

PHIA RISK ASSESSMENT September 2021

Workplace	Pound Hill Infant Academy	Likelihood (L)	X	Severity (S)
Department		Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Tom Jordan (Principal)	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area		Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Full academy opening September 2021	Likely	4	Major (death or serious injury)
Date	06.09.2021	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	To review and reduce the risk of infection of covid-19 spreading within the academy, in response to step 4 of the Governments guidance on Covid-19 measures..	Low = 1-8	Medium = 9-14	High = 15-25

This document was updated on **08.01.2021, 22.01.2021, 23.02.21, 04.04.21, 4.06.2021, 19.07.21**

It is being kept under review as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England.

Schools should share the results of their risk assessment with their workforce (including local union representatives). If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

The [DfE latest documents and guidance webpage](#) is being updated regularly

What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>	Who is at Risk?	Current control measures <i>(What is already in place/done)</i>	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
			L	S	R		L	S	R

1.	<p>Potential transmission of Covid-19 to clinically vulnerable and or staff and pupils</p> <p>Guidance is available Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p>	All members of school community	<p>1a. Pupils:</p> <p>It should remain a priority for primary educational providers and local authorities to support all children to attend full-time on-site provision (where it is appropriate to do so).</p> <p>If pupils do not attend school, the school is required to work with the LA and wider professionals to explore the reason for absence with the parent/carer</p> <p>1b. Staff:</p> <ul style="list-style-type: none"> • The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures. • Governors and leaders should pay regard to the work-life balance and wellbeing of all staff including the headteacher. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process • Review systems to support the well-being of staff who may be anxious. Information about the extra mental health support for 	4	5	20	<p>1a. Pupils:</p> <p>Academy to send out parent information informing parents of legal duty for school attendance.</p> <p>The academy is to ring parent/carers of children identified as non-attendance or persistent absence to establish their child's/family's needs at this present time. (Teacher/Admin)</p> <p>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</p> <p>When an individual develops COVID-19 symptoms or has a positive test</p> <p>If anyone in the academy develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air</p>	3	3	9
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			<p>pupils and teachers is available. The government launched the Wellbeing for Education Return programme.</p> <ul style="list-style-type: none"> • Supply teachers and other temporary or peripatetic teachers are able to attend the academy adhering to the academy risk assessments and safeguarding procedures. • Schools are being strongly encouraged by the DfE to continue to host ITT trainees. 		<p>ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. Any rooms they use should be cleaned after they have left. The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>Communicate with parents of clinically vulnerable pupils to inform them:</p> <p>Pupils who are under the care of a specialist health professional:</p> <ul style="list-style-type: none"> • Request parents 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. • Ensure these pupils have the support they need to ensure they are able to access remote learning (Inclusion/ DSL/Safeguarding team) 		
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					<p>1b. Staff:</p> <p>Conduct individual staff risk assessments for COVID-19 in line with the latest guidance. Principal/ABM</p> <p><i>Guidance on completing an individual risk assessment and templates are available on the web shop.</i></p> <ul style="list-style-type: none"> ● Consider staff who may otherwise be at increased risk from COVID-19. PHE's COVID-19: review of disparities in risks and outcomes report. Principal and ABM should consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. They can be found here: https://www.bameednetwork.com/ ● People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace <p>■ Where it is appropriate to do so, appropriate PPE should be worn</p>	
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								(staff protocol written by Principal)			
								Setting precautions:			
								<ul style="list-style-type: none">• Ensure good hygiene for everyone.• Maintain appropriate cleaning regimes.• Keep occupied spaces well ventilated.• Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.			

