

LET  
RISK ASSESSMENT FORM



<b>DATE: 02/07/2020</b>  <b>JOB OR SITUATION:</b> <b>Full Reopening –</b> <b>September 20</b> <b>Coronavirus/Covid 19</b>			<b>DATE LAST ASSESSED:</b> <b>08.07.20</b> <b>28.08.20</b>			<b>PERSONS AT RISK</b>					<b>INITIAL RISK RATING</b>		
						<b>EMPLOYEE</b>	<b>YOUNG PERSON</b>	<b>CHILD</b>	<b>PUBLIC</b>	<b>OTHER SITE USER</b>	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>
<b>JOB OR SITUATION:</b> <b>Full Reopening –</b> <b>September 20</b> <b>Coronavirus/Covid 19</b>		<b>SITE OR LOCATION:</b> <b>Spa Academy</b>											
<b>TASKS OR ACTIVITIES</b>	<b>HAZARDS IDENTIFIED</b>	<b>No.</b>											
<b>Opening up school/closing down</b>	Caretaker lone working. Risk of interaction with persons – risk of Coronavirus contagion. Risk of Coronavirus contagion due to touching contaminated surfaces. Lack of PPE. Use of chemicals and equipment. Slips, trips and falls.	1.	X								X		
<b>Cleaning</b>	Risk of interaction with persons – risk of Covid-19 contagion. Risk of Covid-19 contagion due to touching contaminated surfaces. Lack of PPE or not wearing it when required. Not introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. Use of chemicals and equipment. Slips, trips and falls.	2.	X		X						X		
<b>All Year Groups attending the Academy</b>	Risk of transmission of Covid-19. Too many staff in the workplace rendering social distancing not practicable (in cases of local outbreaks)	3.	X		X						X		

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	<p>Too many pupils in the school rendering social distancing not practicable (in cases of local outbreaks)</p> <p>Not minimising contact between individuals and maintain social distancing wherever possible</p> <p>Secure Covid-19 risk assessment not revisited and updated in-line with the full opening of schools</p> <p>Wider risk assessments not reviewed and updated in-line with the full opening of schools – not considered the need for relevant revised controls</p>								
<b>Staff, visitors, contractors and pupils entering/leaving school.</b>	Risk of interaction with persons as people wait for the doors to open – risk of Covid-19 contagion.	4.	X		X				X
<b>Staff and pupils moving around school</b>	Risk of interaction with persons– risk of Covid-19 contagion. Risk of Covid-19 contagion due to touching contaminated surfaces. Lack of PPE.	5.	X		X				X
<b>Classroom activities/lessons</b>	Risk of interaction with persons– risk of Covid-19 contagion. Risk of Covid-19 contagion due to touching contaminated surfaces. Lack of PPE.	6.	X		X				X
<b>Breaks/Outdoor Learning</b>	Risk of interaction with persons– risk of Covid-19 contagion. Risk of Covid-19 contagion due to touching contaminated surfaces. Lack of PPE.	7.	X		X				X
<b>Using toilets/staff rooms/break areas</b>	Risk of interaction with persons– risk of Covid-19 contagion. Risk of Covid-19 contagion due to touching contaminated surfaces. Lack of PPE.	8.	X		X				X
<b>Food Preparation (catering)</b>	Risk of interaction with persons– risk of Covid-19 contagion. Risk of Covid-19 contagion due to touching contaminated surfaces. Cuts, burns, scalds. Slips, trips and falls. Contamination/illness.	9.	X		X				X

<b>Illness</b>	Staff or pupils become symptomatic of Covid-19. School not engaging with the NHS Test and Trace process No contingency plan in place to deal with a case of self-isolation of multiple pupils or staff or local outbreaks	10.	X		X				X
<b>Clinically Vulnerable/Clinically Extremely Vulnerable Staff/Pupils</b>	Staff or pupils were on clinically vulnerable or extremely clinically vulnerable list and were therefore at higher risk of severe illness if they contracted Covid 19.	11.	X		X				X
<b>Administration of Intimate Care and First Aid</b>	Risk of interaction with persons – risk of Covid-19 contagion. Risk of Covid-19 contagion due to touching contaminated surfaces. Lack of PPE.	12	X		X	X			X

**Important Notice:**

Staff should ensure they are symptom-free (\*see below) and not put others at risk before attending work.

