

# 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'.

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| <b>Name of Risk Assessment: Covid-19 Risk Assessment (v006)</b>             |  | <b>Ref: RA0084a<br/>DSE05/20</b> |
| <b>Academy Name:</b><br>Churchwood Primary Academy                          | <b>Academy Assessment by:</b><br>Ros Collett | <b>Date: 22/2/2021</b>           |
| <b>Review Date:</b> As and when Government Guidance changes and or monthly. | <b>Approved by:</b><br>Central Service Team  | <b>Date:</b>                     |

| <b>Hazard/Risk</b>   | <b>Who is at Risk?</b> | <b>Normal Control Measures</b><br><i>(Brief description and/or reference to source of information)</i>  | <b>Additional Control Measures</b><br><i>(To take account of local/individual circumstances)</i>   |
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| National guidelines are updated daily and academy lapses in following advice | Staff,<br>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>UoBAT SMT meetings and other communications keep Principal up-to-date with guidelines, in order for these to be shared as relevant</li> </ul>   |
| Precautionary measures are not being followed in academy                     | Staff,<br>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</i></li> </ul> | <ul style="list-style-type: none"> <li>Posters in each class group area and in toilet areas</li> <li>Group teachers to begin with precautionary measures and their importance on the first morning of the children's return to school. Message recapped in virtual assemblies via Teams by Principal.</li> <li>Additional cleaning hours in place.</li> <li>Increased hand sanitizer located around the academy site.</li> <li>Increased hand washing facilities – key stage areas.</li> <li>Younger children supervised when washing hands and supervision also ensured where necessary when</li> </ul> |

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|   |               | <p><i>document- Guidance on general cleaning of premises to minimize the spread of covid-19 (corona virus)</i></p> <ul style="list-style-type: none"> <li>• <b>Cleaning Staff:</b><br/>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>   | <p>hand sanitiser is being used given risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative.</p> <ul style="list-style-type: none"> <li>• Communications that pupils must not attend their academy if they have any symptoms at all reinforced</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>During lockdown or Tier 4 + contingency status</p> <ul style="list-style-type: none"> <li>• All trips and educational visits are cancelled.</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-JEAAYASAAEgLCvD_BwE">https://www.gov.uk/coronavirus?gclid=EAlaIqobChMI6KLqzoWx6QIVQuDtCh0bpg-JEAAYASAAEgLCvD_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> </ul> | <ul style="list-style-type: none"> <li>• Staff to be sent home immediately if they are showing any symptoms</li> <li>• Any member of staff testing positive to remain in self-isolation in line with guidance - <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>• Infra-red thermometers held in academy office to identify high temperatures of staff if needed.</li> <li>• Supply Teachers to be used to cover absence if needed.</li> <li>• As a contingency, liaise with other Trust schools to support with staffing.</li> <li>• Groups have been allocated more than one adult where possible to allow for maintenance of the 'bubble' approach should there be some sickness.</li> <li>• Staff can be redeployed across bubbles if there is a need.</li> <li>• Part-time staff to be offered additional hours if required and they are willing in order to cover sickness.</li> <li>• Line Managers to ensure that systems are in place to check in with staff. Any concerns shared with senior team and support put in place where needed.</li> <li>• Communications that staff must not attend their academy if they have any symptoms at all reinforced</li> </ul> |

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|   |                 | <ul style="list-style-type: none"> <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>Implement primary school staff testing in accordance with DfE / PHE guidance</li> </ul>  |
| Staff do not report travel plans to/ from another country                             | Staff, Pupils   | <p><b>National Guidelines:</b> Staff must follow latest government guidelines - <a href="https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors">https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</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> | <ul style="list-style-type: none"> <li>Currently very little travel is taking place.</li> <li>All non-essential visitors are banned from the site.</li> <li>Catering staff to be informed of requirements</li> <li>Staff who do travel to destinations where there is no travel window and quarantine is required to be reminded they MUST be available to work as per their contract requirements from Sep 3<sup>rd</sup> 2020.</li> </ul>   |
| 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</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>From 1<sup>st</sup> June, all children can seek a test immediately.</li> <li>Families advised to follow the latest self isolation guidance - <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> </ul>  |
| 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>   | <ul style="list-style-type: none"> <li>UoBAT and government guidelines to be adhered to.</li> <li>Contact the families of individual children identified as vulnerable to discuss safety concerns and ensure that parents/carers make an informed decision about their return to the academy and the associated risks.</li> <li>Ensure that medical records for staff are up-to-date and members of staff within different groups are identified.</li> <li>Where it is appropriate to do so, appropriate PPE should be worn</li> <li>Clinically extremely vulnerable pupils and staff are advised not to attend school.</li> <li>Request parents of pupils who are under the care of a specialist health professional to discuss their child's care needs with their health professional to ensure appropriate risk controls. Further advice is available from the Royal College of Pediatrics and Child Health.</li> <li>Individual risk assessments for staff and pupils who are clinically vulnerable or at greater risk are reviewed and updated</li> </ul> |

