

Coronavirus (COVID-19): risk assessment for pupils

All Saints Academy, Dunstable

Assessment conducted by: EAF	Job title: Executive Principal	Covered by this assessment:
Date of assessment :Updated 22.03.21	Review interval: 2 weeks	Date of next review: 19.04.21

Related documents
<u>Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, Social Distancing Policy Statement, First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Behaviour Policy</u>

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

Please note that this risk assessment has been created in line with the current government guidance.

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	H	<ul style="list-style-type: none"> • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Social Distancing Policy Statement - Health and Safety Policy - Infection Control Policy - First Aid Policy - Behaviour Policy - Coronavirus (COVID-19) Full Opening Plan • The Academy has conducted a Coronavirus (COVID-19): Risk Assessment for Full Opening in September 2020, which considers all areas of risk relating to coronavirus. • 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' - [New] DfE (2020) 'Guidance for schools: coronavirus (COVID-19)' • Staff receive any necessary training to help keep pupils safe and support them, e.g. infection control and pupil wellbeing. • The Academy keeps up to date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The Academy's local health protection team (HPT) 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Social Distancing (XX) H&S (XX) Infection control (XX) First aid (XX) Behaviour policy (XX) Full opening Plan (XX)</p> <p>XX</p> <p>Collated and distributed to all staff (XX 6.9.20)</p> <p>Staff Inset 3.9.20 (XX)</p> <p>XX</p> <p>Letters gone home XX</p>	<p>6.9.20</p>	<p>H</p>

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		<ul style="list-style-type: none"> • Parents receive direct information, using a variety of media, which explains the measures that are in place to ensure the safety of the school community. • Pupils are made aware of the measures that are in place (e.g. infection control and behaviour expectations) via various methods, including staff and visual aids around the Academy. • Students breaking bubbles to be sanctioned with FTE in accordance with behaviour policy 	<p>Y</p> <p>Y</p>	<p>Student assemblies 7.9.20 (XX)</p> <p>XX (KS3)</p> <p>XX</p>		
Cleaning	H	<ul style="list-style-type: none"> • The Site Manager creates a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. • Dining areas are cleaned between use by different bubbles. • Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly. • Resources that are shared between bubbles, e.g. sports equipment, are regularly cleaned and thoroughly cleaned before they are shared between bubbles. Some resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (or 72 hours for plastics) between use by different bubbles. • Deep cleaning to occur after notified positive case. Steam cleaning of soft furnishings. 		<p>XX</p> <p>Employment of 2 extra cleaners, timetable of cleaning started to ensure changing rooms cleaned in between PE lessons Year group (bubble) sets of equipment ordered.</p> <p>XX</p>		M

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		<ul style="list-style-type: none"> There are cleaners on site whilst students are in school. They are responsible for contact cleaning of the areas that students are located in the school. 				
Minimising contact with individuals who are unwell and minimising contact with external visitors.	H	<ul style="list-style-type: none"> Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school grounds. Anyone who has been in contact with someone who has tested positive should self- isolate for 10 days. Visitors attending the site should be encouraged to do so after students have left. If this is not possible external visitors must: <ul style="list-style-type: none"> Use hand sanitizer frequently Not break student bubbles at all Wear gloves if touching fixtures and fittings Use mobile phone only to register with QR NHS code so track and trace can be utilized. Not enter site if have tested positive in last 10 days or from when symptoms began. External visitors should meet in rooms where social distancing can be maintained and all can comfortably sit 2 metres apart. Parents are informed via email/phone not to bring their children to school or onto the school premises if they show signs of being unwell and/or believe they have been exposed to coronavirus. Instances of pupils displaying coronavirus are managed in line with local and national guidance and the Infection Control Policy, and any unwell individuals are sent home as soon as possible. 		XX XX (KS3) XX (KS4) XX Parent email sent as reminder after day 1. Update in staff briefing about symptoms on day 2 and processes if confirmed cases. Online training 31.8.20 XX XX Pupils sent to bungalow for collection. Office Staff		H