**\*a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

**\*a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

**\*a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

**undertaking testing** - staff should instigate a COVID-19 test if they met the set criteria

Do not go to a GP surgery, pharmacy, or hospital.

Use the 111 online coronavirus service to find out what to do.

For more information, read further [guidance on symptoms](#).

If you have one or more of these symptoms, you must self-isolate straight away for 10 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.

If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 14 days.

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HAZARD NO.	EXISTING CONTROLS	FURTHER CONTROLS	BY WHOM	COMPLETION DATE	FINAL RISK RATING		
					LOW	MEDIUM	HIGH
1.	<p><b>Opening up school/closing down</b></p> <p>Caretaker will be offsite between 10am and 2pm. Caretaker has mobile phone in case of emergency and be 'on call'.</p> <p>Maintenance, compliance and servicing should continue and include:</p> <ul style="list-style-type: none"> <li>• Fire safety systems &amp; Risk Assessment</li> <li>• Gas services</li> <li>• Electrical services</li> <li>• Asbestos services</li> <li>• Hot &amp; cold water services (legionella)</li> <li>• Lifting equipment (Inc. platform and passenger lifts where appropriate)</li> <li>• Pressure vessels and systems.</li> </ul> <p>A COVID 19 Visitor Policy is in place and is on display and sent to any person booking in to visit the academy. Contractors will not be allowed into school unless they can confirm they do not have any symptoms of coronavirus and do not live with anyone with symptoms. Social distancing should be in place when supporting maintenance and servicing.</p> <p>Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily.</p> <p>PPE is available in First Aid area and Pastoral Room for use in emergencies, for example if a child is unwell or physical contact cannot be avoided. Orders will be placed when needed. Grab Bags containing PPE are also in every classroom, offices and pastoral room.</p> <p>COSHH sheets are in place for all chemicals, and training has been given for all equipment.</p> <p>Wet floor signs are used to indicate slip hazards. Corridors and classrooms and offices are kept tidy, and storerooms have racking.</p>		CB/AM	Ongoing	X		
2.	<p><b>Cleaning Principles</b></p> <p>A cleaning schedule is in place that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms / shared areas that are used by different groups.</li> </ul>		CB/ CLEANI NG TEAM	Ongoing	X		

	<ul style="list-style-type: none"> <li>• frequently touched surfaces being cleaned more often than normal</li> <li>• different groups do not need to be allocated their own toilet blocks, but toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet</li> <li>• Cleaning equipment available in all classrooms and shared areas for staff to clean surfaces throughout the day if needed.</li> </ul> <p><b>Personal protective equipment (PPE)</b> The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed. PPE is available in First Aid area and Pastoral Room for use in emergencies, for example if a child is unwell or physical contact cannot be avoided. Orders will be placed when needed. Grab Bags containing PPE are also in every classroom, offices and pastoral room.</p> <p><b>Cleaning and disinfection</b> Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</p> <p><b>Use one of the options below:</b></p> <ul style="list-style-type: none"> <li>• a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses</li> </ul> <p>Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.</p>						
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<p>Any cloths and mop heads used must be disposed of and should be put into waste bags as <a href="#">outlined below</a>. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p> <p><b>Laundry</b> Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.</p> <p><b>Waste</b> Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> <li>1. Should be put in a plastic rubbish bag and tied when full</li> <li>2. The plastic bag should then be placed in a second bin bag and tied</li> <li>3. This should be put in a suitable and secure place (First Aid Room – in marked COVID bin) and marked for storage until the individual’s test results are known</li> </ol> <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put indisposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> <li>• keep it separate from your other waste</li> <li>• arrange for collection by a specialist contractor as hazardous waste</li> </ul> <p>Other household waste can be disposed of as normal.</p> <p>We have ensured that sufficient handwashing facilities are available. Where a sink is not nearby, we have provided hand sanitiser in classrooms and other learning environments.</p> <p>We have ensured that there is regular cleaning of surfaces that pupils are touching, such as</p>						
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	<p>books, desks, chairs, doors, sinks, toilets, light switches, bannisters, computer keyboards, more regularly than normal, and antibacterial wipes/spray are available in every room. Bins with lids for tissues are emptied every day.</p> <p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>A full 'summer cleaning specification' is in place over the summer holidays.</p> <p>COSHH sheets are in place for all chemicals, and training has been given for all equipment.</p> <p>Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily, with special emphasis on cleaning door handles, desks, chairs, taps etc.</p> <p>Antibacterial wipes/spray are available in rooms.</p> <p>PPE is available in First Aid area and Pastoral Room for use in emergencies, for example if a child is unwell or physical contact cannot be avoided. Orders will be placed when needed. Grab Bags containing PPE are also in every classroom, offices and pastoral room.</p> <p>Wet floor signs are used to indicate slip hazards. Corridors and classrooms and offices are kept tidy, and storerooms have racking</p> <p>Specified personal protective equipment available.</p> <p>Equipment and substances stored appropriately and do not present a manual handling, trip, slip or fall hazard.</p> <p>Heavy items stored at the appropriate level.</p>					
3.	<p><b>All Year Groups attending the Academy</b></p> <p>The guidance:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> has been used to formulate this risk assessment and particularly Control Measure 3.</p> <p>Pupils will be in Year Group bubbles to minimise interaction. Small groups will be created where possible, although this will not always be possible. The Year Group bubbles will be kept apart from other groups where possible and students will be encouraged to keep their distance within</p>		All staff	Ongoing	X	

