

Risk Assessment for Organisation of Academies in September 2020

This is a live document and will be reviewed and updated as necessary

DRAFT: Shared with KITE/Governors 23.7.20

UPdated 8/9/20 shared with Kite/Governors/SLT

Updated 17/10/20 changes in red (lunch and organisation of physical spaces. Shared with Kite/governors and SLT

Updated 1/11/20 minimise contact (library procedure added) - shared with staff via email not yet shared with exec.

Updated 6/11/20 - face coverings shared with SLT, exec, governors

Reviewed 2/1/21 no further changes – shared with CEO

Reviewed 23/2/21 to reflect return to school on 8th March - - shared with SLT,Exec and Governors – posted to website.

Reviewed 15/4/21 in line with Government road map Step 2 12th April. Changes in red Shared with Kite Exec, governors.



Risk	Controls/ mitigations and protective measures	Risk grading (using risk grid)
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<p>Awareness of and adherence to policies and procedures including but not restricted to:</p> <ul style="list-style-type: none"> <i>Behaviour Policy</i> <i>Safeguarding & Child Protection Policy</i> <i>Health and Safety Policy</i> <i>Infection Control Policy</i> <i>First Aid Policy</i> <i>School Emergency Plan</i> <i>School Business Continuity Plan</i> <i>Premises Lettings Policy and Contract</i> 	<ul style="list-style-type: none"> • Safeguarding policy is updated to reflect the current situation • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the policies listed on the left. • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE <p>Staff reminded at teacher staff meeting/LSA meeting and weekly information to be read the appropriate policies and addendums on DPS.</p>	<p>L</p>
<p>Prevention - Minimise contact with individuals</p>		<p>L</p>
<p>Organisation in case of illness in school</p>	<ul style="list-style-type: none"> • Separate area allocated for children with suspected Covid symptoms waiting to be picked up by parents. • First aid room – ventilation to be open • Separate toilet allocated – this should be cleaned after use • PPE for First Aid staff available 	
<p>Organisation of children</p>	<p>Lunch and breaktimes staggered to minimise congestion. Staggered use of toilets.</p> <ul style="list-style-type: none"> • Children use outside entrances where possible. • Tables laid out to minimise children face-to-face although children will be allowed to work in small groups • Year 2-6 in year group bubbles in class; mix in year group bubbles in playground. • Year R and 1 in year group bubbles. • Assemblies will be virtual to avoid mass gathering in the hall. • Some external clubs to return from 19th April, subject to a meeting with the head to agree risk assessment. Club provider agrees to follow the Holly Lodge risk protection measures. 	

	<p style="text-align: center;">Children to be kept in consistent groups: year group bubbles or sibling groups where possible. Club provider to keep a record of groups for Track and Trace.</p>	
Organisation of staff	<ul style="list-style-type: none"> • Staff to social distance in school at all times. • Staff advised to wear a face covering in communal areas or where social distancing is not possible. This should be a face covering not a visor • Maximum number of staff allowed in staff room is 10 – this is indicated on the door. • Staff meetings held virtually or if in person must be socially distanced (e.g. in hall) • Clinically vulnerable staff can work at school but need to ensure that they follow all the risk measures in line with government guidelines • Extremely clinically vulnerable staff – are no longer shielding and should work from home where possible. These members of staff may be in school following a risk assessment with the head teacher. Individual arrangements will be put into place where it is not possible to work from home. These individual risk assessments will remain under review. • Where it is possible, following discussion with head teacher, non-teaching clinically vulnerable staff to work from home e.g. inclusion manager • Clinically vulnerable staff notified of amended risk assessment and individual risk assessments will be completed, with additional measures put in place where necessary 	
Organisation of parents	<ul style="list-style-type: none"> • Parents are told that if their child needs to be accompanied to the education or childcare setting then only one parent can attend; • Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Parents are told 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) • Side gate to be opened for exit only (one way system indicated by signage) to reduce parent flow on Stratford Road • Parents requested to wear a face covering for drop off and pick up. Staff greeting parents should also wear a face covering 	
Organisation of visitors	<ul style="list-style-type: none"> • Any visitors to school must be by appointment and leave details for track and trace. Visitors should confirm on arrival that they do not have any Covid symptoms; have not been asked to self-isolate ; they should wear a face-covering; observe 2m+ social distancing, use hand sanitiser and follow any other risk control measures as requested by the school. • Training sessions – trainer to be given guidelines. Trainer to brief all visitors on Covid 19 guidelines. 	
Prevention – good hand hygiene		L
Toilet facilities	<ul style="list-style-type: none"> • The COVID-19: cleaning of non-healthcare settings guidance is followed; • Liquid soap and paper towels available in classrooms. Bins available for disposal of paper towels. • Handwashing facilities in toilets and classrooms 	