2.	<p>Risk of ongoing contamination from pupils and staff</p>	<p>All members of the school community</p>	<p>Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance here</p> <p>DFE advises You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p> <p>Schools may also continue to open up or hire out their premises for use by external wraparound childcare providers, such as after-school or holiday clubs, that offer provision to children of critical workers and/ or vulnerable children. Lettings should operate within their wider protective measures and should also have regard to any other relevant government guidance.</p> <p>Face Coverings</p> <ul style="list-style-type: none"> • Face coverings are no longer advised for pupils, staff and 	4	4	16	<ul style="list-style-type: none"> • Lateral flow testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend school or college in person, although participation in testing is strongly encouraged. • Academy staff participating in the rapid asymptomatic testing programme should follow the Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools guidance. • The academy is to create and review an academy risk assessment for Asymptomatic COVID-19 testing at home (See separate risk assessment) <p>2a – Pupils</p> <ul style="list-style-type: none"> • Ensure any staff or pupils who wear face coverings on the way to school are following the processes for removal, storage/disposal of the mask and that they must hand wash on arrival 	2	3	6
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			<p>visitors either in classrooms or in communal areas.</p> <ul style="list-style-type: none"> • The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college • The academy may have a substantial increase in the number of positive cases (see Stepping measures up and down section for more information). In communication with a director of public health, it maybe advised that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility. 		<ul style="list-style-type: none"> • Work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the academy community PHE review of the impact of Covid-19 on BAME groups • Communication re hygiene measures recommended after school and pupils need clean clothes each day. • Toilets will be cleaned regularly and pupils encouraged to clean their hands thoroughly. • Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the extra mental health support for pupils and teachers is available. Consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups (Teachers/TA/MDMS) 		
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			<ul style="list-style-type: none"> ● Schools should have a small contingency supply available ● Schools should have a process for managing face coverings in school that is clearly communicated (only in a stepping up). ● Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use <p>2a – Pupils</p> <ul style="list-style-type: none"> ● There should be no limit to numbers of these pupils who may attend and schools should not limit attendance of these groups. ● Review the NHS guidance on hand cleaning Staff MUST ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times: <ul style="list-style-type: none"> ● arrival to school ● returning from breaktime ● before & after eating 				
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			<p>assessments for pupils with EHC plans attending school, these may need amending.</p> <ul style="list-style-type: none"> ● assemblies can resume ● The academy no longer need to make alternative arrangements to avoid mixing at lunch. <p>2b – Staff</p> <ul style="list-style-type: none"> ● Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. ● All teachers and other staff can operate across different groups and classes. ● Reinforcing learning and practice of good hygiene habits through games, songs and repetition ● Offer remote education for pupils unable to attend the academy as a result of covid 19 measures. Teachers to provide appropriate work and support to pupils with the completion: 		<p>2b – Staff</p> <ul style="list-style-type: none"> ● Use of staff rooms should be well ventilated and efforts should be made to reduce the number of staff in the staffrooms for a sustained period. Although staff must still have a break of a reasonable length during the day ● Staff are to use designated staffrooms. ● Staff are to be aware of the definition of a 'contact'. ● Ongoing leadership support for any emerging anxiety and/or wellbeing issues ● Review the school's first aid risk assessment and follow <u>HSE Guidance</u>. 	
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			<p>EYFS/Key Stage 1: The academy will provide a minimum of 3 hours a day on average across the cohort.</p> <ul style="list-style-type: none"> Review the NHS guidance on hand cleaning – see section for pupils above <p>2c – Buildings and resources</p> <ul style="list-style-type: none"> Ensure all the usual building checks are undertaken to make the school safe. In the event that buildings have been closed or had reduced occupancy; water system stagnation can occur due to lack of use. Follow advice and actions detailed in Legionella 		<p>2c – Buildings & resources</p> <ul style="list-style-type: none"> Classrooms and other learning environments organised to support with maximising space. All classrooms are to be well ventilated CO2 monitors will be in operation (once received) Systems in place to reduce congestion in corridors and access via external doors where possible e.g. one-way systems to remain. Unnecessary furniture moved out of classrooms to make more space Halls, dining areas and internal and external sports facilities used for lunch and exercise in line with latest guidance Kitchens comply with the guidance for food businesses on coronavirus (COVID-19). They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals. 		
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			<p>risks during the coronavirus outbreak.</p> <ul style="list-style-type: none"> • Classrooms and other areas deep cleaned. • Engage children in education resources such as e-bug and PHE schools resources <ul style="list-style-type: none"> • SLT and DSL roles adapted to the ongoing revisions to guidance during partial opening of the school in the summer term • Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance. General information on how to make a workplace COVID-secure and risk assessments is provided by the HSE guidance on working safely and in Annex A <u>Restricting attendance during the national lockdown: schools</u> <ul style="list-style-type: none"> • Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • Stick to staggered school opening times and encourage staff 		<ul style="list-style-type: none"> • To balance the need for increased ventilation while maintaining a comfortable temperature • Where mechanical ventilation systems exist they should be maintained in accordance with the manufacturers' recommendations. This is only applicable to the Meeting Room. <ul style="list-style-type: none"> • avoid build-up of viral load. <ul style="list-style-type: none"> • Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments • Thorough cleaning of rooms and equipment at the end of each day • Consider rotating shared equipment or regular cleaning of equipment. • Pupils limit the amount of equipment they bring into school each day, to 	
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			<p>work from home where possible, reducing their time and contact in the academy, where possible.</p> <ul style="list-style-type: none"> • Maintain staff and visitor signing-in arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas 		<p>essentials such as lunch boxes, hats, coats, water bottles. Bags are allowed.</p> <ul style="list-style-type: none"> • 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. • Government recommends sharing risk assessments online through the school's website as good practice. • Keep risk assessments under regular review in line with government • Provide regular updates for governors. See Restricting attendance during the national lockdown: schools (Principal) • Continue routine updates to the school's staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider. (Principal, SLT, ABM) 		
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						<ul style="list-style-type: none"> • Offices are adapted to enable social distancing for teaching, admin and support staff where possible. Stagger use of staff rooms and offices. • Consider any office roles that could be undertaken from home reducing the number of staff in offices • Consider travel and parking arrangements for staff in line with social distancing guidelines <p>It is expected that schools will have a trained DSL (or deputy) available on site. However, it is recognised that for some schools there may be operational challenges to this. In such cases, there are two options to consider:</p> <ul style="list-style-type: none"> • a trained DSL (or deputy) from the school can be available to be contacted via phone or online video, for example working from home • sharing trained DSLs (or deputies) with other schools (who should be available to be contacted via phone or online video) – PHIA liaise with DA and PHJ (West Sussex neighbouring school within grounds) 		
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			<ul style="list-style-type: none"> • Share lockdown procedures with all staff • Follow revised lunch and break rotas to ensure safe movement around school • Children to seek permission to use toilets to ensure staff know where children are at all times • High expectations of how children move around school upheld by all members of staff 							
4.	Risk of transmission between parents and pupils during school day	All members of the academy community	<ul style="list-style-type: none"> • Ensure parents and carers do not gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). • SLT supervise the drop off and collection of pupils and any issues are addressed. 	3	3	9	<ul style="list-style-type: none"> • Review and revise drop off and pick up protocols as necessary to minimise social contact if a rise in cases • Playground cones and barriers are to be used to support this operation if a rise in cases. 	2	2	4
5.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	<ul style="list-style-type: none"> • With some children in school, all frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day. • All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate 	4	4	16	<ul style="list-style-type: none"> • Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products. • Equipment such as books and games, are regularly cleaned along with all touched surfaces. 	2	3	6