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		<ul style="list-style-type: none"> • Pupils displaying coronavirus symptoms are given a lateral flow test as soon as possible. • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty breathing and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • The Academy will routinely take the temperature of pupils. • Any pupil who displays any symptoms is isolated in the bungalow until a parent/carer can collect. • The parents of an unwell pupil are informed of the situation as soon as possible by a member of staff. • Where contact with a pupil’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. • Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area that is at least two metres away from others. Depending on the age and needs of the pupil, they are supervised if needed. • If the pupil needs to use the toilet while awaiting collection, they use a spare bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE is worn by supervising staff if they cannot maintain a distance of two metres. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. 		<p>XX</p> <p>XX</p> <p>If students in the bungalow are sent home cleaner to be called over to disinfect area. Staff on duty</p>		

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		<ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • The area around the unwell individual is cleaned with normal household bleach after they have left the premises. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. 				
Test and trace	H	<ul style="list-style-type: none"> • Parents are informed, via email/phone, that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. • Parents of pupils who display coronavirus symptoms are encouraged to get their child tested. • If available, the Academy provides parents with a home testing kit for their child if they develop symptoms. • Parents are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense 		XX (Lower) XX (upper) Limited supply XX to judge		H

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		<p>of smell/taste. Other members of their household are required to continue self-isolating for the full 10-day period.</p> <ul style="list-style-type: none"> • During the period of 08.03.21 to 16.03.21 students will be tested three times in the sports hall before entering the main building provided that consent has been given. If a student tests positive, they will be sent home and normal procedures will be followed. Close contacts will be sent home to isolate for 10 days. • Students will line up outside the sports hall in their tutor group. They will enter with the sports hall with their Head of Year directing them to seats and follow the markings on the floor. Students will sit in groups of four to compete the test and will be supported by two members of staff. Students will administer the test themselves with direction from staff, and then wait for the result. If there is no positive, students will follow the floor directions and leave the sports hall when directed to by their Head of Year. They will make their way to their year group bubble and return to normal lessons. Staff will be in PPE when with students. Once the students have left the sports hall it will be cleaned before the next group is allowed in. • After students have completed three test in school, they will receive a home testing test. • Home Testing is to take place on Monday and Thursday mornings. We understand that it may not be possible to do test in the morning, so they can be done the evening before. • Staff will be given home testing kits and will take the tests on Monday and Thursday morning. Testing the evening before if the morning is not convenient. • Results are to be reported onto Edulink via the forms section. 				M M M
Confirmed cases of coronavirus	H	<ul style="list-style-type: none"> • Parents are informed, via email of how the school responds to confirmed cases of coronavirus. • Where an individual in the school community tests positive for coronavirus, the Principal contacts the local HPT immediately. • The Academy works with the local HPT to manage the response. 		XX		H

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		<ul style="list-style-type: none"> • Individuals at the Academy who have been in close contact with someone who has tested positive will either have to self-isolate of 10 days or take a lateral flow test at the start of the day for 7 days. Close contact is defined as follows: <ul style="list-style-type: none"> - Direct close contacts – face-to-face contact with an infected individual within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) from 2 days before until 10 days after the onset of symptoms - Proximity contacts – extended close contact (within one to two metres for 15 minutes or more) with an infected individual - Travelling in a small vehicle, like a car, with an infected person • Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. • A record is kept of pupils and staff in each bubble and of any close contact between individuals at the Academy. • If required, all parents are informed of the confirmed case; however, the name of the individual is not shared. • The Academy does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. • If the Academy has two or more confirmed cases of coronavirus within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the Academy continues to work with the local HPT who advises on additional actions. 				
Hygiene practice	H	<ul style="list-style-type: none"> • Infection control procedures are adhered to in accordance with the Infection Control Policy and relevant guidance from the DfE and PHE. 	Y			H