	<p>groups.</p> <p>Contact will be minimised as mixing between people reduces transmission of coronavirus (COVID-19). Endeavouring to keep groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>Where possible, occupied room windows should be open. Ventilation to chemical stores should remain operational.</p> <p><b>Measures within the classroom</b></p> <p>Staff and pupils should maintain a distance between each other whilst inside and reduce the amount of time they are in face to face to contact to lower the risk of transmission. Staff should aim to maintain distance from pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from pupils. Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. This will not be possible when working with pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>Pupils should be reminded and supported to maintain distance and not touch staff and their peers where possible. This will not be possible for some children with complex needs.</p> <p>Small adaptations to the classroom will be made to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face or side on, and will include moving unnecessary furniture out of classrooms to make more space.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the year group bubble; these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between bubbles, such as PE, art and science equipment will be cleaned frequently and meticulously or rotated to allow them to be left unused and out of reach</p>						
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<p>for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor equipment will be more frequently cleaned. This includes resources used inside and outside by other providers. Pupils will limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats and bookbags. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to education and development. Similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</p> <p><b>Measures elsewhere</b></p> <p>Year groups will be kept apart, and there will be no large gatherings such as assemblies with more than one year group.</p> <p>When timetabling, year groups will be kept apart and movement around the school site kept to a minimum. Passing briefly in the corridor or outside is low risk. To avoid creating busy corridors, entrances and exits, break times and lunch times will be organised so every year group uses a different entrance/exit and has their own allocated playground. At lunchtime there will be allocated time for cleaning surfaces in the dining hall between year groups.</p> <p>Staff will plan how shared staff spaces are set up and used to help staff to distance from each other. Use of the staff room should be minimised, although staff must still have a break of a reasonable length during the day. Where possible staff lunchtimes will be staggered.</p> <p>Where a pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, we will work through the system of controls collaboratively, addressing any risks identified and jointly delivering a broad and balanced curriculum for the pupil.</p> <p><b>Face Coverings</b></p> <p>The government is not recommending universal use of face coverings in all schools. Staff may choose to use face coverings in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. Primary school children will not need to wear a face covering. All visitors to the school will be required to wear a face covering. <i>This is in line with latest government guidance (Aug 2020)</i></p> <p>Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the</p>						
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	<p>classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.</p>						
<p>4.</p>	<p><b>Staff, visitors, contractors and pupils arriving/leaving school</b></p> <p>We have informed pupils, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>) Signage in Reception is clear regarding entering the building.</p> <p>All visitors to the school will be required to wear a face covering.</p> <p>To facilitate the NHS test and trace service, Leger Education Trust will encourage workers to heed any notifications to self-isolate and provide support to these individuals when in isolation.</p> <p>All schools will log attendance and contact details of pupils, staff, visitors and contractors to ensure compliance with Track and Trace through Entry Sign, registers, and signing in sheets.</p> <p>We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits which we will give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <p>We have asked parents and staff to inform the academy immediately of the results of a test:</p>	<p>All staff</p>	<p>Ongoing</p>	<p>X</p>			



