

Trinity Academy Akroydon Risk Assessment

COVID 19 – General Risk assessment

School: Trinity Academy Akroydon

Date of Risk Assessment: 2nd September 2021

This risk assessment should be completed in line with Government guidance for the particular challenges of your school and reviewed regularly as and when circumstances change. All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded. All documents should be version controlled and saved each time they are revised rather than over-typed. This will enable easy retrieval of the relevant document applicable at any material time if required in future for an investigation.

The risk assessment is about demonstrating your school is reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice. If the guidance cannot be achieved after plans have been put in place, then the school has to consider whether that activity or part of the school should be open.

This proforma may assist you in documenting your practical arrangements and ensure you are complying with minimum statutory requirements. COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act. If you require any assistance with this process it is recommended you contact your health and safety consultant/adviser.

**Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of production (issued 27/08/2021). The risk assessment will be updated in line with further updates as and when they arise.*

RED = No Amber = Working on but not complete Green = Complete

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom	Action by When?	Done
PREVENTION						
<p><u>Prevention 1</u></p> <p>Minimise contact with individuals who are unwell</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> - Staff, pupils and other adults who have COVID-19 symptoms, or have tested positive, should not attend school - Anyone who develops symptoms during the school day will be sent home and advised to follow the 'stay at home guidance for households with possible or confirmed coronavirus infection' - Guidance: Anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate immediately. Anyone living in the same household as someone with COVID-19, should stay at home and self-isolate. Since 16 August, anyone fully vaccinated or aged under 18 years and 6 months will not be required to self-isolate if they are a contact of someone who has tested positive for COVID-19. - Child awaiting collection will be moved to the identified 'medical isolation room' where they can be isolated and supervised by an adult - Adult should stay 2m distance and if this cannot be maintained e.g. very young child or a child with complex needs, they should wear PPE - Open window in medical isolation room for ventilation - If person with symptoms needs to use the bathroom while waiting to be collected, they should use a separate bathroom if possible <p>This bathroom will be cleaned and disinfected before</p>	<ul style="list-style-type: none"> - Staff update (INSET day) - Communication to parents (letter and frequent reminders e.g. via weekly newsletters) regarding Covid-19 symptoms and procedures to follow - 'Stay at home guidance' emailed to member of staff/parent of child who has been sent home - Ensure all staff (particularly new starters) know where the medical isolation room is located - Ensure all First Aiders in school have own individual PPE in zipped plastic wallet - All staff who have been provided with PPE equipment to have PPE training on how to use this (MAT training) and record kept of who has completed the training - Cleaning equipment to be available in classrooms and communal areas (staff room) - Outbreak Management Plan in place to indicate how SLs will step-up procedures should local public health 	<p>Principal</p> <p>Senior Leaders (SL in charge of medical matters)</p>	<p>2/9/21</p>	