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		<ul style="list-style-type: none"> Pupils are encouraged to wash their hands regularly, including when they arrive at the Academy, when they return from breaks, when they change rooms, and before and after eating. Posters are displayed throughout the building reminding pupils to wash their hands regularly. TV screen through the academy are used to display information. Sufficient amounts of soap (or hand sanitiser where applicable), hot water, paper towels and lidded bins are supplied in relevant areas. Younger pupils and those with complex needs are supported to ensure they adopt good hygiene practices. Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. Pupils clean their hands after they have coughed or sneezed. In line with current government guidance, face coverings should be worn by adults and pupils when moving around the premises, inside classrooms, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This has been clarified to face masks must be worn at all times with the exception of that when eating or drinking and when wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This message has been communicated to pupils, parents and staff. The school assesses the ability of pupils with SEND to follow infection control procedures, and additional measures are put in place if they require extra support to follow these measures. 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>XX in year group assemblies 7.9.20</p> <p>XX (KS3)</p> <p>XX</p> <p>XX –student assemblies</p> <p>XX</p> <p>XX</p> <p>If student breaks bubbles this threatens H&S of all</p> <p>XX</p>		

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		<ul style="list-style-type: none"> Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene. Pupils whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with the Behaviour Policy. Reception is fitted with a screen to protect staff from external visitors. 				
Social distancing	H	<ul style="list-style-type: none"> Social distancing measures are implemented in line with the Social Distancing Policy Statement. Visual aids are used to display social distancing measures. Pupils are separated into groups (or 'bubbles'). Most bubbles are the size of a year group to enable the school to deliver the full range of curriculum subjects and ensure pupils receive specialist teaching. Pupils do not mix with those outside of their bubble and social distancing is maintained within a bubble as much as possible. Pupils' educational and care support plans are provided as normal. Classrooms are adapted to support social distancing, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space. Pupils queue two metres apart at entrances and exits. Lessons are within year group bubble to stop the crossing of bubbles during the school day. Queue times are staggered for lunch and breaktime to stop year groups congregating at one time. The entrance door is propped open so that students do not need touch the handle. Year groups exit the canteen at different times and via different exits to stop bubbles crossing. There is a cleaner in the canteen during lunch to continually clean surfaces. Students from different year groups follow different routes into school and enter via their own door. Parents are not to enter school site. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>XX</p> <p>XX</p> <p>XX</p> <p>XX / XX</p> <p>XX</p> <p>XX (KS3)</p> <p>Pre-ordering to reduce traffic in canteen</p> <p>No parents on site</p>		H

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		<ul style="list-style-type: none"> • Parents are briefed on new provision for the drop-off and collection of their children. • The school implements other social distancing measures where necessary, e.g. one-way systems in busy corridors and staircases. • The school assesses the ability of pupils with SEND to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures. • Managing School transport is not an issue at the Academy. • Where pupils use public transport, they are encouraged not to travel during peak times, and staggered start and end times are implemented to ensure this is possible. • Pupils are given clear messages about how to reduce the risks of transmission outside school. • Pupils whose behaviour is purposefully contrary to the social distancing measures in place will be disciplined in line with the Behaviour Policy. • Parents are informed of the social distancing rules they must follow on or near Academy premises, e.g. not congregating outside. Staff will actively disperse any students or parents congregating at the main gate. The main gate is staffed at the beginning and end of the day. • 		Made clear to staff and students in assemblies		
Resources	H	<ul style="list-style-type: none"> • Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. • Classroom resources, e.g. books, can be shared within a bubble and are cleaned regularly. • Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different bubble or rotated to 	Y	XX		M

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		<p>allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> • Pupils only bring essential items to school each day, e.g. lunch boxes, coats, iPads, stationery, and mobile phones. • Tutor rooms have cleaning wipes for students to clear their iPad every morning. • Pupils are permitted to bring bags to school. • Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation in relation to using the resources is put in place. 	<p>Y Y Y</p>	<p>XX</p>		
Communication	H	<ul style="list-style-type: none"> • The Academy keeps pupils and parents updated about any changes to procedures as necessary. • The Academy communicates with parents via email/text regarding any changes to procedures that are affected by the coronavirus pandemic, whether their child will be able to attend school, and what protective measures the Academy is implementing to keep their child safe. • Pupils attending school are informed of social distancing rules and how to maintain good levels of personal hygiene. • The Senior Leadership Team is actively present around the Academy to provide additional support, advice and reassurance. 		<p>XX / XX / XX / XX / XX</p>		M
Mental health, wellbeing and safeguarding	H	<ul style="list-style-type: none"> • The Academy provides opportunities for pupils to talk about their mental health and experiences during the pandemic. • Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. • The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. 	<p>Y</p>			M (for a minority of students)