	<ul style="list-style-type: none"> • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • liquid soap dispensers are used. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Toilets and sinks cleaned during day as well as after school • Report if facilities need additional attention 	
Washing facilities	<ul style="list-style-type: none"> • Handwashing facilities in classrooms • Report if facilities need additional attention 	
Organisation for children	<ul style="list-style-type: none"> • Bins for tissues are emptied as often as necessary. • The use of shared resources such as stationery and other equipment is limited. Shared resources should be cleaned/wiped down before use by another group. • Where possible, pencils, whiteboards etc. are issued to children in a plastic wallet/ or in individual trays and stored on individual desk. Stationery/ water bottles/ lunch boxes stored on child's desk. Coats on back of chairs or on pegs as appropriate – aim is to avoid congestion in cloakroom areas • Play equipment is cleaned between uses and not used simultaneously by different groups; • Reading books returned to school are stored for 72 hours before re-issuing. • The amount of shared resources that are taken and brought in home is limited; • The timetable is revised to implement where possible,; <ul style="list-style-type: none"> ○ Plan for lessons or activities which limit movement between areas; ○ Maximise number of lessons or classroom activities which could take place outdoors; ○ Assembly hall - limited to one bubble. Lunch times only yr R bubble. Remainder of year groups to eat in class . Break times (including lunch) are staggered so that all children are not moving around the school at the same time; 	
Organisation for staff	<ul style="list-style-type: none"> • Social distancing in school, including staff room - maximum 10 members of staff sitting 2m apart • Staff follow same hand washing and infection control procedures as for children • Signs in staff rooms to remind staff about hygiene and cleaning materials/ hand wash available. 	
Organisation for visitors	<ul style="list-style-type: none"> • Visitors by appointment – follow school infection control procedures – as above. Where possible, visitors enter after the children have left. Face coverings to be worn. 	
Prevention – good respiratory hygiene		L
Organisation of children	<ul style="list-style-type: none"> • All adults and children are told to: <ul style="list-style-type: none"> - frequently wash their hands with soap and water for 20 seconds and dry thoroughly; 	

