

Confidential – For Consultation Only

This document has now been updated to reflect the wider re-opening of the Academy in March 2021.
Hessle Academy Coronavirus risk assessment: Staff working in the academy.

Assessment conducted by: V Groak	Job title: Headteacher	Covered by this assessment: Staff, governors, parents, volunteers and visitors
Date of assessment: 1/3/21	Review interval: Monthly	Date of next review: 15/3/21

Related policies and documents
September Standard Operating Procedures document <u>Infectious Control Policy</u> <u>Business Continuity Plan</u> <u>Supporting Pupils with Medical Conditions Policy</u> <u>Data Protection Policy</u> <u>Health and Safety Policy</u> <u>First Aid Policy</u> <u>Guidance on First Aid for School (DfE)</u> <u>Outbreak Plan</u> <u>Attendance Policy</u> <u>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.	H	M	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place Yes/No	By whom	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>Infection Control Policy</u> - <u>Supporting Learners with medical conditions Policy</u> • 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 academy keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE - The academy's local health protection team (HPT) - Trade Union Guidance - Trust - CLEAPPS • Staff and volunteers (rare occurrence) are made aware of the academy's infection control procedures and social distancing arrangements in relation to coronavirus via email and signage. • The Data Protection policy is followed – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. • In the event of contact from the Track and Trace team, the contact details of contacts with a confirmed case will be shared with the NHS. Only the contact telephone number will be shared and parents and staff will be informed when/if this takes place. This is not impacted on by our GDPR guidelines as it is to prevent the spread of the virus. • The Facilities Manager conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to more pupils. • The SLT reviews relevant school policies to ensure they account for new provisions 	Yes	Headteacher	M
Premises and poor hygiene practice	H	<ul style="list-style-type: none"> • Enhanced cleaning will be in operation with three cleaners on site (two at HHS and one at PPS) during the school day, ensuring that high-use areas (door handles, handrails etc.) are cleaned continuously throughout the day • Posters are displayed throughout the academy reminding everyone of infection control procedures and social distancing arrangements, e.g. regular hand washing and staying two metres apart where possible. • Everyone is encouraged to wash their hands (minimum four times per day) with soap or hand sanitiser and follow infection control procedures in accordance with the DfE and PHE's guidance 	Yes	Facilities Manager Headteacher	M

		<ul style="list-style-type: none"> • Additional hand sanitiser stations are in place in all classrooms and in numerous locations across the school site, including workrooms and designated learner assembly zones • Teachers/Support staff working directly with students will have scheduled hand washing points or sanitiser use at six points in the day: start of day, before/after break/lunch and end of day • Everyone is encouraged to catch coughs and sneezes in a tissue and dispose of the tissue in a bin. All bins are lidded and double bagged. They will be emptied by cleaning/site team ONLY wearing appropriate PPE • Sufficient amounts of soap and hand sanitiser where appropriate are checked and replenished where necessary and paper towels and bins are supplied in infection control areas, bathrooms and kitchens. • Sufficient amounts of suitable cleaning agents are available on the premises to sanitise regularly-used areas and surfaces – cleaning agents are used and stored in accordance with COSHH • The Headteacher, with the support of the Governing Body, ensures the school opens only when it is safe and advisable to do so, in line with local and national advice. • The Facilities Manager arranges for any changes to the premises to be made to account for social distancing measures. • There will be no non-essential visitors to the school • Staff at the High School will be provided with a personal mobile keyboard and mouse for them to carry around rooms, as well as a resource pack of pens, whiteboard markers etc so that they do not need to share with colleagues • The preferred method of communication with parents is conducted over the phone or by text message/email • Remote photocopiers can not be used by learners. Hand sanitiser pumps are placed at each photocopier with clear signage for staff use only. • If pupils need support with their lunch (e.g. opening food wrappers), staff will use their common sense before deciding whether to help and will use necessary hand cleaning where appropriate • Nappy changing will be conducted in the usual manner, though we have advised parents on an individual basis that we may be in a position where because of staffing/PPE availability or ratios that we cannot accept children who are not toilet trained in the Autumn Term. This will not be the case for children with an EHCP where this is an identified symptom. 			
Heating and ventilation	H	<ul style="list-style-type: none"> • All ventilation systems remain energised in normal operating mode. • Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible • Staff are encouraged to use the ventilation systems to 'purge' rooms of air when appropriate, during breaks and lunches • Staff are instructed not to block the vents on the monodraught system at the HHS • Where possible, the windows and doors of occupied rooms are open. • Ventilation to chemical stores remain operational 	Yes	Facilities Manager Headteacher	M
Fire safety and evacuation routes	H	<ul style="list-style-type: none"> • The Fire Safety Officer and Headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. • The Headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors • All learners and staff will be advised of the new protocols for Fire Evacuation and a drill will be held during September. 	Yes	Facilities Manager Headteacher	M