		<p>being used by anyone else</p> <ul style="list-style-type: none">- In an emergency, a Senior Leader (or First Aider) will call 999 if the person is seriously ill or their life is at risk- Member of staff who has helped someone with symptoms (close contact), or any pupils who have been in close contact will only need to self-isolate if they develop symptoms or if they subsequently test positive themselves- Everyone must wash hands thoroughly for 20 seconds with soap and water or use hand sanitiser after any contact with someone who is unwell- Area around the person with symptoms to be cleaned with household bleach after they have left to reduce risk of passing the infection to others	<p>suggest increased restrictions</p>			
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<p><u>Prevention 2</u> Clean hands thoroughly and more often than usual</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> - Teachers and support staff to ensure that pupils clean their hands regularly throughout the day and routines and times for hand washing/sanitising are established: <ul style="list-style-type: none"> • Before they enter the school building in the morning • Before they leave the school building at the end of the school day • At the end of break time • Before and after eating their lunch or snack • When/if they change classrooms • After using the toilet <ul style="list-style-type: none"> - Teachers and support staff should supervise the use of hand sanitiser as there are risks around ingestion and to check that they are being thorough when using - Younger year groups (EYFS and KS1) and some pupils with complex needs to be supervised and or helped with cleaning their hands properly where necessary, and given support with understanding and following the guidelines/Behaviour Principles (skin friendly skin cleaning wipes can be used as an alternative) - Staff should also clean hands thoroughly and often - The majority of classrooms have a sink and hand sanitiser is always available in each classroom - Academy will have hand sanitising stations at main entrances and exits, and in other areas of the school 	<ul style="list-style-type: none"> - Ensure hand sanitizer is located in each classroom for the entrance and exit of pupils and staff - Continue to promote the use of outdoor sinks in the playground after free time - Locate hand sanitiser stations around the school building - Staff training (INSET) and frequent reminders via email, briefings etc. - Teaching resources regarding hand hygiene to be used on a regular basis - Posters re: hand hygiene around school (including in all classrooms and by sinks) - Sufficient supplies of hand sanitiser and soap required and ongoing tracking of stocks - Order skin friendly skin cleaning wipes - Audited current resources and additional supplies order for opening on 1.9.2021 - Outbreak Management Plan in place to indicate how SLs will step-up procedures should local public health suggest increased 	<p>Principal/ Senior Leaders/ Teachers/ Support staff</p> <p>PKT Site Manager/ F&Ops Mgr.</p>	<p>2/9/21</p>	
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			restrictions			
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<p><u>Prevention 3</u> Good respiratory hygiene</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> - Promote good respiratory hygiene by communicating and reminding both staff and pupils of the 'catch it, bin it, kill it' approach - Younger pupils and those with complex needs to be supported with understanding and following this routine - Some pupils with complex needs, who may struggle to maintain as good respiratory hygiene as their peers, to have details of how staff should support written into their individual risk assessments. - Air ventilation – classroom and office windows should be open as much as possible to allow good air ventilation. Site Manager to ensure open each morning, if not, teacher to support staff to do this - Air ventilation – non-fire safety doors can be propped open to allow good ventilation 	<ul style="list-style-type: none"> - Tissues and lidded bins located in all classrooms, offices and other areas of the building - Staff training (INSET) and frequent reminders via email, briefings etc. - Site Mgr. informed re: opening of windows - Windows opened on a morning to ensure good air flow 	<p>All staff SENDco</p>	<p>2/9/21</p>	
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<p><u>Prevention 4</u> Enhanced and frequent cleaning</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> - Cleaning schedule to ensure more frequent cleaning of classrooms and shared areas that are used by different groups and frequently touched surfaces/key touch points such as door handles, are cleaned more often than usual - Teachers, support staff and, in KS2, pupils expected to support with cleaning of classroom surfaces, equipment etc. if required - Cleaning schedule in place includes any areas of school in use and offices; admin staff to support with cleaning by wiping down phones, photocopier etc. after each use - Cleaning schedule includes the regular emptying of lidded bins which are double bagged and disposed of appropriately - Cleaning checklists in place for the end of the school day so classrooms and other areas cleaned thoroughly and systematically - Classroom bins to have lids, be regularly emptied, double bagged and disposed of appropriately. - Toilets to be cleaned regularly throughout the day - Each classroom equipped with disposable gloves, disinfectant wipes, disinfectant spray, cloths, paper towels and tissues 	<ul style="list-style-type: none"> - Cleaning schedule communicated to site team - Recruitment of cleaners to ensure full team to fulfil requirements of site - Cleaning checklist to be signed when cleaning completed and filed in central folder at the end of each day - Sufficient supplies of cleaning equipment required and ongoing tracking of stocks - Lidded bins in place 	<p>Site Manager/F & Ops Mgr.</p>	<p>2/9/21</p>	
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<p><u>Prevention 5</u> Minimise contact between individuals and maintain social distancing wherever possible</p>		<p><u>Grouping of pupils</u></p> <ul style="list-style-type: none"> - Children are no longer required to be taught in 'Bubbles' and are able to mix for curriculum delivery, assemblies and lunchtimes. The Outbreak Management Plan outlines TAA's ability to reintroduce 'Bubbles' should local public health advise such measures. - Classroom and equipment cleaning will continue to be at regular points during the day. <p><u>Measures within the classroom</u></p> <ul style="list-style-type: none"> - Markings to promote social distancing have been removed and pupils are not restricted to working at forward-facing plans. The Outbreak Management Plan outlines how social distancing measures may be reintroduced should local public health advice be to do so. - Adults do not need to wear face coverings in classrooms or communal areas, in line with updated guidance – but are supported to do so should that be their preference. <p><u>Measures outside of the classroom</u></p> <ul style="list-style-type: none"> - Outbreak Management Plan outlines how additional measures can be reintroduced to the operational running of the academy should local public health advice suggest this. <p><u>Measures for arriving at and leaving school</u></p> <ul style="list-style-type: none"> - Visible staff presence at both dropping off and collection times 	<ul style="list-style-type: none"> - Staff training (INSET) - Timetable of breaks and lunches to be given out to staff prior to the start of term - Outbreak Management Plan outlines procedures to step-up and step-down measures for Prevention 5 	<p>Site Manager/F &Ops Mgr.</p> <p>Pastoral team</p> <p>SENCO</p>	<p>2/9/21</p>	
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		<ul style="list-style-type: none"> - Staff to supervise pupils going in and out of the building - Hand hygiene routines to continue before entering and leaving the school building - Outbreak Management Plan outlines how staggered times can be reintroduced to limit contact between groups should local public health advice suggest this. <p><u>Other considerations</u></p> <p><u>SEND</u></p> <ul style="list-style-type: none"> - SEND pupils to be given specific help and preparation for changes to the school routine (e.g. using social stories) - Specialist teaching/temporary staff are able to work in classrooms under current guidance - Specialists, therapists, clinicians and other support staff for pupils with SEND can visit the school if needed: - Records of all visitors to school will be stored on inVentry <p><u>Equipment and resources</u></p> <ul style="list-style-type: none"> - Staff and pupils will be provided with their own individual classroom equipment (i.e. frequently used items) - Classroom based resources, e.g. books, will be used and shared and will continue to be cleaned regularly - Reading books may be taken home - Exercise books can be taken home by teachers – staff to be reminded about the importance of hand cleaning 				
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RESPONSE TO AN INFECTION						
<p>Response 1 Engage with the NHS Test and Trace process</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> - Senior Leaders understand the NHS Test and Trace process and how to contact their local Public Health England health protection team - Staff, parents/carers are ready and willing to book a test if displaying symptoms and not attend school; will be sent home to self-isolate if symptoms displayed during school day - Senior Leaders, pastoral team and admin to understand all testing avenues so that correct information can be given to parents/carers. This includes but is not limited to: staff or pupils with symptoms are advised to self-isolate and book a PCR test. Where staff are self-testing twice a week ensuring they are reporting to NHS Test and Trace, plus informing the school via the MAT COVID reporting app. - Staff and parents/carers know to inform the school of the results of a test (as above for staff). - Negative test: person can stop self-isolating (if well and no symptoms) - Positive test: follow 'stay at home' guidance and must continue to self-isolate for 10 days from onset of symptoms. Staff to understand that they and pupils can return to work only if no symptoms other than a cough or anosmia. Members of household should continue to self-isolate for the full 10 days. 	<ul style="list-style-type: none"> - Communication to staff as guidance around self-isolation and test and trace is updated - Communication to parents/carers prior to start of new term 	<p>Principal SLs Pastoral team Admin</p>	<p>2/9/21</p>	

