

Coronavirus (COVID-19): risk assessment for staff and pupils at school

Setting: Ebor Gardens Academy		
Assessment conducted by: Sam Bailey/ Amy Portier /Site Manager	Job title: Executive Principal / Head of School	Covered by this assessment: pupils, staff and other relevant individuals.
Date of assessment: 09/07/20	Review interval: In line with government updates	Date of next review: 20/9/20

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes /No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures: National guidelines are updated daily and school lapses in following advice	H	School Office Manager to ensure daily checks are made with DfE website and that the Executive Principal / Head of School are notified of any significant change in information. EP/HoS to ensure staff/pupils/parents are updated via email/letter/text, as appropriate. All staff are aware of all relevant policies and procedures and any addendums which have been added in response to the Coronavirus pandemic, including: <ul style="list-style-type: none"> - Safeguarding - Intimate Care - Medicines in Schools /Infection Control Policy - First Aid Policy - Fire policy & procedures 	Y	Executive Principal / Head of School /Office Manager/All Teaching & Support Staff	17/7/20	M

		<p align="center">Positive Handling</p> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, DfE and PHE (2020) 'COVID-19: guidance for educational settings. https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/</p> <p>Staff are made aware of the school's infection control procedures in relation to coronavirus via email and a virtual briefing. Relevant staff receive any necessary training that helps minimise the spread of infection.</p> <p>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <p>Pupils are made aware of the school's infection control procedures in relation to coronavirus through teaching materials on return to school and are informed that they must tell a member of staff if they begin to feel unwell.</p> <p>Matters concerning staff and pupil confidentiality must always be adhered to – including withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</p>				
<p>Hygiene practice:</p> <p>Supply of necessary materials</p> <p>Staff/pupil awareness</p> <p>Availability of sufficient cleaners to maintain high level of cleaning</p>	<p align="center">H</p>	<p>Posters are displayed throughout the school reminding pupils to maintain social distancing and wash their hands at key transition points throughout the school day. Systems are implemented to ensure hand washing is facilitated:</p> <ul style="list-style-type: none"> - before entering and leaving the classroom environment - before and after break and lunch times <p>Sufficient amounts of liquid soap, clean water, paper towels and/or alcohol-based sanitiser and waste disposal bins are supplied in all toilets and classroom areas.</p> <p>Pupils are supervised by staff when washing their hands to establish good routines and ensure it is done correctly by young pupils.</p> <p>Pupils are systematically taught good hygiene practice:</p>	<p align="center">Y</p>	<p align="center">Executive Principal / Head of School / All Teaching & Support Staff</p>	<p align="center">17/07/20</p>	<p align="center">M</p>

		<ul style="list-style-type: none"> - Follow Catch it, Bin it, Kill it protocol (covering your cough or sneeze with a tissue, then throwing the tissue in the bin & washing your hands) - Hand washing procedures - Avoid touching your eyes, nose and mouth with unwashed hands - Social distancing protocols - New classroom procedures / protocols <p>Pupils do not share cutlery, cups, or food. All utensils are thoroughly cleaned before and after use.</p> <p>Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. Enhanced cleaning includes the mid-day cleaning of high usage shared areas (dining, toilets, wash basins, door handles).</p> <p>Site Manager/Team to ensure:</p> <ul style="list-style-type: none"> - all windows are open each morning to enable good ventilation in all rooms, and all closed each evening - all toilet/bathroom facilities are well stocked – twice a day – with anti-bacterial hand wash - school entrance(s), class sanitising stations and staff shared areas (toilets/staff room) have alcohol sanitiser hand gel for all staff and pupils to use - antibacterial spray/wipes are available in staff room/office spaces and all classrooms for use before/after each learning session - cleaner’s resources are adequate, and areas identified for mid-day cleaning (dining facilities, door handles, toilet spaces, sinks/taps) and end of day cleaning (all classroom areas utilised including designated equipment) are being cleaned as required <p>School Office Team to ensure:</p> <ul style="list-style-type: none"> - all visitors should use hand sanitiser on arrival in school and follow agreed protocols whilst in school <p>All staff to ensure:</p> <ul style="list-style-type: none"> - agreed procedures regarding the cleaning of classroom equipment is followed - any concerns re: failure to follow good hygiene practice are raised with the Head of School as a matter of urgency 				
--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