	<ul style="list-style-type: none"> <li>• if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating.</li> <li>• if someone tests positive, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li> </ul> <p>There is a process for removing face coverings when pupils and staff who use them arrive at school. Guidance on <a href="#">safe working in education, childcare and children's social care</a> provides more advice if required. Information is also available on the Spa Academy Website.</p> <p>Parents and pupils have been informed of their allocated drop off and collection times and the process for doing so and we have made it clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). One person at a time can enter the Reception area to speak to office staff.</p> <p>Members of staff will be on the doors each morning to remind people to maintain a distance, and several entrances/exits will be used to allow distance between people. Markers will be placed on the floor around entrances/exits and pinch points. Posters reminding staff and pupils of the need to social distance will be displayed. Staff will remind pupils and other staff of social distancing and the need for frequent handwashing. The pupils will wash their hands on arrival in the building.</p> <p>Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily.</p> <p>PPE is available in First Aid area and Pastoral Room for use in emergencies, for example if a child is unwell or physical contact cannot be avoided. Orders will be placed when needed. Grab Bags containing PPE are also in every classroom, offices and pastoral room.</p> <p>We have encouraged parents and pupils to walk or cycle to school where possible, and will follow the government guidance on how to travel safely, when planning their travel, particularly if public transport is required. <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></p> <p>We have ensured that transport arrangements cater for any changes to start and finish times and</p>						
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	<p>that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus. We have made it clear to transport providers that they, as far as possible, follow hygiene rules and try to keep distance from their passengers. We will take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example, when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts.</p> <p><b>Dedicated school transport, including statutory provision</b> We have considered:</p> <ul style="list-style-type: none"> <li>• how pupils are grouped together on transport, where possible this will reflect the bubbles that are adopted within school</li> <li>• use of hand sanitiser upon boarding and/or disembarking</li> <li>• additional cleaning of vehicles</li> <li>• organised queuing and boarding where possible</li> <li>• distancing within vehicles wherever possible</li> <li>• the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul> <p>We will work closely with the local authority that has statutory responsibility for 'home to school transport'.</p> <p><b>Wider public transport</b> We have advised parents that pupils should not travel on public transport to and from school if it can be avoided and must follow hygiene rules when transporting pupils. We expect that public transport capacity will continue to be constrained in the autumn term. Its use by pupils, particularly in peak times, should be kept to an absolute minimum. Families using public transport should refer to the <a href="#">safer travel guidance for passengers</a>.</p>					
5.	<p><b>Staff, pupils and visitors moving around school</b> Brief, transitory contact, such as passing in a corridor, is low risk. Members of staff will be around the building to remind people to maintain a distance with other year group bubbles, and several entrances/exits will be used. Markers will be placed on the floor around entrances/exits and pinch points to show 2m distance,</p>		All staff	Ongoing	X	

	<p>although this distance is not compulsory. Posters reminding staff and pupils of the need to social distance will be displayed. Staff will remind pupils and other staff of social distancing and the need for frequent handwashing.</p> <p>Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily.</p> <p>PPE is available in First Aid area and Pastoral Room for use in emergencies, for example if a child is unwell or physical contact cannot be avoided. Orders will be placed when needed. Grab Bags containing PPE are also available around school.</p> <p>Doors may be propped open for classrooms and offices, but not where it risks the compartmentalisation of the building. The Fire Strategy document shows the doors which must not be propped open – they are red. Doors to staircases must not be propped open. The fire risk assessment has been updated.</p>						
6.	<p><b>Classroom Activities/Lessons</b></p> <p>The timetable will be followed as normal. Shared materials and surfaces will be cleaned and disinfected more frequently. Practical lessons can go ahead if equipment can be cleaned thoroughly.</p> <p><b>PE and Sport.</b> Pupils will be kept in consistent year group bubbles, sports equipment thoroughly cleaned between each use by different year groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Additional <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport and advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a> have been considered and specific risk assessments for PE activities have been reviewed. Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p>		All staff	Ongoing	X		