	<ul style="list-style-type: none"> - clean their hands on arrival at school, before and after eating, and after sneezing or coughing; - are encouraged not to touch their mouth, eyes and nose - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') <ul style="list-style-type: none"> • Help is available for children who have trouble cleaning their hands independently; • Young children are encouraged to learn and practise these habits through games, songs and repetition; • Children will be taught and encouraged to use the "Catch it, Kill it, Bin it" approach for respiratory hygiene. <p>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where necessary.</p>	
Use of Fans and A/C	<ul style="list-style-type: none"> • Air conditioning – turned off. Instead open windows and doors for ventilation • Water fountains turned off – children must bring in own water bottles • Air fans – the risk of transmission is low – advice must be sought from the head teacher and will be allowed on a case by case basis where the risk to staff health is deemed greater than the risk of the spread of airborne droplets. Doors to classroom should remain open. Fire doors should remain closed except where adults are in the room. In this case, they may be left open for ventilation but should be closed when the room is vacated. 	
Prevention – enhanced cleaning		L
Classroom cleaning	<ul style="list-style-type: none"> • Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal; Staff to wipe down surfaces at lunch • Staff to be issued with own cleaning pack for classroom – this is to be stored safely out of reach of children. • All surfaces/tables should be left clear at the end of the day for cleaning. • Room should be ventilated before cleaning contractors enter the room to clean. 	
Cleaning classroom equipment	<ul style="list-style-type: none"> • This should be cleaned regularly and especially before sharing between bubbles. • Any equipment which cannot be easily cleaned should not be used and be removed from classroom where possible. 	
Cleaning playground equipment	<ul style="list-style-type: none"> • This should be cleaned regularly and especially before sharing between bubbles. Any equipment that can't be easily cleaned should be left for 48 hours (72 hours plastic) before being shared. 	
Monitoring of cleaning	<ul style="list-style-type: none"> • Site manager to monitor cleaning by contractors. • Site manager and duty SLT to monitor standards during the day and areas to be cleaned as necessary • Staff should report any areas that have not been cleaned to specification 	

Minimise contact		L
Organisation of children in bubbles	<ul style="list-style-type: none"> Year R and Year 1 will operate in Year group bubbles. It is recognised that young children are not able to social distance, although this will be encouraged. Year 2-6 children will be in class bubbles but will mix in year group bubbles on the playground. Children will be encouraged to social distance – especially on the playground in Yr 2-6 	
Organisation of staff	<ul style="list-style-type: none"> Social distancing of staff, including in the staff room All staff provided with visors. Visors to be worn when working with children 1:1 and small groups. Staff should not be face on unless > 2m social distancing can be maintained. Clinically vulnerable/BAME advised to wear visors at all times 	
Organisation of parents	<ul style="list-style-type: none"> Parents are not allowed in school except by appointment. Parents reminded in writing to social distance as above while dropping and collecting children. 	
Organisation of visitors/contractors	<ul style="list-style-type: none"> Visitors should follow all risk protection measures as advised by the school – see above 	
Organisation of physical spaces	<ul style="list-style-type: none"> All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible; Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. As winter approaches and it gets colder and necessary to close doors and windows for warmth, classes should be ventilated whenever possible – e.g. lunch/playtime/while children are on the daily mile/PE. Consider opening top windows to reduce draught/open windows enough to ensure constant background ventilation. Ventilate rooms before cleaners enter Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. <p>Classroom desks should be facing forwards. Where required to support learning, and in discussion with the head teacher, table layouts may be adjusted.</p> <p>Singing may take place in bubbles, provided the room is well-ventilated or singing takes place outdoors. Children should be facing forwards and distanced where possible. Children should not be encouraged to sing loudly to minimise the aerosol transmission.</p>	
Drop off and pick up	<p>Parents are notified in writing of the drop off and pick up arrangements. (Staggered timings and drop off and pick up points).</p>	
Breaks	<ul style="list-style-type: none"> Staggered timings between 10.15 and 10.45 to be arranged in year groups Zoned areas on playground for year group bubbles Children in year groups – but social distancing to be encouraged between classes for Yr 2-6 Children to wash hands after play Reception – playground to be used outside of these times to suit 	