<p>Ill health</p> <p>The maintenance staff and pupil health, including those who are clinically extremely vulnerable and clinically vulnerable</p> <p>Managing high levels of staff absence on a persistent basis</p> <p>Managing high levels of pupil absence on a persistent basis</p> <p>Managing a possible outbreak within the school community</p>	<p>H</p>	<p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and loss of taste/smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus, are aware that they should not attend work if they or any member of their household have symptoms and are aware of the process to secure a test to ascertain their status.</p> <p>Staff to follow advice issued to them as a result of National Test-Track and Trace initiative. Inform HoS immediately if they have been given the directive to isolate following contact with someone who has tested positive with Coronavirus.</p> <p>In light of staff absence, HoS will consider available contingency staffing arrangements and, where necessary, consult with the Executive Principal re: reducing provision or possible school closure. Dependent upon the available information, consult Public Health England for advice.</p> <p>In light of pupil absence, first day absence procedures to be followed to ensure the reason for absence is well understood and any association with COVID is shared with the HoS and correct advice given to parents. Dependent upon the available information, consult Public Health England for advice.</p> <p>All staff are made aware of the school's infection control procedures in relation to any pupil who displays signs of being unwell via email and a virtual briefing. All staff are aware that pupils displaying symptoms which may be associated with coronavirus are immediately withdrawn from their classroom setting into the designated isolation space within school, and the matter referred to the school leader on site who can ensure the correct protocol is followed. Pupil to be sent home and parent(s) advised to seek testing. On confirmation of a positive test result, the bubble group staff and pupils will be required to isolate for 10 days.</p> <p>School Office staff/SENCO to ensure an accurate record of all staff/pupils needs. Any staff/pupils in this category who are attending school should have an updated Health Care Plan (pupils) following guidance from medical professionals, and an Individual Risk Assessment.</p>	<p>Y</p>	<p>Executive Principal / Head of School /All Teaching & Support Staff</p>	<p>17/9/20</p>	<p>M</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------	-------------------------------------------------------------------------------	-----------------------	----------

<p style="text-align: center;">Spread of infection</p> <p>Procurement of, use of & safe disposal of PPE and clinical waste</p>	<p style="text-align: center;">H</p>	<p>Managing the spread of infection is contingent upon the procurement of PPE in sufficient quantity to ensure adequate protection of all staff members in all incidents of intimate care, administering first aid and medicines, and where a pupil is isolated due to symptoms consistent with coronavirus. Where PPE is not available, the HoS will liaise with the Executive Principal /WAT to procure the equipment and avoid school closure.</p> <p>Staff follow guidance re: the use of PPE, including the safe disposal of all equipment used and the cleaning of visors, if used.</p> <p>Staff to complete:</p> <ul style="list-style-type: none"> • Infection Prevention & Control e-learning; • Putting on and taking off PPE e-learning; <p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times.</p> <p>Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units, and clean their hands after they have coughed or sneezed.</p> <p>Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</p> <p>Children or adults who have displayed symptoms of coronavirus must self-isolate for 7 days – or until a negative test result has been returned - before returning to school.</p> <p>Site Manager to ensure safe management and disposal of clinical waste materials.</p>	<p style="text-align: center;">Y</p>	<p>Executive Principal / Head of School /All Teaching & Support Staff</p>	<p style="text-align: center;">17/7/20</p>	<p style="text-align: center;">M</p>
-------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------	-------------------------------------------------------------------------------	---------------------------------------------------	--------------------------------------

<p style="text-align: center;">Physical Environment</p> <p style="text-align: center;">Social distancing for staff and pupils</p>		<p>Ensure staffing rota includes available staffing of school leaders, DSLs, First Aiders, teaching and support staff on a daily basis. Rota to provide continuity of care within bubble groups to minimise the number of social contacts made.</p> <p>Ensure the number of bubble groups which can operate on site takes account of staffing availability, room availability and adjacent facilities (access to playground, dining, handwashing and toilet facilities). Timetable provided to allow groups to move between spaces maintaining social distancing between groups. Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable. One-way systems to be introduced where internal routes have to be used.</p> <p>Ensure the maximum pupil numbers in bubble groups does not exceed normal class sizes to enable 1m social distancing within classroom environments, where possible.</p> <p>Ensure that First Aid resources/PPE is available for use within bubble groups for the treatment of minor ailments. Qualified First Aiders who may be assigned to another group must be asked to attend to a child whose injury requires specialist First Aid. A designated First Aid room must be available for use in these circumstances, and the room cleaned after each use. Increase the number of qualified First Aiders available on site through online courses.</p> <p>Ensure that the medical needs of pupils can be met within the bubble groups, including the safe storage of medicines /emergency medication and that staff have necessary training / competence to meet the medical needs of pupils.</p> <p>Inform parents that pupils are to arrive in school with minimal personal belongings. Cloak areas to be managed by staff to maximise opportunities for social distancing.</p> <p>Reading books will be used in bubble groups and not transferred between bubbles.</p> <p>Cleaning processes to be agreed/implemented so that resources are cleaned in between bubble groups.</p>	Y	Executive Principal / Head of School /All Teaching & Support Staff	17/9/20	M
------------------------------------------------------------------------------------------------------------------------------------------	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---	--------------------------------------------------------------------	---------	---

