**Risk Assessment for Organisation of Academies from 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 - changes in red – face coverings shared with SLT, exec, governors**

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

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| **Risk** | **Controls/ mitigations and protective measures** | **Risk grading (using risk grid)** |
| Awareness of and adherence to policies and procedures including but not restricted to: *Behaviour Policy*  *Safeguarding & Child Protection Policy*  *Health and Safety Policy*  *Infection Control Policy*  *First Aid Policy*  *School Emergency Plan*  *School Business Continuity Plan*  *Premises Lettings Policy and Contract* | * 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 following:   + **Health and Safety Policy**   + **Infection Control Policy**   + **First Aid Policy** * All staff have regard to all relevant guidance and legislation including, but not limited to, the following:   + 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. (Flick course available from 1st June) – briefing on 1st Sept inset * The school keeps up-to-date with advice issued by, but not limited to, the following:   + DfE; NHS; Department of Health and Social Care; PHE   Staff reminded at teacher staff meeting/LSA meeting and weekly information to be read the appropriate policies and addendums on DPS. | L |
| Prevention - Minimise contact with individuals |  | L |
| Organisation in case of illness in school | * 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 |  |
| Organisation of children | Lunch and breaktimes staggered to minimise congestion. Staggered use of toilets.   * 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 |  |
| Organisation of staff | * Staff to social distance in school at all times. * Staff advised to wear a face covering in communal areas * 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 will not be in school in line with government guidelines. * 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 | * 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) * Both side gates to remain closed as they are too narrow to allow passing in both directions whilst social distancing * 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 | * Any visitors to school must be by appointment. Visitors requested to use hand sanitiser and follow the infection control measures * Training sessions – trainer to be given guidelines. Trainer to brief all visitors on Covid 19 guidelines. |  |
| Prevention – good hand hygiene |  | L |
| Toilet facilities | * The [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) is followed; * Liquid soap and paper towels available in classrooms. Bins available for disposal of paper towels. * Handwashing facilities in toilets and classrooms * 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 | * Handwashing facilities in classrooms * Report if facilities need additional attention |  |
| Organisation for children | * 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,:   + 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,1 year bubbles. 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 | * 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 | * Visitors by appointment – follow school infection control procedures – social distance from others and follow staff instructions to social distance from the bubble when entering a classroom. Where possible, visitors enter after the children have left. Face coverings to be worn. |  |
| Prevention – good respiratory hygiene |  | L |
| Organisation of children | * All adults and children are told to:   + frequently wash their hands with soap and water for 20 seconds and dry thoroughly;   + 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’) * 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;   Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. |  |
| Use of Fans and A/C | * 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 |  |
| Prevention – enhanced cleaning |  | L |
| Classroom cleaning | * 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. |  |
| Cleaning classroom equipment | * 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. |  |
| Cleaning playground equipment | * 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. |  |
| Monitoring of cleaning | * 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 | * 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 | * 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 | * 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 | * 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 physical spaces | * 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.   Classroom desks should be facing forwards. Where required to support learning, and in discussion with the head teacher, table layouts may be adjusted. |  |
| Drop off and pick up | Parents are notified in writing of the drop off and pick up arrangements. (Staggered timings and drop off and pick up points). |  |
| Breaks | * 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 | * YR and Yr 1 in Hall – zoned seating areas * Yr 2 – now eating in classroom- staggered timings – tables/seats wiped between bubbles. * Pupils do not share cutlery, cups or food. - lunch will be provided in boxes except for Yr R   Year 3-6 eat lunch in classroom. Class TA to collect hot lunches from hall between 11.50 and 12. |  |
| Extended services | * 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 | * School will be closed Friday afternoons for PPA in September to minimise staff moving between bubbles. Where it is necessary to cover PPA for part time staff, 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 | * This should not be shared between bubbles unless cleaned. * Where possible in class, children should have own equipment e.g. pencils/rulers, or this should be shared in small groups |  |
| PE Equipment | * This should not be shared between bubbles unless cleaned. |  |
| Playground equipment | * This should not be shared between bubbles unless cleaned. |  |
| Books | * 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. * Mobile library – groups of 6 at a time from same class. Bar code sheet and crates wiped down before next mobile session with a different group. Books quarantined. Library for selected year groups – maximum 10 children in library. Librarian to issue books not children. Hand sanitiser/handwashing before and after visit. Surfaces wiped down between groups. |  |
| Appropriate use of PPE | * 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 wear visor at all times |  |
| Responses to Infection |  | S |
| Track & trace procedures - inc. Visitors |  |  |
| Sick Room provision | * 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 | * 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 | * Follow the PHE flow chart where a case has been confirmed – see below. |  |
| Contain any outbreaks | * 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. Confirmation of negative test required before children can return to school. In the case of a positive test, the PHE Flow chart is followed. This will necessitate the closure of the bubble for 8 days with families following the self-isolation guidance below. |  |
| Emergency procedures | * Fire evacuation procedure/lockdown procedure remains in place. |  |
| Travelling to and from school |  | L |
| Managing school transport | N/A |  |
| Encourage walking/cycling | * Parents encouraged to walk/scoot/cycle to school through newsletters and assemblies * Cycle storage area available |  |

Government advice on procedure for Covid 19 cases

See also flow chart below

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/915553/Symptomatic_children_action_list_SCHOOLS.pdf>

Risk Assessment Tool

Calculating the Risk

**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.

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| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Consequence** | | | | |
| **Likelihood** |  | **1** | **2** | **3** | **4** | **5** |
| **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