			<ul style="list-style-type: none"> Inspect daily to ensure good/effective hygiene levels 				<ul style="list-style-type: none"> Ensure resources shared between classes or bubbles, (e.g. sports, art and science equipment) is cleaned frequently. It MUST be meticulously cleaned between its use by different classes and year groups as part of common practice Consider how outdoor play equipment is used ensuring more frequent cleaning, if a rise in infection rates. 			
6.	Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)	All members of the school community	<p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. (see contact details on the first page of this document)</p> <ul style="list-style-type: none"> Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: book a test, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance If anyone in the academy becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense 	4	4	16	<ul style="list-style-type: none"> Arrange for deep clean of medical room and other facilities as necessary before they are used again. The updated cleaning of non-healthcare settings guidance describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn. <p>Revise plans and PPE supplies in the light of experience or any updated guidance.</p>	3	3	9

			<p>of taste or smell (anosmia), they must be sent home and advised to follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>,</p> <ul style="list-style-type: none"> ● Revise plans and source suitable PPE supplies (e.g. non latex gloves preferable) to be used by: <ul style="list-style-type: none"> ○ the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite. ○ staff caring for pupils with routine intimate care needs that involve the use of PPE <p>The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply</p> <ul style="list-style-type: none"> ● If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the <u>COVID-19: guidance for households with possible coronavirus infection guidance</u> ● Isolate the pupil / member of staff immediately to a room 		<ul style="list-style-type: none"> ● The PCR test kits sent to schools can be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils. ● These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. ● LFD are to be booked out by staff only adhering to strict staff guidance. 		
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			<p>behind a closed door. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation. Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else.</p> <ul style="list-style-type: none"> • Employers have a duty of care for all staff and should ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible. Headteachers should communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.' If tested, the member of staff should remain in isolation until the outcome of the test is known. The Principal/SLT should be kept informed during this period. • For schools that purchase the HR Advisory Service, further information can be accessed here or through their designated HR Consultant https://www.cipd.co.uk/knowledge/culture/well- 				
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			<p><u>being/supporting-mental-health-workplace-return</u></p> <ul style="list-style-type: none"> • If school is notified of a positive COVID19 test result for a member of staff or a pupil, we must contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team. • Principal/SLT is to be notified of positive test result as close as the test result is received. • In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others 							
9.	Contingency planning	All pupils and staff	<ul style="list-style-type: none"> • Ensure that contingency plans are in place, being reviewed and updated 	4	4	16	<ul style="list-style-type: none"> • Leaders and governors should devise contingency plans to cover a potential local outbreak. In such an 	2	3	6