Cleaning	H	<ul style="list-style-type: none"> • The Facilities 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 • The necessary areas of the school are deep cleaned before opening with suitable cleaning agents • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed • Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely 	Yes	Facilities Manager Headteacher	M
Minimising contact with individuals who are unwell	H	<ul style="list-style-type: none"> • Members of staff that are classed as Clinically Extremely Vulnerable (CEV) will work from home and will be supported to make a full contribution to the work of the school • Trainee teachers continue to operate on site and are fully briefed on the school's SOP • Anyone who displays symptoms of coronavirus, or who has tested positive in the last seven days, does not enter the school grounds. • Instances of staff, pupils, visitors and volunteers displaying symptoms of 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. • Pupils/staff who are too ill to depart themselves are moved to a designated room awaiting collection, where they can be isolated behind a closed door with good ventilation. If it is not possible to isolate the patient, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises. • If the patient 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 the patient is exhibiting CV-19 symptoms, which include: <ul style="list-style-type: none"> ○ A new and persistent cough ○ High temperature or fever ○ Loss of taste and/or smell • Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds. • The area around the unwell individual is cleaned with normal household bleach after they have left the premises. • 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. • The school does not routinely take the temperature of learners or staff • Where staff require first aid but are not demonstrating symptoms of CV-19, staff will use the same low-level PPE as previous (gloves) and these patients will be provided for in a room away from the Infection Control Room. 	Yes	Headteacher Operations Manager	M
LFD Testing		<ul style="list-style-type: none"> • Provision will be made for all High School pupils to be offered three LFD tests during the first two weeks of school 			

		<ul style="list-style-type: none"> Subsequently, high school staff and pupils will be provided with LFD home test kits and requested to conduct two tests per week. Parents and staff are expected to notify NHS Test and Trace of test results and to notify the school of a positive response Staff at Penshurst will also be provided with home test kits 			
Test and trace	H	<ul style="list-style-type: none"> LFD testing All staff are encouraged to download the NHS Track and Trace App but to ensure that the phone is not left unattended while switched on as this may detect contacts incorrectly Staff members and parents are informed 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 (HR support can be provided to staff). 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. Anyone in school who displays symptoms is encouraged to get a test If available, the school provides staff and parents with a home testing kit if they develop symptoms, though the school MUST NOT administer the test. Parents and staff 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 of smell/taste. Other members of their household are required to continue self-isolating for the full 10-day period. 	Yes	Headteacher Operations Manager	M
Confirmed cases of coronavirus	H	<ul style="list-style-type: none"> Where an individual in the school community tests positive for coronavirus, the Headteacher contacts the local PHT immediately. The school works with the local PHT to manage the response Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) 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 school If required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation 	Yes	Headteacher Operations Manager	H

		<ul style="list-style-type: none"> If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local PHT who advises on additional actions The Outbreak Plan will be followed highlighting the action above 			
Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> Sanitising stations are set up in numerous locations on arrival for staff and learners Adequate amounts of soap, tissues and bins are available in the relevant areas. Pupils and staff are encouraged to wash their hands or sanitise regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating. Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene. In line with the Academy behaviour policy and Government guidance, it is mandatory for staff at PPS and students and staff at HHS to wear face coverings indoors, which includes classrooms. The only exemptions will be; <ul style="list-style-type: none"> when eating or drinking in an office or staff room where 2m+ social distancing can be guaranteed and where the room is at or under the prescribed capacity staff and students with valid medical exceptions Staff will be expected to monitor the students wearing face masks and to report any breaches to the HOY and SSM Face coverings should be plain in colour or with a simple pattern. Face coverings with any inappropriate wording or graphic images will not be allowed Face coverings should be worn, not visors, unless permission is given in advance Hygiene measures are explained to visitors and contractors upon their arrival. Learners/Parents are asked to limit their use of public transport and to avoid busy times and muse use face coverings Face coverings must also be worn on home to school transport provision Where staff have no alternative but to use public transport (following a discussion with their line manager for support) they must wear a face covering 	Yes	Facilities Team	H
Minimising contact between individuals and maintaining social distancing	H	<ul style="list-style-type: none"> Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. Pupils do not mix regularly with those outside of their bubble and social distancing is maintained within a bubble as much as possible. Staff can move between bubbles, but minimise close contact with others whilst doing so At the high school, breaks and lunchtimes will be staggered At Peshurst, breaks and lunchtimes will be staggered and a one way system will be in operation to manage the movement of pupils to and from the dining hall; enhanced cleaning will take place between year group sittings Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone. 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. 	Yes	Staffing Body	H