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| Child or adult shows symptoms whilst at academy      | Staff,<br>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. <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>• Any child displaying symptoms to be taken immediately to the Nurture room until they can be collected. Door to be left open to allow ventilation.</li> <li>• Infra-red thermometer to be used and temperature reported to parents and in medical treatment records. Parents to collect without accessing the academy site.</li> <li>• Staff to maintain 2m social distancing from child. If this cannot be maintained then PPE should be sought.</li> <li>• Encourage family to seek a test immediately. Refer family to Trust guidance sheet linked to Testing centers nearby. Where necessary, provide family with PCR test</li> <li>• Deep clean of isolation area once the child has left, including ventilation of the area.</li> </ul> |
| Catering staff absent – lunch no longer available    | Staff,<br>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>• Academy Business Manager to contact catering provider immediately to ensure absences are covered.</li> <li>• Provide grab and go meal option to minimise transmission in line with social distancing measures.</li> <li>• Text/email alert to parents to provide pack lunch. ·</li> <li>• In the case of pupils in receipt of free school meals, academy to utilise the Government Eden Red system to maintain FSM payments.</li> </ul>  |
| Cleaning staff absent – cleaning no longer available | Staff,<br>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>• Offer additional hours to other members of staff to support with cleaning if willing.</li> <li>• Senior staff to support with cleaning if required.</li> </ul>   |

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| Precautionary measures to prevent transmission | Staff,<br>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>• Hand-washing to be undertaken at set points in the day: when they arrive, before and after break time and lunch time, and before they go home, plus other times.</li> <li>• Staff to complete a daily log to sign that this has happened with pupils.</li> <li>• Staff to wear face masks in classrooms and communal areas across the academy</li> <li>• Plastic lunch boxes to be used only and wiped clean on arrival at the academy as per daily log document.</li> <li>• Signage regarding hand-washing in learning spaces and the academy toilets.</li> <li>• Staggered lunch and break times for staff, 2 staff room areas available in the academy</li> <li>• Communication to parents re hygiene measures after school and pupils need clean clothes each day.</li> <li>• Toilets cleaned regularly and pupils encouraged to clean their hands thoroughly.</li> <li>• Rotate shared equipment to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</li> <li>• Pupils asked to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books and mobile phones. Bags are allowed.</li> <li>• For individual and frequently used equipment, staff and pupils provided with own equipment that is not shared where possible</li> <li>• Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.</li> <li>• Any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible</li> </ul> |
| Poor Communication                             | Staff,<br>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>• Regular and frequent communication with parents (ParentMail) and staff (email).</li> </ul>  |

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| <p>Pupils struggle to reintegrate into academy routines and adapt to the changes implemented</p> | <p>Pupils, Staff</p> | <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>   | <ul style="list-style-type: none"> <li>• Open and frequent conversations with parents where children are struggling.</li> <li>• DSLS and Attendance officer to identify vulnerable pupils and families and support plans put in place.</li> <li>• Trust Attendance policy adhered to.</li> <li>• Consideration of adaptations to learning for individuals (e.g. learning space, adult support, types of activity)</li> </ul>   |
| <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"> <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>• Focus on verbal feedback within the small groups, rather than written feedback to reduce the need for children and staff to share resources.</li> <li>• Adopt a flexible and responsive approach to learning, with a focus on the needs of the children’s mental health and well-being – Barry Carpenter 5 Levers to be used. Refer to Trust guidance on the Recovery Curriculum.</li> <li>• Focus on establishing routines with children in the younger years in particular and revisiting core basic skills – reading and maths fluency and writing skills.</li> <li>• Books to be wiped with anti-bacterial cleaner daily that are bought into the academy and taken out of circulation for 48hrs.</li> <li>• Focus on <b>Recovery Curriculum</b></li> </ul> <p>-Increased focus on well-being and PHSE<br/> -Transition meeting with teachers sharing gaps in curriculum -Additional catch up funding used to support booster/intervention groups<br/> -Pupil progress meetings to identify catch up program and focus for each year group<br/> -EYFS baseline on entry<br/> -EYFS focus on prime areas and assess gaps in language early reading and maths.<br/> -extend vocabulary and opportunities for outdoor learning across the curriculum<br/> -KS1 – good phonics, reading vocabulary and maths curriculum<br/> -Reading across the curriculum developing knowledge and vocabulary<br/> -Curriculum continues to be broad<br/> -Regular use of outdoor space</p> |

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|   |                        |  | -Assessments in September to identify gaps in learning- focus reading writing and maths, wider curriculum offer adapted  |
| The pupils still at home are disadvantaged due to academy re-opening  | Pupils                 | 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). <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>Open and frequent conversations with parents where children are struggling.</li> <li>DSLs and Attendance officer to identify vulnerable pupils and families and support plans put in place.</li> <li>Trust Attendance policy adhered to.</li> <li>Consideration of adaptations to learning for individuals (e.g. learning space, adult support, types of activity)</li> </ul> |
| Parents do not fully understand expectations of behavior, groupings, and curriculum adaptations, or adhere to parental requests       | Pupils, parents, staff | Clear and transparent communication with parents including: <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>Class Bubbles established – larger bubbles established for playtimes only – Upper Academy, Middle Academy and Early Years Academy.</li> <li>Parents to be invited to discuss arrangements with the Principal to ensure a clear understanding.</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>Transparent and open discussions with parents regarding expectations of social distancing, etc. so that these are shared by parents/carers prior to returning to school</li> <li>Agreement between school and parents regarding key priorities upon return to academy.</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          | Academy staff to make expectations very clear to all pupils: <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>Incorporate in class 'rules'.</li> <li>Communication with parents where the children struggle with this aspect to gain their support.</li> <li>Variation in time tabling for pupils who have difficulty adhering to social distancing in conjunction with pupils' risk assessments.</li> </ul>  |