

Impact Education Multi Academy Trust

COVID 19 Academy Risk assessment v1.7

Academy: Hill View Academy

Date of Risk Assessment: 29/08/20

Reviewed 09/11/2020

This risk assessment is compiled in line with Government guidance for the particular challenges of our Academies and reviewed regularly as and when circumstances change. The risk assessment should be reviewed alongside the Trust Guidance for Covid-19 Estate Management.

All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded.

The risk assessment is demonstrating Impact Education and its academies are reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice.

If the guidance cannot be achieved after plans have been put in place then The Trust has to consider whether that activity or part of the Academy should be open.

COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act. If you require any assistance with this process it is recommended you contact your health and safety manager at Impact Education.

**Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of production (issued 05/11/2020). The risk assessment will be updated in line with further updates as and when they arise.*

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
<p>General controls to prevent risk of infection.</p>	<p>Staff, visitors, Pupils</p>	<p>General Controls and instruction to staff throughout the academy: -</p> <ul style="list-style-type: none"> - Children allocated classrooms and remain in their allocated groups to prevent mixing. - Increased cleaning regime. - Catch It, Bin It, Kill It to be actively promoted at all times. - Hand washing facilities in place and pupils encouraged to use these – see timetable - Be aware of staff/pupils who may constantly touch their face, mouth, nose and eyes, try and prevent this. - Staff to wear face masks or shields when not in classrooms; communal areas, when on the gates and in corridors. - Staff or pupils who may become <i>symptomatic</i> to be reminded to stay home and self-isolate for 10 days, their fellow household members should self-isolate for 14 days. - Following guidance from government for the “full opening of school” Guidance for full opening: Schools and the System of Controls there in. - Non-fire safety doors can be propped open to allow ventilation. 	<ul style="list-style-type: none"> - Establish a record of cleaning. - Enhanced cleaning throughout the day. - Reminders of robust hand & respiratory hygiene. - Windows opened in the morning for ventilation - (Sarah/Kate. P put signs up in each classroom) - Limit number to 4 in staffroom – staff to bring their own lunch/bring own refreshments - Staff recommended not to share equipment and to clean if they must - No reading books/resources sent home with children OR staff - Children not to bring anything from home - Children are asked to wear uniform and to ensure fresh clothes are worn each day - Reminder to parents and staff of symptomatic people or those in the household of 	<p>All Staff</p> <p>SPIE</p> <p>SLT</p> <p>Sarah/Kate. P</p> <p>Lisa</p>	<p>On - going</p>	

		<ul style="list-style-type: none"> - Windows to be opened each morning to allow adequate ventilation. - Staggered times for staff to use staff room and facilities and chairs removed to ensure social distancing - Academy will have hand sanitizers at main entrances and exits - Staff will be issued with personal hand sanitizers bottles which can be refilled - Glove dispenser points will be provided where necessary - Regular cleaning of key touch points such as door handles – will be continually done by the site manager during the day - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. - Any equipment passed between teachers will be cleaned before use - IT Equipment to be cleaned before used between bubbles. - Prevention of materials being taken home by pupils or brought in to mitigate the risks - Active engagement with NHS Test and Trace with support from Impact Central Team. - Reporting confirmed cases of coronavirus using the new DfE Helpline. 	<p>someone who is symptomatic are not to attend academy.</p> <ul style="list-style-type: none"> - Parents informed of the procedures in relation to COVID19. - Ensure sufficient PPE and hand sanitizers in stock. - Staffroom tea/coffee etc canisters to be wiped down daily - Do not disturb sign to be put on isolation room door - Weekly meeting to review and plan moving forward 			
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		<ul style="list-style-type: none"> - If finding this reporting line an issue we can now use local PHE reporting lines: - Calderdale testtraceandisolation@calderdale.gov.uk 07714 922670 - Kirklees sean.westerby@kirklees.gov.uk - 07850 559698 				
Clinically vulnerable staff	Staff	<ul style="list-style-type: none"> - Clinically vulnerable staff can attend school. Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Adults should continue to take care to socially distance from other adults including older children and adolescents. - Staff who are pregnant are generally advised to follow the above advice but more information is available at The Royal College of Obstetricians & Gynaecologists - Staff will be sent a questionnaire re any health issues before they return to work. 	<ul style="list-style-type: none"> - Leadership to review daily with any vulnerable staff. - Individual meetings with staff that arise re- barriers to returning to work (JW) 	SLT	7/8/20	
Use of Classrooms	Staff, Visitors, Pupils	<ul style="list-style-type: none"> - Classroom furniture will be forward facing. - Staff to maintain distance from pupils and other staff as much as possible, ideally 2mts. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. - Windows are opened every morning for good ventilation. - Classrooms to be regularly cleaned. - Social distancing to be promoted at all times 	<ul style="list-style-type: none"> - Regular cleaning throughout the day. - Daily review of all controls. - Fire evacuation procedures and muster points – to be reviewed and staff briefed - Routes for each class in and out of school to be reviewed and identified- fed back to staff and parents 	All Staff SLT SPIE Sarah/Kate.P	7/8/20	