		<ul style="list-style-type: none"> • Visual aids are used to display social distancing measures. • Pupils take break and lunch in their year groups, and these breaks are staggered throughout the day. • No House Assemblies will take place or assemblies at the Primary School • Staff work rooms are limited to a maximum number of people at any one time; this is displayed clearly on the workroom door • Start times have not been altered • Pupils are informed that they must follow the rules on wearing face coverings on public and school transport • Peripatetic music teachers may return to school to work with students once a risk assessment has taken place • Essential agency workers (SWDP, PET etc) may return to school to support students, following school protocols • In the event of a supply teacher being required, the school will follow the Trust guidance document on securing interim teachers. • Social distancing measures are explained to all contractors and visitors upon their arrival 			
PPE	H	<ul style="list-style-type: none"> • PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. • Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins. • All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 	Yes	Facilities Manager Headteacher	M
Resources	H	<ul style="list-style-type: none"> • The use of shared resources should be kept to a minimum • Textbooks etc may be used but these should be used only where an alternative is not feasible and handling of resources should be kept to a minimum • Students should ensure high levels of personal hygiene before, during and after using resources 	Yes	Staffing Body	M
Mental health and wellbeing	H	<ul style="list-style-type: none"> • A senior member of staff and a member of the safeguarding team will be on site at all times • Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place upon completion of a risk assessment. • The Trust HR department considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • The Headteacher ensures that the school can be adequately and safely staffed. • The Assistant Head (SENDCo) identifies pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Teachers and the Assistant Head (SENDCo) work together to ensure pupils with SEND are prepared for changes to their routine. • The Operation Manager and Trust HR 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 school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures • Communication channels are available to all staff, who are required to communicate with their line managers once per week. • Staff are informed via email about who they can talk to if they have concerns, e.g. about their commitments, health, workload and mental wellbeing. 	Yes	Headteacher Operations Manager	M

		<ul style="list-style-type: none"> Staff are encouraged to communicate remotely, where possible, and to minimise close-proximity interaction. Staff are aware of how to report sickness, how long to stay away from the academy, and how they will be paid during their absence. 			
Access to learning	M	<ul style="list-style-type: none"> A separate risk assessment is conducted to identify what additional support pupils with EHC plans require to make a successful return to education. Where appropriate, pupils with EHC plans and their parents are involved in the planning for their return to school. The SLT 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. 	Yes	Deputy Headteacher Assistant Headteacher (standards)	L
Extra-curricular activities	M	<ul style="list-style-type: none"> Extra-curricular activities may resume after 8 March There will be no sporting fixtures between schools until further notice 	Yes	SLT	L
Safeguarding	H	<ul style="list-style-type: none"> 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. The DSL and Safeguarding Team, are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies 	Yes	DSL	M
Behaviour expectations	H	<ul style="list-style-type: none"> The school's Behaviour Policy and addendum sets out behaviour expectations for pupils. Expectations are communicated clearly to staff, pupils and parents. Pupils who are struggling to reengage with school are supported appropriately. Assistant Head (student welfare) conducts risk assessment prior to return to school and meets, where appropriate, with students and parents to ensure that students have appropriate behavioural support Measures are in place to ensure that the behavioural system is able to operate within year-group bubbles (e.g. maximum capacity of detention, isolation within own year group bubble) Any exclusions for Covid-related behaviours (FT or Permanent) will be recorded appropriately in accordance with DfE guidance 	Yes	Assistant Headteacher (Student Welfare)	M
Educational visits	H	<ul style="list-style-type: none"> There will be no visits in the Spring Term in line with Trust guidance 	Yes	Headteacher Operations Manager	M
Uniform	M	<ul style="list-style-type: none"> Full school uniform is required for all students The school will support families if we are notified in advance of a child's return to school, of any problems or difficulties they may have with uniform. Expectations of uniform are communicated to pupils and parents 	Yes	Headteacher Operations Manager	L

Communication	H	<ul style="list-style-type: none"> • The school's website is kept up to date with any information regarding the school being open to all pupils, e.g. dates and local arrangements. • Parents and their children are encouraged, where possible, to walk or cycle to school. • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. • All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • The Headteacher informs staff, volunteers and the Governing Body about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens • Any updates to the Academy's Standard Operating Procedures will be communicated to staff via E and B-Briefings and through weekly email to all parents 	Yes	Headteacher Operations Manager	M
Contingency planning		<ul style="list-style-type: none"> • There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs • The Outbreak plan will be implemented which will include; <ul style="list-style-type: none"> ○ The adoption of 'home working' for the majority of staff ○ The adoption of a Blended Learning Policy once it has been through the appropriate consultation ○ The Academy will ensure that all staff required to work remotely have an academy issued device or secure access to the academy network ○ The Academy will update home learning guidance to support enhanced engagement ○ Training for all teaching staff, including safeguarding guidance, to support the delivery of online lessons ○ Line managers to maintain weekly contact with any staff required to work remotely ○ Pastoral Teams to maintain weekly verbal contact with any young people required to shield at any time. Heads of Year to ensure learning provision is in place and engagement is good. 	Yes	HT	M