Lunch	<ul style="list-style-type: none"> • YR in Hall – zoned seating areas • Pupils do not share cutlery, cups or food. - lunch will be provided in boxes except for Yr R Year 2-6 eat lunch in classroom. Class TA to collect hot lunches from hall between 11.50 and 12. 	
Extended services	<ul style="list-style-type: none"> • Children grouped in consistent bubbles where possible. • 3 rooms and outdoor areas to be used. • Equipment to be cleaned before sharing. • Equipment not easily cleaned should not be used and should be removed. • Areas to be wiped down regularly • Children should wash hands on entering and follow standard procedures for class as above • Cleaning pack provided for staff – this should be stored securely away from children. • Parents should wait outside or in designated area to drop off or collect children (information sent to parents). 	
PPA, NQT time and L & M time	<ul style="list-style-type: none"> • Staff movement should be kept to a minimum and covered within the year group where possible. Where this is not possible, staff entering a different bubble should maintain social distancing. This will be kept under review 	
Equipment	<ul style="list-style-type: none"> • This should not be shared between bubbles unless cleaned. If this is not possible, equipment should be left for 48 hours (72 hours plastic) before being shared. • Where possible in class, children should have own equipment e.g. pencils/rulers, or this should be shared in small groups 	
PE Equipment	<ul style="list-style-type: none"> • This should not be shared between bubbles unless cleaned. If this is not possible, equipment should be left for 48 hours (72 hours plastic) before being shared. 	
Playground equipment	<ul style="list-style-type: none"> • This should not be shared between bubbles unless cleaned. If this is not possible, equipment should be left for 48 hours (72 hours plastic) before being shared. 	
Books	<ul style="list-style-type: none"> • These can be used in class, as the risk of transmission is low. • Library books and books shared between bubbles should be quarantined for 72 hours before being put back into stock. • Library visits must be booked. Hand sanitiser/handwashing before and after visit. Browsing should be kept to a minimum. Surfaces wiped down between groups. Library should be ventilated during and after use. 	
Appropriate use of PPE	<ul style="list-style-type: none"> • PPE is available for office staff dealing with medical issues. • Staff to wear face coverings in communal areas and when greeting parents/children at drop off and pick up and when working 1:1 or face to face (if 2m distance cannot be maintained). • Clinically vulnerable/BAME staff advised to always wear face coverings where 2m distancing is not possible 	

	<ul style="list-style-type: none"> Staff to follow guidelines for safe removal of face coverings. Safe wearing of face coverings requires the: cleaning of hands before and after touching – including to remove or put them on; 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. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day. 	
Responses to Infection		
Track & trace procedures - inc. Visitors		
Sick Room provision	<ul style="list-style-type: none"> Separate area allocated for children with suspected Covid symptoms waiting to be picked up by parents. First aid room – ventilation to be open Separate toilet allocated – this should be cleaned after use 	
First Aid	<ul style="list-style-type: none"> Each class will have a small first aid kit. For more serious issues, children should be sent the office, where staff will have access to PPE or staff should use their mobile phones (temporary change to code of conduct to allow for use of mobiles) 	
Manage confirmed COVID 19 cases	<ul style="list-style-type: none"> Follow the PHE flow chart where a case has been confirmed – see below. 	
Contain any outbreaks	<ul style="list-style-type: none"> Staff will be encouraged to engage in the LFD testing twice a week to detect any asymptomatic cases. Results should be reported to school and Government track and trace. If a member of staff tests positive, they will be required to self-isolate and close contacts identified. This may necessitate in a “bubble closure”. Children who have displayed symptoms of coronavirus are sent home as soon as parents are able to collect. Parents asked to arrange testing of children. In the case of a positive test, the PHE Flow chart is followed. This may necessitate the closure of the bubble with families following the self-isolation guidance in the link and pasted below. https://www.surreycc.gov.uk/_data/assets/pdf_file/0005/250736/PHE-SE-Primary-and-EYS-flowchart-v01-15-January-2021.pdf 	
Emergency procedures	<ul style="list-style-type: none"> Fire evacuation procedure/lockdown procedure remains in place. 	
Travelling to and from school		L
Managing school transport	N/A	
Encourage walking/cycling	<ul style="list-style-type: none"> Parents encouraged to walk/scoot/cycle to school through newsletters and assemblies Cycle storage area available 	

What happens if there is a confirmed case(s) of COVID-19 in our Primary or Early Years setting?

Did the positive student/staff member attend school during the infectious period: 2 days before symptom onset (or test date if asymptomatic) to 10 days after?