<p>Response 2 Manage confirmed cases of COVID-19 in school community</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> - Senior Leaders understand the changes to Test and Trace from 16 August and that they may be needed to cooperate with Test and Trace upon request. - Pupils and staff who live with someone displaying symptoms of COVID-19, or have tested positive for COVID-19, will not need to self-isolate if any of the following apply: <ul style="list-style-type: none"> - <i>they're fully vaccinated – this means 14 days have passed since their final dose of a COVID-19 vaccine given by the NHS</i> - <i>they're under 18 years, 6 months old</i> - <i>they're taking part or have taken part in a COVID-19 vaccine trial</i> - <i>they're not able to get vaccinated for medical reasons</i> - Staff know that the advice for pupils and staff who have been in close contact with a confirmed positive case are strongly advised to access a PCR test. - Senior Leaders, pastoral team and admin to know that evidence of a negative test result should not be asked for or other medical evidence before admitting children back to school after a period of isolation. 	<ul style="list-style-type: none"> - Staff training (INSET) - Updates shared with staff and parents via email/letters/newsletters - Public Health letters to be used 	<p>Principal SL</p>	<p>2/9/21</p>	
<p>Response 3 Contain any outbreak</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> - Senior Leaders and pastoral team to monitor sickness absence: <ul style="list-style-type: none"> o Overall rise in sickness absence (suspected coronavirus) could indicate an outbreak - Work with local health protection team and follow advice. - Staff aware of Outbreak Management Plan and how measures can step up and down in line with advice 	<ul style="list-style-type: none"> - Daily attendance tracker emailed to Senior leaders - Engage with NHS Test and Trace following outbreak of confirmed cases where necessary 	<p>Principal SLs</p>	<p>2/9/2021</p>	

		following a local outbreak					
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SCHOOL OPERATIONS

