <p>or</p> <p>A member of their household who has travelled to a category</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</p> <p>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 	<p>Y</p>	<p>Y</p>	<p>Il staff aware</p>

1/category 2 area		<ul style="list-style-type: none"> ○ remind staff to follow the sickness policy during lock down period/staff self-isolation ● Estates Team to remind contractors to follow guidelines in accordance with National Guidelines 			
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 school 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 	Y	Y	All staff aware
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 ● Individual Risk Assessments in place for identified members of staff. 	Y	Y	All staff aware
Child or adult shows symptoms whilst at academy	Staff, Pupils	<p>All staff understand the symptoms of COVID-19 and follow academy agreed process.</p> <ul style="list-style-type: none"> ● Staff report to the Principal ● Staff to get advice from NHS 111 immediately and PHE team. Advice on cleaning spaces will be given by PHE – await advice. PHE contact information - https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19 ● Estates Team: Advice on rubbish 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 	Y	Y	All staff aware

		<ul style="list-style-type: none"> • 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 			
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 	Y	Y	Staggered lunch times for all children Children to eat lunches in bubbles.
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 • Ensure that cleaning staff contact the absence line by 6.00am 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 			Hope to employ additional cleaning staff from agency to ensure touch points cleaned throughout the academy day (awaiting go ahead from Estates team)

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 	Y	Y	
Poor Communication	Staff, Pupils	<p>All staff/students aware of current actions and requirements.</p> <ul style="list-style-type: none"> Principal to brief all staff on Risk Assessment. Staff to be consulted and issued with published Risk Assessment. Students briefed in registration sessions and by the use of posters, signage etc. 	Y	Y	All staff aware
Pupils struggle to reintegrate into school 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 	Y	Y	<p>Behaviour policy rewritten and reflective of guidelines. To be shared with all staff Thursday 3.9.2020 – children Monday 7.9.2020</p> <p>Marking policy rewritten and reflective of guidelines. To be shared with all staff Thursday 3.9.2020</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"> 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. 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 	Y	Y	<p>Recovery curriculum planned for – reflected in LTP</p> <p>Shared texts chosen to reflect children’s experiences of school closure</p> <p>Teacher judgments made.</p> <p>Transitions meeting between teachers have taken place</p> <p>Knowledge of lost learning (Knowledge and skills) fed into LTP</p> <p>Additional IT hardware purchased to enable more children access to online learning apps and learning programs</p> <p>Contingency planning available on website for children who may need to isolate/ home learn for period of 10 days</p>
The pupils still at home are disadvantaged due to	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>	Y	Y	Subscriptions up to date and in place for all children March 2021 and onwards

school re-opening		<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 			
Parents do not fully understand expectations of behavior, groupings and curriculum adaptations, or adhere to parental requests	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 	Y	Y	Reopening plans shared with parents (March 4.3.21) Updated RA to be shared via website 4.3.21
Pupils with Education, Health and Care Plans' needs are not met effectively	Pupils, staff	<ul style="list-style-type: none"> Risk Assessments are already in place for these children and should be adapted should the children return to school Holistic approach to the provision for these children, considering the appropriateness of 1:1 support, as well as supporting their emotional needs 	Y	Y	Parents contacted as necessary – these were all updated Feb 2021
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 Recovery Curriculum in place; 5 levers 	Y	Y	Reopening plans shared with parents 4.3.2021. Additional PSHEE sessions in place to discuss with younger children
Pupils with individual behavior plans require positive handling to keep themselves,	Pupils, staff	<p>Positive Handling should only ever be used as a last resort in order to keep pupils and staff safe. This is more important than ever, as social distancing should be in place for all pupils.</p> <ul style="list-style-type: none"> Review of Behavior Policy taking account of significant needs Review risk assessments and individual behavior plans Ensure that staff maximise use of de-escalation strategies 	Y	Y	Reflected in modified Behaviour policy. (Appendix 1 – published on Academy website)

staff and
other pupils
safe

- Consider location of children in the academy building in order to provide a safe space where possible