		<ul style="list-style-type: none"> - Classrooms to be accessed from playground to use these access points instead of going through academy. - Phones – Landlines will be wiped down after every use. 	<ul style="list-style-type: none"> - Ensure hand cleaning when returning back into the building from outside 			
Music & Drama	Staff, pupils, visitors	<ul style="list-style-type: none"> - Whilst the Department for Culture, Media & Sport commission further research into mitigating risk, The Music, dance and drama in school guidance should be followed at all times. 				
Provision in Early Years	Staff, Pupil Visitors	<ul style="list-style-type: none"> - EYFS ratios still to be met - Groups to be reduced with regular staff and pupils to prevent mixing. - Personal contact cannot be avoided in such setting. - All soft furnishings have been removed as per guidance. - Actions for Early years and Childcare providers 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. - Staggered start/finish times - Toilets used attached to classrooms - Provide PPE or wash hands if personal contact cannot be avoided 	All Staff SLT	7/8/20	
Use of Corridors	Staff, pupils, visitors	<ul style="list-style-type: none"> - Children can pass in corridors as this is low risk but where possible this is to be avoided. - Pupils to use entrance / exit doors in own classrooms. - Where possible establish a one-way system to prevent crossing on the corridors. 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. 	All Staff SLT	7/8/20	
Use of toilets and cloakrooms	Staff, pupils, visitors	<ul style="list-style-type: none"> - Allocate toilets to classes to minimise cross over. - Available hand washing facilities with encouragement to use these facilities regularly and prior to eating. 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. - Coats on back of chairs - Regular cleaning of cloak and toilet areas. 	SPIE SLT	8/6/20	

		<ul style="list-style-type: none"> - Hand driers have been isolated in all toilets and hand towels provided 				
PE & Use of the playground and outdoor play equipment	Staff, Pupils, Visitors	<ul style="list-style-type: none"> - Stagger break/ lunchtimes where available to do so or segregate into different playgrounds. - Continue to promote social distancing where possible. - Ensure a cleaning regime includes the playground equipment is cleaned between different groups or take out of use if necessary. - Toys and equipment should not share toys and equipment unless cleaned in-between. - Contact sports such as football and basketball can now go ahead following new guidance. <p>Physical activity in Schools</p>	<ul style="list-style-type: none"> - Monitor and review on a daily basis. - Outdoor equipment to be taped off - Toys to be cleaned and allocated to groups - SPIE – to tape off climbing frames. 	All Staff Cheryl SLT	7/8/20	
Drop off/collection areas for parents and access pathways	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> - Parents/ carers informed of their pick up/ drop off times and points. - If bottle neck/ areas in which children in their allocated groups cannot be distant then stagger starting/ finishing times. - Open gates to utilise playground space to prevent adult to adult interactions - Mark floor pick up point with 2m separation distance, painted markers in place. - Academies should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of 	<ul style="list-style-type: none"> - Establish a plan for collection and drop off and communicate this to parents. 	All Staff SLT SPIE	8/6/20	

		temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.				
Catering and use of exiting food hall	Staff, pupils, Visitors	<ul style="list-style-type: none"> - School kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19). - The kitchen risk assessment can be viewed at HVA Catering COVID-19 Risk Assessment - Deliveries to be contactless where possible. - Hygiene standards to be maintained - Food will be delivered to classrooms 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. - Catering managers to relay this to all members of their teams. - Catering staff to remain outside the classrooms. N/A at this stage. 	Catering teams SLT	8/6/20	
Reception area	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> - Parents informed first point of contact is to call the academy instead of face to face. - The design of the reception area may already create a barrier between front facing staff and others. - Children to enter the academy via other entrances other than reception if possible. 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. - Consider 2 metre markers if reception design doesn't allow for clear barriers. - Children enter via classroom doors. - Hand sanitiser available at reception. 	Sarah/Kate .P	7/8/20	
Clinically extremely vulnerable	Staff, pupils, visitors	<ul style="list-style-type: none"> - New Advice for those Identified as Clinically Extremely Vulnerable - You are strongly advised to work from home. If you cannot work from home, you should not attend work for this period of restrictions. 	<ul style="list-style-type: none"> - Request information from staff and parents to identify those in these categories. - Keep in contact with those who are shielding. 	SLT	7/8/20	

		Additional support and guidance can be found within the link above.				
Other groups vulnerable to Covid-19 – BAME (page 3, point 5)	Staff, pupils and parents	<ul style="list-style-type: none"> - Academies should be sensitive to the needs and worries of BAME members of staff, parents and pupils. 	<ul style="list-style-type: none"> - Academy has clear lines of communication for all staff, parents and pupils. - Open and regular communication with local Public Health and Council Officials with regards to local demographic and mitigating risks. 	SLT	8/6/20	
Staff contingency arrangements	Staff, pupils	<ul style="list-style-type: none"> - Ensuring there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff. 	<ul style="list-style-type: none"> - Ensure staff are aware of the reporting procedure to highlight if they have any symptoms. 	SLT	8/6/20	
Area for isolation/first aid and separate toilet	Staff, Pupils,	<ul style="list-style-type: none"> - Disabled toilet (exit through PPA room) has been Identified as an appropriate area which will be used for first aid, maintain cleaning standards and clean after each treatment. - <i>(ideally this room should have door to outside so that the child can be picked up without walking through the academy – PPA room door)</i> - Internal phone used to contact main office and ask for parents/carers to be contacted - https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ 	<ul style="list-style-type: none"> - Regular cleaning throughout the day. - Daily review of all controls. - Appropriate store of PPE available - Windows to be opened for ventilation/door propped open - Do not disturb sign to be placed on isolation room door - Identify staff to cover 	All staff and first aiders SPIE SLT	7/8/20	

<p>Symptomatic staff or pupils inc Test Kit information</p>	<p>Staff, visitors, pupils</p>	<ul style="list-style-type: none"> - Disabled toilet area is available for anyone who is symptomatic so they can wait for a parent to collect. - Area in which symptomatic people are awaiting requires to be cleaned after use. - Staff and Children are eligible for testing. - Those staff who require close supervision while awaiting collection will be provided with PPE i.e. face shield, respirator FP3, gloves and apron. - If anyone develops coronavirus (COVID-19) symptoms in an education setting they must be sent home and advised to follow the Guidance for Households with Covid-19. - Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID - Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> o Book a test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit 	<ul style="list-style-type: none"> - Questionnaire to be completed prior to staff returning to academy to highlight they are well to attend academy. - Review where in academy this would be best located - Establish a clear procedure of how to access testing and when someone should be tested. - Ensure that up to date details for staff members are available - Identify staff to cover 	<p>All Staff Kate.P / Sarah</p>	<p>7/8/20</p>	
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		<ul style="list-style-type: none"> ○ Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace ○ Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) - <u>Engage with the NHS Test and Trace process and be aware of:</u> - <u>COVID-19 Test Kits for Schools & FE providers</u> 				
Assembly & gatherings	Staff, Pupils Visitors	<ul style="list-style-type: none"> - Where possible assemblies for the academy will be avoided and done in classrooms on PowerPoint. - If possible, conduct outside to allow for social distancing. 	- Establish a clear procedure of how to you will carry out your assemblies and communicate this clearly with all staff.	SLT	7/8/20	
Transport arrangements	Staff, Pupils, Contractors	<ul style="list-style-type: none"> - Where possible transport to adhere to social distancing with seating being organised and distributed throughout the bus. - The buses to have windows open to provide ventilation and additional cleaning to be introduced. - Those travelling by bus to have access to wash facilities/sanitiser and PPE. - Remember the use of face coverings for children (except those under the age of 11) - public transport (aeroplanes, trains, trams and buses) - taxis and private hire vehicles 	- Establish an agreement with the transport provider of the controls they will have in place to ensure safety.	Admin teams	N/A	