Transport	Pupils and staff	<ul style="list-style-type: none"> - Staff aware of updates to guidance (17.8.2021): - <i>Wearing face coverings is no longer a legal requirement on public transport but the government expects and recommends that they are worn in enclosed and crowded spaces where [members of the public] may come into contact with people [they] don't normally meet.</i> <p><i>On dedicated transport:</i></p> <ul style="list-style-type: none"> - [it is recommended] <i>that children and young people aged 11 and over continue to wear a face covering when travelling to secondary school or college</i> - [the government] <i>no longer recommend maximising distancing and minimising mixing, but unnecessary risks such as overcrowding should be minimised</i> 	<ul style="list-style-type: none"> - Staff training ensures messages shared with parents is consistent with current guidance 	Principal	2/9/21	
Attendance	Pupils and staff	<ul style="list-style-type: none"> - Parents/carers informed that attendance at school is mandatory and usual attendance policy applies, therefore all absences will be followed up by the pastoral team - Exceptions to this are pupils who are self-isolating or under care of specialist health professional and if rate of disease in local area rises and advised to shield - SENDco to be aware of any pupils who remain under the care of a specialist health professional and discuss before returning to school - Remote learning available to any pupils not able to attend - class teachers and pastoral team to monitor engagement with this 	<ul style="list-style-type: none"> - Clear and consistent expectations around attendance communicated to families - Pastoral teams and class teachers to identify pupils who are reluctant or anxious or at risk of disengagement and develop individual plan - Pastoral team to work with other professionals to support return to school (e.g. social worker) if needed - Remote learning in place, in 	Principal/ SENDco/ Pastoral team	2/9/21	

		<ul style="list-style-type: none"> - Any parents or pupils with anxieties about attendance at school to be addressed and support plan put in place 	<p>the case of any further closures</p> <ul style="list-style-type: none"> - Laptops, Microsoft Teams work and paper packs to be made available to those who need to isolate 			
PPE	Pupils and staff	<ul style="list-style-type: none"> - PPE only required where an individual child becomes ill with COVID-19 symptoms while at school and only if a distance of 2m cannot be maintained - Where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	<ul style="list-style-type: none"> - As mentioned in Prevention 1 re: PPE equipment for each member of First Aid staff and dinner staff 	Principal / SL responsible for medical	2/9/21	
Supporting staff	Staff	<ul style="list-style-type: none"> - Staff wellbeing identified and considered on academy operational calendar - Staff aware of DfE's information about extra mental health support for pupils and teachers - The Education Support Partnership – free helpline shared with pupils and parents/carers - Employee benefit – Westfield Health – displayed in staffroom and shared with all staff - Staff to be aware of travel considerations regarding holiday periods: Principal to know the trust's guidelines and refer to HR for advice. 	<ul style="list-style-type: none"> - Clear and consistent communication with all staff, including Risk Assessment, Operational Management Plan and any updates to local/national guidance - Review of Risk Assessment for pregnant staff following updated guidance 	Principal	2/9/2021	
Supply teachers or peripatetic teachers	Staff and pupils	<ul style="list-style-type: none"> - Academy's COVID-19 leaflet emailed/given to member of staff on first day, plus induction (walk-through) and clear expectations that should they display symptoms or test positive, they should not attend the academy 	<ul style="list-style-type: none"> - Leaflet updated to reflect current government guidance 	Principal / Finance and Ops Manager / admin	2/9/21	