		<p>Outdoor play to be encouraged. Staff to carry disinfectant wipes to clean handles on discarded equipment (e.g. trikes etc.). Play equipment where hand contact is required, and many students can use in turn (e.g. slides) should be decommissioned. Water play equipment – chlorinated water to be used. Water to be discarded after each session. Pupils should be required to wash hands on returning to classroom following outdoor play.</p> <p>Provide floor markings / signage to support staff in managing social distancing arrangements in areas where pupils move in / form a line or are queuing.</p> <p>Provide staff with advice re: the use of shared spaces and facilities within school, including the staff room, fridge storage and hot drinks. Provide antibacterial wipes for staff use prior to using shared equipment.</p> <p>Ensure staggered timetabling and entry/exit points for bubble groups facilitates maximum social distancing between staff/parents/pupils on entry to / exit from site. Revised staff signing in procedures maximise entry points into the school building.</p> <p>Ensure parents/other stakeholders are aware that there is no entry into school unless they have arranged a meeting with a senior leader. Office Staff aware that the arrangement of meetings on site must be sanctioned by the Head of School.</p> <p>Breakfast clubs will be opened to one bubble group only.</p> <p>Update Fire Plans to take account of different usage of the building and ensure staff are briefed prior to wider opening.</p>				
Pupil Safeguarding and Wellbeing	H	<p>Review risk assessments relating to individual behaviour. Any students with known patterns of behaviour which include not following instructions, assault of pupils or adults and unsafe behaviour which may result in physical restraint should not be admitted to school during this period of restriction due to unacceptable risk of infection transfer.</p> <p>Safeguarding procedures initiated during lockdown to be maintained for all pupils who remain off site.</p> <p>First day absence calls for pupils expected to attend school should be followed in line with Attendance Policy. Any pupil not attending</p>	Y	Executive Principal / Head of School / All Teaching & Support Staff	17/7/20	M

	<p>due to suspected Coronavirus must be referred to the Head of School.</p> <p>Transition booklets for pupils will be shared via Google Classroom so that staff can begin to introduce new routines to current pupils, so they know what to expect and provide positive solutions whilst highlighting potential problems.</p> <p>Teaching in first few weeks to incorporate high level of PSHCE regarding the current situation, so that pupils are specifically taught:</p> <ul style="list-style-type: none"> - about the Coronavirus and the impact on the world currently - how to maintain the safety of themselves and others through good hygiene - the need for social distancing and how they can achieve this whilst in school - how they maintain friendships whilst social distancing is in place, including how they might signal affection through other than touch/hugging - how they use equipment in the classroom, following revised rules and expectations - how they might collectively make a record of this historical event in their lifetime – what might they do to commemorate those who have lost their lives? To thank the NHS/care workers? <p>Refer any pupil displaying high levels of anxiety or who has suffered a bereavement to the HoS/SENCO urgently, in order that individual advice / guidance can be provided.</p> <p>Establish a revised teaching timetable to enable routines to be maintained in alternate weeks, whilst staffing varies.</p> <p>Ensure expectations re: behaviour for learning and following adult instructions are well communicated, rewarded and restorative practice is used to communicate the natural consequence with pupils following any incident of non-compliance. Ensure HoS is informed and each incident is followed up as appropriate.</p> <p>Ensure SLT are called during an escalating or crisis situation. Although the avoidance of physical handling is strongly recommended, should the need to do so arises staff are encouraged to sit alongside and avoid face to face contact.</p>				
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

<p>Services</p> <p>Cleaning staff absent – cleaning no longer available</p> <p>Kitchen staff absent – lunch no longer available</p> <p>External contractors not available for essential statutory compliance / maintenance tasks</p>	M	<p>Cleaning: Contingency plan from managed service provider implemented / from the flexible working arrangements of the staff team.</p> <p>Where sufficient cleaning hours are not available – site closure will be necessary.</p> <p>School Meals: Contingency plan from managed service provider implemented – reduced meal options due to reduced staffing arrangements.</p> <p>Kitchen lead to ensure precautions are in place for all staff on site:</p> <ul style="list-style-type: none"> - Washing hands - Use of sanitiser - Social distancing - Wearing gloves, hair nets and uniform - Thorough cleaning of kitchen at the end of every service <p>Site Manager to ensure the kitchen space and toilet facilities for staff are being cleaned as appropriate.</p> <p>Kitchen lead to inform Office Manager of any staff sickness & reasons. Office Manager to report any absence related to Coronavirus to Head of School. Office Manager to liaise with Sodexo to explore contingency arrangements. Where no kitchen staff /contingency available – meal service to cease and parents informed to bring in packed lunch for their children for a directed period. Same day meal service may be required if absence is short notice.</p> <p>External contractors – Contractors to work out of school hours where possible. Contractors not to work in classrooms when occupied by class group. Contractors to maintain social distancing and wear appropriate PPE where necessary.</p> <p>Site team to inform Executive Principal/HoS where essential services cannot be completed.</p>	Y	Executive Principal / Head of School /All Teaching & Support Staff	17/7/20	L
<p>Information sharing</p> <p>GDPR</p> <p>Emergencies</p>	H	<p>Ensure all pupils' emergency contact details are up-to-date, including suitable alternative emergency contact details.</p> <p>Ensure pupil information is shared with relevant staff – including food allergies, medical information, IPRAs, IPBPs, EHCP/SEND Support Plans, PEEPs – in an efficient and data secure manner.</p>	Y	Executive Principal / Head of School /All Teaching & Support Staff	17/7/20	M

		<p>Pupils' parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</p> <p>The school has an up to date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</p>				
--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--