



## **Covid-19 School Risk Assessment**

**04.01.2021**

This risk assessment is to ensure there are measures in place at this school to keep pupils and staff safe during the Covid-19 pandemic.

This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for our school.

The Department for Education coronavirus (COVID-19) helpline is available to answer questions about coronavirus (COVID-19) relating to education settings. Please select option 1 or 2 if you require specific advice on the action to take to respond to a positive case of coronavirus (COVID-19) in your setting. This option will take you through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with you to identify close contacts and will inform you what action is needed based on the latest public health advice. Please select option 3 or 4 for any other questions about coronavirus (COVID-19) relating to education settings.

Phone: 0800 046 8687. Opening hours: Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 4pm

Public Health England's (PHE) dedicated advice service provides support on the actions staff should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).

Phone: 0800 046 8687 – option 1 to report a positive test within your setting. Opening hours: Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 4pm

You should continue to inform your local authority of a positive case in your setting.

<b>Address of school:</b>	Unit 6,7,8 Quarry Park Close Northampton NN3 6QB
<b>Risk assessment completed by:</b>	Mark Pittam
<b>Date of assessment:</b>	04/01/2021
<b>Date of next review:</b>	19/02/2021

Significant Hazard Section	Control measures in place:	Notes:
<b>Asymptomatic Testing</b>	Lateral flow Test site to be set up and carried out according to NHS and DfE guidelines including key equipment and layout requirements	
	<ul style="list-style-type: none"> <li>• Workforce roles, online training and competency established</li> <li>• Full PPE provided and staff trained</li> <li>• Guidelines to register and record results to be followed</li> <li>• Quality assurance processes put in place</li> </ul>	
<b>Social distancing and reducing risk of transmission</b>		
Groups of people gathering on school premises	<ul style="list-style-type: none"> <li>• Pupils arrive on transport in small groups or individually</li> <li>• Staff are present at arrival and departure times to encourage social distancing measures</li> <li>• Lidded bin available for the safe disposal of face coverings</li> <li>• Groups should be kept together throughout the school day where possible to reduce interaction across groups</li> <li>• Staff supervise pupils during breaks to maintain social distancing</li> </ul>	
Overcrowding in classrooms and corridors.	<ul style="list-style-type: none"> <li>• Group sizes are limited to each individual room</li> <li>• Desks are spaced as far apart as possible</li> <li>• Interactions take place side to side, instead of face to face, wherever possible</li> </ul>	<ul style="list-style-type: none"> <li>• Room capacity is to be displayed at the entrance to the rooms</li> </ul>

	<ul style="list-style-type: none"> <li>• Unnecessary furniture and furnishings are removed where practical to create space</li> <li>• Staff are present to encourage social distancing and manage traffic around the school</li> <li>• 2m and direction arrows marked on the floor where appropriate</li> </ul>	
Groups mixing during breaks and lunchtime compromising social distancing.	<ul style="list-style-type: none"> <li>• Lunch is delivered to each classroom</li> <li>• Pupils eat their lunch in their classroom</li> <li>• Staff are always present to encourage social distancing and manage break and lunchtime routines</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to deliver lunches to classrooms</li> </ul>
The use of face coverings	<ul style="list-style-type: none"> <li>• The use of face coverings will be encouraged in corridors and communal areas for pupils, staff and visitors.</li> <li>• During the lockdown period, the use of face coverings in communal areas and corridors will be compulsory for staff and visitors, and strongly encouraged for pupils</li> </ul> <p>Where local restrictions apply</p> <ul style="list-style-type: none"> <li>• When an area moves to Local COVID Alert Level: high or very high, face coverings must be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</li> <li>• In the event of new local restrictions being agreed, we will communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.</li> <li>• Exemptions; Some individuals are exempt from wearing face coverings. This applies to; those who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability; speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate.</li> <li>• Proof of exemption is to be presented to On Track</li> <li>• Coverings are to be worn in taxi / transport both to and from the centre unless proof of exemption is given.</li> </ul>	
Premises related matters		
Floor markings to indicate social distancing and direction of traffic.	<ul style="list-style-type: none"> <li>• Floor tape is used to mark out 2m distancing throughout communal areas of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to inform H&amp;S Officer or member of the SLT if tape becomes loose or worn.</li> </ul>
Smaller rooms to comply with social distancing and safe working practice	<ul style="list-style-type: none"> <li>• The number of pupils and staff in smaller rooms will be closely monitored</li> <li>• Chairs will be removed / placed apart</li> <li>• Desks will be forward facing where possible</li> </ul>	