Safeguarding	Staff and pupils	<ul style="list-style-type: none"> - Annual Safeguarding update to include impact of pandemic and updates to any policies and procedures - Update of current system of controls to be shared with all staff, pupils and parents 	<ul style="list-style-type: none"> - Staff training (INSET) - Letter to parents 	DSL / Pastoral Team	2/9/21	
Catering and dining hall arrangements	Staff and pupils	<ul style="list-style-type: none"> - Hand hygiene and regular cleaning of the dining hall throughout the lunch period will continue to a high standard - Pupils able to queue at serving counter and transport their own food to tables and staggered lunchtimes not currently in place - Outbreak Management Plan outlines academy's ability to step these measure up in line with local public health requirements 	<ul style="list-style-type: none"> - Maintain good levels of stock for cleaning products, including aprons and gloves for staff supporting in the dining hall 	Principal / Finance and Ops Manager / Kitchen manager	2/9/21	
Estates	Staff and pupils	<ul style="list-style-type: none"> - Usual pre-term building checks completed prior to reopening in September (e.g. Legionella check) - Good ventilation guidance in place for Site Managers (Health and Safety Executive guidance) 	<ul style="list-style-type: none"> - Confirmation emailed to F&O manager - Daily H&S checks undertaken by Site Managers - H&S Walk conducted by Finance and Ops, Site Manager and H&S Governor 	Site manager / Finance and Ops manager	1/9/21	
Educational visits	Staff and pupils	<ul style="list-style-type: none"> - Educational visits, including residential visits can commence from September 2021. The academy will 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 	<ul style="list-style-type: none"> - Staff to complete training on evolve where new to role 	SLs / Finance and Ops manager	1/9/21	

School uniform	Pupils	<ul style="list-style-type: none"> - The academy will continue with measures introduced during the pandemic: - If a pupil is not wearing a tie, a clean tie will be provided for the day and collected at the end as usual - All ties will be washed in the school's washing machine before being available to loan to another child the following day - If a pupil is not wearing school shoes, these will also be provided and then not worn for 72 hours before being given to another pupil 	<ul style="list-style-type: none"> - Sock of spare uniform is replenished for the new academic year 	Pastoral	2/9/21	
Wraparound childcare provision	Pupils	<ul style="list-style-type: none"> - Numbers able to attend capped to reflect staff:pupil ratios – pupils attending the sessions no longer need to be kept in consistent bubbles or socially distance - Regular cleaning, particularly of tables serving food, will be maintained - Outbreak Management Plan outlines how measures can be reintroduced should local health advisors suggest a particular need 	<ul style="list-style-type: none"> - Communication to parents regarding wraparound care 	BC and ASC leader / Finance and Ops manager	2/9/21	
Main entrance	Parents/ carers and pupils	<ul style="list-style-type: none"> - Main entrance reopen to parents and carers needing access to school - Electronic/telephone communication promoted in first instance as most efficient method of communicating with staff 	<ul style="list-style-type: none"> - Communication to parents (letter/newsletter/email) 	Principal	2/9/21	
First Aid	Staff and pupils	<ul style="list-style-type: none"> - First Aid areas identified in line with reconfiguration of classrooms - High levels of cleaning in place following delivery of first aid 	<ul style="list-style-type: none"> - First Aid training available to identified staff, affected by delays due to pandemic - First Aid training available to 	SL responsible for medical	2/9/21	

			new members of staff			
Visitors and contractors on site		<ul style="list-style-type: none"> - Provide handwashing or hand sanitiser facilities for visitors/ contractors - Guidance for visitors leaflet to be given to all visitors - Records of all visitors to the school will be kept on inVentry system 	<ul style="list-style-type: none"> - Leaflet updated to reflect current government guidance 	Principal / Finance and Ops Manager / admin	2/9/21	
Physical restraints/ comforting, first aid	Staff and pupils	<ul style="list-style-type: none"> - Book TeamTeach training to ensure staff new to the academy are trained, should they be required to carry out physical restraint - No child or member of staff should be in school if they are displaying symptoms of covid-19 or have received a positive PCR test result 	<ul style="list-style-type: none"> - Audit of staff with TT training in office - TT training booked for T1 as new staff join the academy 	SLs / Pastoral / Finance and Ops Manager	T1 2021	TT training to take place in T1
Waste	Staff and pupils	<ul style="list-style-type: none"> - Lidded bins continue to be used in classrooms - Bins emptied daily and disposed of in outdoor bins - Waste from medical isolation room, double-bagged and disposed of immediately 	<ul style="list-style-type: none"> - 	Site manager / Finance and Ops manager	2/9/2021	
Health and Safety general considerations	Staff and pupils	<ul style="list-style-type: none"> - School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc. - Fire drills, invacuation and lockdown practices to take place as usual (policies adapted accordingly) 	<ul style="list-style-type: none"> - Fire, invacuation and lockdown practices to be scheduled - Above policies to be reviewed and amended if necessary - All staff to be informed of any changes to procedures beforehand - Site staff to conduct daily H&S Walk and record in book 	Site manager / Finance and Ops manager	2/9/21	