		<ul style="list-style-type: none"> - <u>Face Coverings: when to wear one, exceptions, and how to make our own NOV 2020</u> 				
Personal Protective Equipment (PPE)	Staff, Pupils	<ul style="list-style-type: none"> - PPE to be used where necessary and as appropriate. - PPE must be worn by staff caring for a child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). - PPE to be sourced prior to opening. - PPE signed out when used. - Risk assessment already in place for children with intimate care need (PPE to continue to be used in usual way) - <i>Government advice not to use face masks or visors in this situation (NB: Special academy will require different assessment)</i> 	<ul style="list-style-type: none"> - Inform staff of the requirements for PPE and provide information for their safe usage. - Individual risk assessments to be conducted. - If a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from 	All staff without exception SLT	7/8/20	

			coughing, spitting, or vomiting, then eye protection should also be worn			
Face Coverings	Staff, Pupils	<ul style="list-style-type: none"> - From 5th November 2020 new advice will apply to the use of face coverings by staff and pupils in Education, and to learners in further education. - This guidance is for schools and other education institutions that teach people in years 7 and above in England. - There is separate guidance for early years and childcare providers and schools with children in year 6 and below. - Face coverings in Education 	<ul style="list-style-type: none"> - Senior leaders within each setting to determine the local requirements for the use of Face Coverings. 	SLT		
Home visits into the property	Staff, Families, Pupils	<ul style="list-style-type: none"> - No home visits to be conducted for those who are currently shielding or those who are symptomatic. - Hand sanitiser provided for staff required to conduct home visits - Staff advised to change clothing after a home visit. - Home visits can be conducted 2m from outside the front door (any concerns will be directed to social services in the normal manner) 	<ul style="list-style-type: none"> - Establish/ update home visit procedure to include COVID19 controls. 	All staff SLT	7/8/20	
Visitors & Contractors in academy		<ul style="list-style-type: none"> - Where possible avoid visitors and contractors from attending the academy - Where necessary obtain confirmation those who will be on site are not showing signs of COVID19. 	<ul style="list-style-type: none"> - Aspects relating to COVID to be included in the contractor rules for the academy. - Contractors and visitors to establish in writing (via 	SPIE	7/8/20	

		<ul style="list-style-type: none"> - Provide handwashing or hand sanitiser facilities for visitors/ contractors. - Allow for social distancing for the contractor while in place such as contactless signing in, hand washing and an isolated area for the contractor to work in. any supervision conducted with a distance of at least 2m. 	email) they are not showing symptoms of COVID19 or a declaration to be established for signing in.			
Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - Ensure team teach training has been achieved by teachers who are required to carry out physical restraining. - Ensure wash facilities are available after a close contact event. - No child or member of staff should be in academy if they are symptomatic. - Usual first aid procedures to continue using PPE as required - Headteacher to review restraint policy (if applicable) based on each case as it arises. - https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ 	<ul style="list-style-type: none"> - Team Teach actions should only be considered as a last option. - Part time timetable parents to be contacted re- returning to school arrangements and behaviour expectations - Monitor and review on a daily basis. - Review any personal RA for students known to have exited the building or been involved in a fight. 	SLT	7/8/20	
Waste	Staff, pupils	<ul style="list-style-type: none"> - Waste to be regularly removed from within the building and in the outdoor bins. 	<ul style="list-style-type: none"> - If someone is symptomatic and isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection. 	SPIE	7/8/20	
Health and Safety general considerations	Staff and pupils	<ul style="list-style-type: none"> - Academy will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc. - Site inspection to be conducted prior to reopening of any section of the academy 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. 	All staff All staff without exception SLT	7/8/20	

		<ul style="list-style-type: none"> - No fire drills conducted to prevent congregations of people - Security on external gates and perimeter to be monitored by senior management and the site manager as the academy will be more open accessible with staggered starts etc. - Lockdown procedure has been reviewed and the new arrangements have been given to staff 				
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Assessors Name: Phill Horsfall, 09/11/2020

Assessment Review Date: *Dynamic review, minimum monthly review by PH.*

CEO Signature:..... *M.K.*

LGB Signatory:

Headteacher signature: Kate Eastwood