Ventilation to reduce spread	<ul style="list-style-type: none"> <li>• Windows will be opened wherever temperatures allow and between classes</li> <li>• Doors will be propped open, unless they are a fire door</li> <li>• Where a room does not have natural ventilation, fans will be used to move air around in between classes</li> </ul>	
Management of waste	<ul style="list-style-type: none"> <li>• There is a lidded pedal bin in each classroom and area of the school</li> <li>• Bins are double bagged when emptied</li> <li>• Bins are emptied throughout the day if full</li> <li>• All clinical waste / PPE bins are emptied daily</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are to monitor the bins throughout the day.</li> </ul>
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> <li>• Each staff member is responsible for cleaning down learning areas, and the equipment used after each session, or photocopiers, etc. after each use.</li> <li>• Each staff member is responsible for cleaning down door handles and light switches in their area of the school</li> <li>• All areas of the school are cleaned professionally at the end of each day.</li> <li>• Soft furnishings to be removed where practical</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning equipment is available upon request from the office in unit 1.</li> </ul>
Shared resources and equipment increasing spread	<ul style="list-style-type: none"> <li>• Pupils are provided with their own stationary</li> <li>• Pupils are encouraged to use sanitizer when entering the classroom</li> <li>• Equipment is cleaned down after each session</li> </ul>	
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<ul style="list-style-type: none"> <li>• The cleaning company have increased their hours daily to suit the needs of the centre</li> </ul>	<ul style="list-style-type: none"> <li>• To be monitored daily and adjusted where necessary.</li> </ul>
Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> <li>• There are sinks in each toilet</li> <li>• There is spare hand wash stored and replenished at the end of each day</li> <li>• There are spare handtowels stored and replenished at the end of each day</li> </ul>	
Sufficient hand sanitizer available for staff and pupils	<ul style="list-style-type: none"> <li>• Hand sanitizer is available in every room and by every entrance in the school</li> </ul>	
Additional time for staff and pupils to carry out handwashing	<ul style="list-style-type: none"> <li>• Each staff member is responsible for allowing pupils extra time to wash their hands as required</li> </ul>	
Handwashing practice with children	<ul style="list-style-type: none"> <li>• Each staff member is responsible for role modelling good hand washing practice</li> <li>• Each staff member is responsible for encouraging pupils to wash their hands as appropriate</li> </ul>	
Good respiratory hygiene	<ul style="list-style-type: none"> <li>• Each staff member is responsible for role modelling good respiratory hygiene</li> <li>• Each staff member is responsible for encouraging pupils to 'catch it, bin it, kill it'</li> <li>• Tissues are provided in every classroom and each staff member is responsible for replenishing these from the main supply</li> <li>• Lidded bins are in all classrooms</li> </ul>	

Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> <li>• KD &amp; SOC are the staff members responsible for maintaining the main supply of these products</li> </ul>	<ul style="list-style-type: none"> <li>• All staff are to request supplies when required</li> </ul>
Toilets being overcrowded	<ul style="list-style-type: none"> <li>• Pupils are supervised at all times and only one person at a time will use the toilets</li> </ul>	
Staff related issues		
Staff measures to reduce contact and transmission	<ul style="list-style-type: none"> <li>• Each staff member is responsible for following Covid-19 related guidance, including the use of face coverings</li> <li>• Each staff member is responsible for keeping 2m ideally, or 1m, from anyone</li> <li>• Hot desking will be avoided where possible</li> <li>• Office spaces and staff rooms are arranged to support social distancing</li> <li>• Staff meetings are held virtually or in small socially distanced groups</li> <li>• Staff are able to leave site early to complete paperwork at home if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings are to be held at the back area of the units.</li> </ul>
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<ul style="list-style-type: none"> <li>• Clear Covid-19 related instructions are given to all visitors</li> <li>• A record is kept of all visitors to the school</li> <li>• Only essential visitors are permitted access to the school site when pupils and staff are present</li> </ul>	
Insufficient staff capacity to deal with numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<ul style="list-style-type: none"> <li>• School Closure Policy to be followed; consider how the school timetable can be modified to utilise the skills of staff available for the school to remain partially open; consider how a reduction in pupil numbers could allow for the school to remain open; if operation cannot be achieved, and with the agreement of the Governing Body, close or partially close the school and communicate the closure/partial/early closure to all relevant parties and update the school website</li> <li>• Implement full programme of remote learning for pupils not on site</li> </ul>	
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<ul style="list-style-type: none"> <li>• Communicate the packages of support available; including support meetings, BUPA employee assistance programme, HR advice</li> <li>• School Closure Policy to be followed</li> </ul>	
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<ul style="list-style-type: none"> <li>• This risk assessment is shared with all staff</li> <li>• Daily communication with all staff to share any changes or development; through email where possible</li> </ul>	
Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> <li>• Information provided to staff: <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></li> </ul>	
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<ul style="list-style-type: none"> <li>• If a pupil becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</li> <li>• If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that</li> </ul>	

	<p>there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <ul style="list-style-type: none"> <li>• Fluid resistant face masks, aprons and eye protection is available and a supply is maintained.</li> </ul>	
Assessment of all staff, including high risk staff with underlying health conditions or other risk factors	<ul style="list-style-type: none"> <li>• Individual risk assessment undertaken and this risk assessment to be reviewed regularly and when there are local changes</li> <li>• School maintains all actions outlined in this risk assessment to remain Covid secure;</li> </ul>	<ul style="list-style-type: none"> <li>• Individual risk assessments are to be undertaken by HR.</li> </ul>
Staff use of PPE	<ul style="list-style-type: none"> <li>• Staff can request face masks, face shields, aprons, gloves and eye protection from the school's main supply, for use at work</li> <li>• Information provided to staff: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></li> </ul>	
Use of PPE Lack of understanding	<ul style="list-style-type: none"> <li>• Information provided to staff: <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></li> </ul>	
Dealing with suspected and confirmed case/ cases and outbreak.	<p>The Department for Education coronavirus (COVID-19) helpline is available to answer questions about coronavirus (COVID-19) relating to education settings. Please select option 1 or 2 if you require specific advice on the action to take to respond to a positive case of coronavirus (COVID-19) in your setting. This option will take you through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with you to identify close contacts and will inform you what action is needed based on the latest public health advice. Please select option 3 or 4 for any other questions about coronavirus (COVID-19) relating to education settings.</p> <p>Phone: 0800 046 8687. Opening hours: Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 4pm</p> <p>Public Health England's (PHE) dedicated advice service provides support on the actions staff should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).</p> <p>Phone: 0800 046 8687 – option 1 to report a positive test within your setting. Opening hours: Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 4pm</p>	