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		<ul style="list-style-type: none"> • Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. • Staff are vigilant in discerning pupil mental health and report any concerns to the appropriate Head of Year. A new email address has been set up to allow students to access the Student Services team from their bubbles. Staff then visit the students. • Staff are sensitive to pupils' needs and worries. • Pupils who are new to the school, e.g. Year 7 pupils are provided with the appropriate support. • The Principal and the DSL liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school. • The Principal and the SENCO identify pupils with additional needs and put provisions in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. • The Principal and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens. • The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying. • The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. • The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. • Bereavement is managed in line with the Bereavement Policy. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>XX</p> <p>XX –Mentioned INSET day</p> <p>XX - INSET</p> <p>XX – XX and XX</p> <p>XX has allocated SSWs to bubbles</p> <p>Safeguarding training delivered in Sept INSET</p> <p>XX</p> <p>XX / XX –wellbeing focus on INSET days and supervisions rota to be put in place.</p> <p>XX –INSET day</p> <p>XX</p>		<p>L (for the majority of students)</p>

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		<ul style="list-style-type: none"> Where needed, the school carries out a Coronavirus (COVID-19): Return to School Risk Assessment for Individual Pupils. 		XX		
[New] Access to learning	M	<ul style="list-style-type: none"> SLT and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material. SLT and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans. SLT and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution. Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND. The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side. PE lessons take place outside where possible and pupils are kept in consistent groups. 	Y Y Y Y Y	XX XX Creative curriculum to aid recovery of knowledge SSWs support bubbles and personalised booklets in place. Revert to online learning with iPads XX –support booklets in place XX / XX to allocate catch up funding Extra cleaning of changing rooms. XX		L
	M			XX / XX / XX		L

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Extra-curricular activities	M	<ul style="list-style-type: none"> Lunch and after school electives have begun, with pupils staying in bubbles at all times. Before- and after-school clubs are not made available to pupils if doing so would put them at an increased risk of contracting coronavirus. A reduced number of pupils per session attend before- and after-school clubs once they resume. Clubs resume in line with protective measures, e.g. keeping pupils in their bubbles where possible. Parents are informed, via email/text, of any before- and after-school clubs that are resuming. 	Y Y Y Y Y	Clubs will resume but will only be based outside. These will be on a year basis ie Mon Y7 Tues Y8 etc. XX will inform all local schools that ASAD will not be competing in any fixtures with a review of this taking place in January		L
Behaviour expectations	H	<ul style="list-style-type: none"> The Academy's Behaviour Policy sets out behaviour expectations for pupils. Expectations are communicated clearly to pupils and parents. Pupils who are struggling to reengage with school are supported appropriately by relevant staff. 	Y Y Y	XX XX –assemblies 7.9.20 XX / XX / XX and XX have had discussions		M
Attendance	H	<ul style="list-style-type: none"> Parents are informed, via email, that the usual rules on Academy attendance apply from September – this means parents have a duty to ensure that their child attends regularly. The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy. In line with the most recent shielding advice, pupils that have been shielding can attend the school site. 	Y Y Y	XX welcome back letter XX XX / XX		M

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		<ul style="list-style-type: none"> Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. Where a pupil is unable to attend the Academy due to their parents following clinical and/or public health advice, their non-attendance is not penalised. Any concerns from parents and pupils about being on school site are discussed between appropriate individuals. Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils. The Academy uses additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. 	Y Y Y	XX XX / XX / XX some concerns already discussed Discussions have taken place XX / XX / XX		
Uniform	M	<ul style="list-style-type: none"> Full uniform is to be worn by pupils during normal school opening. Expectations of uniform are communicated to pupils and parents. 		XX / XX –uniform to be worn		L
Emergencies	M	<ul style="list-style-type: none"> All pupils' emergency contact details are up to date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as possible in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. 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 the policy. 		XX and Admin team XX		M

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		<ul style="list-style-type: none"> The Principal reviews whether adjustments need to be made to the fire drill – this is practised each time the number of pupils attending school changes significantly. 				
Contingency planning	M	<ul style="list-style-type: none"> There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs. The Principal liaises with the LA about local lockdown arrangements. 		XX Monday 7.9.20		M