✓ NO – no further action required by school beyond supporting student(s) as necessary during self-isolation

✗ YES – school carries out an on-site risk assessment using checklist

South East HPT email:

Thames Valley HPT
ICC.TVPHEC@phe.gov.uk

Hampshire & IOW HPT
ICC.HIOW@phe.gov.uk

Surrey & Sussex HPT
ICC.SurreySussex@phe.gov.uk

Kent HPT
ICC.Kent@phe.gov.uk

- Case should already be isolating at home.
- They should remain in isolation until 10 days have passed from symptom onset.
- The case's household (including siblings that attend other schools) should isolate for **10 days**

Who is a direct contact?

Direct close contacts:

- Direct face-to-face e.g. being coughed on or spoken to contact for any length of time OR within <1 metre for ≥ 1 minute.

Proximity contacts:

- <2 m for 15 minutes.

Travel contacts:

- Shared a small vehicle

The school carries out on-site risk assessment to identify potential contacts during this period at:

- Large/small group sessions
- Additional on-site/ academic activities e.g. clubs/societies
- Events and trips

To identify contacts, use the risk assessment checklists, and:

- Attendance records, Seating plans and charts (if available).
- Speak to student (as necessary)

If any of the following criteria are met, contact the **SE HPT**

- ≥ 10% of a bubble is cases within 14 days
- ≥ 10% of staff are cases within 14 days
- ≥ 3 bubbles are cases
- There have been any hospitalisations
- Your school is a SEND school
- 2 or more boarders/staff in a residential school

- Contacts are informed to self-isolate for **10 days** from date of last contact with template letters from parents and staff.
- The **wider school** is sent an inform and advise letter
- Inform your **Local Authority** of situation

If you need advice or support you can access **the government schools guidance online** or contact the DfE helpline on **0800 046 8687**

Consequence: A number 1- 5 indicating the impact of the risk occurring. Definition scale below:

Level	Impact on Learning & Teaching	Impact on People	Financial Impact	Impact on whole Trust
Low 1	No / superficial harm	Individual people affected	Less than £100 to reduce risk Financial risk less than £1k	No impact
Minor 2	No permanent harm (less than half a term)	One team / group of people affected	Between £100 and £1k to reduce risk Financial risk between £1k and £5k	Adverse publicity unlikely
Moderate 3	Semi-permanent harm (over a term)	Leadership team affected	Between £1k and £10k to reduce risk Financial risk between £5k and £10k	Local adverse publicity Moderate loss of confidence in organisation
Major 4	Major harm (over the whole academic year)	Whole academy affected	Litigation maybe required Between £10k and £50k to reduce risk Financial risk between £10k and £50k	Temporary service closure National adverse publicity Major loss of confidence in organisation
Severe 5	Severe harm	Affecting people across the Trust	Litigation maybe required Greater than £50k to reduce risk Financial risk more than £50k	Extended service closure Protracted National adverse publicity Extreme loss of confidence in organisation

Likelihood: A number 1- 5 indicating the impact of the risk occurring. Definition scale below:

Level	Likelihood	Description
1	Rare	This type of event will not occur in the foreseeable future
2	Unlikely	This type of event is unlikely to occur (remote chance)
3	Possible	This type of event may happen (25% - 50%)
4	Likely	This type of event may happen (above 50% probability)
5	Almost certain	This type of event will happen (and frequently)

Risk Rating – Consequence and likelihood multiplied together.

		Consequence				
		1	2	3	4	5
Likeli hood	1	L	L	M	H	S
	2	L	L	M	H	S
	3	L	M	H	S	S
	4	L	M	H	S	E
	5	M	M	H	S	E

Extreme Risk: CEO/Non Executive immediate attention required

Severe Risk: Executive Team immediate attention required

High Risk: Executive Head attention required

Moderate Risk: Academy SLT attention required

Low risk: Manage by routine procedures within academy