Pupil related issues		
Possible symptoms of Covid-19	<ul style="list-style-type: none"> <li>• Staff remain vigilant for developing symptoms throughout the day</li> </ul>	<ul style="list-style-type: none"> <li>• Staff position at rear of building at mornings when students arrive. Health and wellbeing checks undertaken upon arrival.</li> </ul>
Pupil understanding	<ul style="list-style-type: none"> <li>• Pupils know what the main symptoms of Covid are and know to report these if they develop symptoms, no matter how mild</li> <li>• Pupils know to report any suspected family/friend Covid cases to staff</li> <li>• Guidance is displayed around the school</li> <li>• Staff work to encourage pupils to become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread</li> </ul>	
Pupils unable to follow guidance	<ul style="list-style-type: none"> <li>• Individual risk assessment updated accordingly and control measures introduced</li> <li>• Consideration given to timetabling, staffing ratios, limited movement around site, outreach provision</li> </ul>	<ul style="list-style-type: none"> <li>• Any issues with students not following guidance are to be reported to a member of the SLT immediately.</li> </ul>
Pupils equipment	<ul style="list-style-type: none"> <li>• Pupils have been informed not to bring unnecessary equipment into school</li> <li>• Pupils are provided with individual stationary and equipment wherever possible</li> <li>• Equipment is cleaned down after every session</li> </ul>	
Member of a class becoming unwell with COVID-19	<ul style="list-style-type: none"> <li>• If a pupil is awaiting collection, they will be moved to a room where they can be isolated behind a closed door and with appropriate adult supervision if required</li> <li>• Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 meters away from other people</li> <li>• Suitable rooms have been allocated for this purpose and communicate intentions to staff; (identify them)</li> <li>• Suitable PPE (including fluid resistant face mask) is available at these locations</li> </ul>	
School Covid test kits	<ul style="list-style-type: none"> <li>• These may be offered in exceptional circumstances if an individual becomes symptomatic and they may have barriers to accessing testing elsewhere</li> </ul>	
Remote learning	<ul style="list-style-type: none"> <li>• If a pupil is self-isolating, remote learning will be provided by the school from the duration of their isolation</li> <li>• Pupils will be provided with remote learning equipment as required</li> </ul>	

<b>Transport</b>		
Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> <li>• Pupils are transported to school in local authority transport</li> </ul>	
Travel in school vehicles	<ul style="list-style-type: none"> <li>• Each journey will be risk assessed and only journeys which are necessary in order to meet pupil need are approved</li> <li>• Each journey is approved in advanced by the SLT</li> <li>• Pupils and staff must wear face coverings when travelling in school vehicles</li> <li>• The windows should be open to the extent that temperature and weather conditions safely allow</li> <li>• Social distancing measures should be maximized, including limiting numbers in vehicles if possible</li> <li>• Hand sanitizer should be used by pupils and staff at the start and end of each journey</li> <li>• Staff are responsible for sanitizing interior and exterior vehicle touch points before and after every journey</li> </ul>	
Travel in staff cars	<ul style="list-style-type: none"> <li>• Each journey will be risk assessed and only journeys which are necessary in order to meet pupil need are approved</li> <li>• Each journey is approved in advanced by the SLT</li> <li>• Pupils and staff must wear face coverings when travelling in vehicles</li> <li>• The windows should be open to the extent that temperature and weather conditions safely allow</li> <li>• Social distancing measures should be maximized, including limiting numbers in vehicles if possible</li> <li>• Hand sanitizer should be used by pupils and staff at the start and end of each journey</li> <li>• Staff are responsible for sanitizing interior and exterior vehicle touch points before and after every journey</li> </ul>	
<b>Curriculum considerations</b>		
Music activities	<ul style="list-style-type: none"> <li>• Pupils will be positioned back to back or side to side and social distancing maximised</li> <li>• Any music activity will take place in a well ventilated area or room</li> <li>• Instruments will be sanitised before and after use</li> <li>• Instruments will not be shared</li> </ul>	
Physical activity in schools	<ul style="list-style-type: none"> <li>• Sports and play equipment will be sanitised before and after use</li> <li>• Social distancing will be maximised</li> </ul>	



Educational visits	<ul style="list-style-type: none"> <li>All educational visits will be risk assessed and will take into account Covid-19 measures</li> </ul>	
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<ul style="list-style-type: none"> <li>All staff involved in the preparation of food, or th teaching of food technology, have had food hygiene training</li> <li>Staff involved with food preparation will comply with the relevant hygiene related information within <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></li> </ul>	
Communications with parents and others		
Parents, contractors and other staff entering or working in the building	<ul style="list-style-type: none"> <li>Signs are displayed telling all parents, carers and visitors not to enter the school if they are displaying any symptoms of Covid-19</li> </ul>	
Oversight by directors		
Lack of director oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<ul style="list-style-type: none"> <li>The directors monitor the school's work remotely using the SchoolPod information management system</li> <li>There are regular phone calls and virtual meetings between the SLT and the Directors</li> <li>The SLT report half termly to the Directors</li> <li>A Director will visit the school every half term, unless restrictions disallow, to assess the Covid safety of the school</li> </ul>	