	<p>Chairs, computers and music keyboards can be wiped down by pupils. Staff to maintain 2 metre distance from pupils wherever possible.</p> <p>Drama lessons can take place in the assembly hall to allow a larger space and access to outside space if the weather allows.</p> <p>Physical intervention and intimate care plans should continue.</p> <p>PPE is available in the First Aid Room and grab bags for emergencies are in all classrooms and Reception. The Behaviour Policy and Safeguarding Policy has been updated to reflect any changes in practice as a result of Coronavirus, and parents have agreed to a new Home/School Agreement which outlines rules and expectations upon return.</p> <p>Off Site Visits for one day can go ahead.</p> <p>Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily.</p> <p>Staff have been issued with a copy of this risk assessment and have been directed to <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> to ensure all staff have received up to date guidance and training.</p>					
7.	<p><b>Outdoor Learning/Playtimes</b></p> <p>Year groups will take breaks on separate playgrounds and will not mix. Breaks will be taken outdoors wherever possible. The hall may be used in case of wet weather but only by one class or year group at any one time. Markers will be placed on the floor around entrances/exits and pinch points. Posters reminding staff and pupils of the need to social distance will be displayed. Staff will remind pupils and other staff of social distancing and the need for frequent handwashing.</p> <p>Staff will take children to and from their playground via the allocated toilets for their class. They will be encouraged to wash hands.</p> <p>Pupils should bring water bottles from home.</p> <p>Brief, transitory contact, such as passing in a corridor, is low risk.</p>		All staff	Ongoing	X	
8.	<p><b>Using toilets/offices/staff rooms/break areas</b></p> <p>Cleaners are working to a specification to ensure all surfaces used by people are cleaned with warm soapy water and detergents daily.</p>		All staff	Ongoing	X	

	<p>Staff should ensure that they maintain social distancing in offices.</p> <p>Telephones and computer keyboards should be used by one individual or should be wiped with antibacterial wipes if used by another person.</p> <p>Social distancing should be in place when using the staff room. Staff are encouraged to bring their own cup and crockery etc and to wash, dry and put away anything they use.</p> <p>PPE is available in First Aid area and Pastoral Room for use in emergencies, for example if a child is unwell or physical contact cannot be avoided. Orders will be placed when needed. Grab Bags containing PPE are also available around school.</p>					
9.	<p><b>Food Preparation and Service (catering)</b></p> <p>It is very unlikely that COVID-19 is transmitted through food. However, as a matter of <a href="#">good hygiene practice</a>, anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly.</p> <p>We continue to follow the Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes</a>, and preventative practices (pre-requisite programmes (PRPs)).</p> <p>We will follow the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</p> <p>Staff supervision will ensure social distancing where possible and to promote personal hygiene.</p> <p>The dining hall will be used with Year Group bubbles and cleaned between groups. Hand washing facilities and hand sanitiser is available at the entrance to the dining halls and its use is supervised. An additional Dining Hall has been set up to avoid overcrowding. Queue points on the floor are clearly marked to ensure social distancing is possible. There must not be any sharing of food and drink.</p> <p>The frequency of cleaning will be increased, especially toilets, hand touch surfaces, such as tables tops, light switches, door handles, plates or cutlery, and any surface or item which is designed to be, or has a high likelihood of being touched. All doors and windows will remain open wherever possible to allow greater ventilation and prevent touching of window handles (subject to appropriate fly screening).</p> <p>Leger Education Trust Food Safety Management System in place to reduce risk of contamination.</p> <p>A reduced menu will be offered initially, to speed up service while allowing for social distancing.</p>	<p>Existing school risk assessments for catering to be used in conjunction</p> <p>• Catering risk assessments to be used in conjunction</p> <p>•</p>	CATERING	Ongoing	X	

10.	<p><b>Illness.</b></p> <p>We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>We will ensure that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home. We will ensure all staff are aware of it by sharing this risk assessment and communication at staff briefings and emails.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 7 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved to the front office where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window will be opened for ventilation. If it is not possible to isolate them, for example if the room is already in use, we will move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance. If contact with the student is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.</p>		All staff	Ongoing	X		
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<p>Persons exhibiting symptoms should not enter the medical room. The front office should not be used for any other purpose than symptomatic individuals.</p> <p>PPE is available in First Aid area and Pastoral Room for use in emergencies, for example if a child is unwell or physical contact cannot be avoided. Orders will be placed when needed. Grab Bags containing PPE are also available around school.</p> <p>We have provided PPE training to staff who wished to receive it via Microsoft Teams - delivered by DMBC Health &amp; Safety Team.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p>We will not take temperatures of staff, visitors or pupils. Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p> <p>Staff and pupils will be reminded to ensure good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. All rooms have lidded bins and tissues are provided. Pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant will have an individual risk assessment.</p> <p><b>Managing confirmed cases of coronavirus (COVID-19) amongst the school community.</b> We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days</p>						
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<p>since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>The health protection team will provide definitive advice on who must be sent home. We will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see <a href="#">section 5 of system of control</a> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> for more on grouping pupils).</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'. They should get a test, and:</p> <ul style="list-style-type: none"> <li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>• if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'</li> </ul> <p>We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. If the academy has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we will continue to work with the local health protection team who will advise if additional action is required. Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</p>						
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11.	<p><b>Clinically Vulnerable/Clinically Extremely Vulnerable Staff/Pupils</b></p> <p>We will review according to the current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.</p> <p>BAME staff and pupils are recognised to be at higher risk of severe illness from coronavirus. Individual risk assessments will be put in place for any vulnerable member of staff or student.</p> <p>We will be mindful of the particular needs of different groups of workers or individuals taking into account particular responsibilities towards disabled workers and those who are new or expectant mothers.</p> <p>We will involve and communicate appropriately with workers whose protected characteristics might either expose them to a different degree of risk and will consider whether any particular measures or adjustments; taking into account duties under the equalities legislation need to be put in place. We will also make reasonable adjustments to avoid disabled workers being put at a disadvantage, and assess the health and safety risks for new and expectant mothers. We have and will continue to provide support for workers around mental health and wellbeing.</p>		All staff	Ongoing	X		
12.	<p><b>Administration of Intimate Care and First Aid</b></p> <p>If a child is requiring First Aid treatment, they should be moved to the front office. A window will be opened for ventilation. The member of staff carrying out the treatment should wear PPE. First Aid should be logged and a medical slip sent home with the child.</p> <p>Similar should happen for any child requiring intimate care. A health care plan must be in place before this can happen.</p> <p>PPE is available in First Aid area and Pastoral Room for use in emergencies, for example if a child is unwell or physical contact cannot be avoided. Orders will be placed when needed. Grab Bags containing PPE are also available around school.</p>		All staff	Ongoing			X

**Important notice:**

This risk assessment should be read and implemented in conjunction with the latest Government Guidance (see below).

Latest Government Guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**Additional guidance:**

**Where recommended, use of face coverings in schools**

The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. Primary school children will not need to wear a face covering.

In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.

Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.

**Where local restrictions apply**

In areas where local lockdowns or restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.

In the event of new local restrictions being imposed, schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.

**Exemptions**

Some individuals are exempt from wearing [face coverings](#). This applies to those who:

- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability
- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.

**Access to face coverings**

It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health

England has made available resources on how to make a simple face covering.

However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs.

No-one should be excluded from education on the grounds that they are not wearing a face covering.

### **Safe wearing and removal of face coverings**

Schools should have a process for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process should be communicated clearly to pupils and staff.

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. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

### **Further guidance on face coverings**

- [Safe working in education, childcare and children's social care provides](#)
- [Face coverings in education settings](#)

### **Shielded and clinically vulnerable children and young people**

For the vast majority of children and young people, coronavirus is a mild illness. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.

### **Shielded and clinically vulnerable adults and Living with a shielded or clinically vulnerable person**

The guidance for the clinically extremely vulnerable is that shielding has been paused. This means:

- you do not need to follow previous shielding advice
- you can go to work as long as the workplace is [Covid-secure](#), but should carry on working from home wherever possible
- clinically extremely vulnerable children should attend education settings in line with the wider [guidance on reopening of schools](#) and [guidance for full opening: special schools and other specialist settings](#)

Read [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice](#).

**ASSESSED BY:** Emma Anderson

**APPROVED BY:** ADAM DALE

**REVIEW DATE:** AUGUST 2020