

Impact Education Multi Academy Trust

COVID 19 Academy Risk assessment v2.0 (Return to School)

Academy – The Whitley AP Academy

Date of Risk Assessment – 29/08/2020

Reviewed 01/03/2021

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 01/03/2021). 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 to form groups and remain in their allocated groups to prevent mixing as much as possible, Year 11 groups will change based on existing Vocational Options. During National Lockdown pupils who do attend will be in Key Stage groups which are not their normal teaching groups. (PH & RA) • 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. Separate facilities for pupils and staff. • Be aware of staff / pupils who may constantly touch their face, mouth, nose and eyes, try and prevent this. • Staff or pupils who may become symptomatic to be reminded to stay home and self-isolate for ten days, their fellow household members should self-isolate for ten days from the day after the individual tested positive. 	<ul style="list-style-type: none"> • Establish a record of cleaning, detailing each room / area to be cleaned. (CC) • Enhanced cleaning throughout the day. (Site Team) • Reminders of robust hand & respiratory hygiene, visual signage to support this to be in place. (All Staff) • Reminder to parents and staff of symptomatic people or those in the household of someone who is symptomatic are not to attend academy. (PH & RA) • Parents informed of the procedures in relation to COVID-19. (PH & RA) • Ensure sufficient PPE and hand sanitizers in stock. (CC & PHo) • Learning resources / equipment to be provided by school. Pupils’ pencil cases to be kept in separate Zip Lock bags, these must not 	<p>All staff.</p>		

		<ul style="list-style-type: none"> • Following guidance from government for the “full return of schools” the • Additional operational guidance for special schools, special post 16 institutions and alternative provision should be read alongside the Schools coronavirus (COVID-19) Operational Guidance February 2021 • Where possible - windows to be opened each morning to allow adequate ventilation. These can be partially closed during lessons and opened again at break and lunchtimes to purge the rooms, see HSE Ventilation and Air Conditioning during COVID-19. If windows do not open - vents to be opened prior to the school day starting. (Site Team) • Staffroom use to be limited, no longer to be used as a workspace – ICT facilities removed; limited seating provided to restrict numbers and support social distancing. (CC) • Academy will have hand sanitizers at main entrances and exits. (CC) • Staff will be issued with personal hand sanitizers bottles which can be refilled. (CC) 	<p>leave the Academy site. (All Staff)</p> <ul style="list-style-type: none"> • Measures to be reviewed on a regular basis. (PH, RA, CC & PHo) 			
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| | | <ul style="list-style-type: none"> • Regular cleaning of key touch points such as door handles – will be continually done by the Site Team during the day. (CC & Site Team) • Resources that are shared between classes or bubbles, such as sports, art, technologies and science equipment should be cleaned frequently. No need to clean between bubbles as the Academy is operating as one bubble. • Any equipment passed between teachers will be cleaned before use. (All Staff) • ICT equipment to be cleaned after use every lesson - between teaching groups. (CN) • Prevention of materials being taken home by pupils or brought in to mitigate the risks. (All Staff) • Active engagement with NHS Test and Trace with support from Impact Central Team. (All Staff) • Reporting confirmed cases of coronavirus using the new DfE Helpline. Posters with contact information displayed in offices. (SLT) | | | | |
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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 				
Clinically vulnerable staff	Staff	<ul style="list-style-type: none"> Clinically vulnerable staff can attend school following the Additional operational guidance for special schools, special post 16 institutions and alternative provision and Schools coronavirus (COVID-19) Operational Guidance February 2021 CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home. 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 invited to meetings with PH / RA to clarify any health issues before they return to work. (PH & RA) 	<ul style="list-style-type: none"> PH / RA to meet with staff when requested. PH / RA to review daily with any vulnerable staff. 	SLT.		
Use of Classrooms	Staff, Visitors, Pupils	<ul style="list-style-type: none"> Classroom furniture will be forward facing as much as is practical, this will be the case 	<ul style="list-style-type: none"> Regular cleaning throughout the day. (Site Team - PK) 	All staff.		

		<p>for over 90% of pupils' desks / chairs. (All Staff)</p> <ul style="list-style-type: none"> • Staff to maintain distance from pupils and other staff as much as possible, ideally two metres. In particular, they should avoid close face to face contact and minimise time spent within one metre of anyone. (All Staff) • Windows to be opened each morning to allow adequate ventilation. HSE Ventilation and Air Conditioning during COVID-19. If windows do not open - vents to be opened prior to the school day starting. (Site Team) • Pupils in classes to be limited, consistent support staff in groups, specialist teachers to deliver lessons. (PH & RA) • Classrooms to be regularly cleaned throughout and after the school day. (Site Team) • Social distancing to be promoted while in these smaller groups at all times. (All Staff) • Fixed point phones will be wiped down after every use. (All Staff) • Clear safety procedures for staff using science labs for non-specialist lessons. CLEAPSS Science Lab Guidance 	<ul style="list-style-type: none"> • Daily review of all controls. (SLT) • Only allocated classrooms in use. • Majority of pupils working in fixed groups during the day. • Fire Evacuation procedures reviewed and shared with staff and pupils. (CC, PH and RA) 			
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; 	<ul style="list-style-type: none"> • Share any new information once it is available. (PH / PHo) 	Teachers.		

		however at TWAPA we do not teach discreet lessons in these three subjects.			
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. • Where possible establish a one-way system to prevent crossing on the corridors. Considering the layout of the building this is not possible, pupils to be encouraged to walk on the left of corridors to maintain order and distancing. 	<ul style="list-style-type: none"> • Monitor and review on a daily basis. (SLT) • Pupil movement managed by staff, supported by split school days for different cohorts, breaks and lunch times staggered. (All Staff) 	All Staff.	SLT.
Use of toilets, cloakroom and social spaces.	Staff, pupils, visitors	<ul style="list-style-type: none"> • Available hand washing facilities with encouragement to use these facilities regularly and prior to eating. (All Staff) • Cloakrooms / Lockers only accessed by pupils with staff supervision. • All toilets are isolated, hand driers in each toilet. • Social spaces used for break and lunch, social distancing to be adhered to. School day revised to dilute pupil numbers at social times, easier to ensure social distancing in place. (All Staff) • Furniture and equipment used at break and lunch to be wiped down after every session. (Site Team) 	<ul style="list-style-type: none"> • Monitor and review on a daily basis. • Staggered break and lunch times for cohorts of pupils. 	Site Team.	All Staff.
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 – parents / carers of primary pupils to wait on path outside the fence for their children. 	<ul style="list-style-type: none"> • Establish a plan for collection and drop off and communicate this to parents / carers. 	All Staff.	

		<ul style="list-style-type: none"> • If bottle neck / areas in which children in their allocated groups cannot be distant then stagger starting / finishing times. • Open gates to utilise external space to prevent adult to adult interactions • Mark ground pick up point with two metres of separation distance using spray paint. • Pupils will be instructed not to touch the front of their face covering during use or when removing it. Pupils required to wash their hands immediately on arrival, dispose of 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. (All Staff) 	<ul style="list-style-type: none"> • Different entry and exit points used for primary and secondary aged pupils. 			
Catering and use of existing food hall	Staff, pupils, Visitors	<ul style="list-style-type: none"> • Food to be collected from provider each day, contactless where possible. • Hygiene standards to be maintained. • Staggered break and lunchtimes implemented for different cohorts. (PH & RA) 	<ul style="list-style-type: none"> • Monitor and review on a daily basis. 	PH & RA.		
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 creates a barrier between front facing staff and others. • Children to enter the Academy via other entrances other than reception if appropriate. KS2 to use main entrance, KS3 and KS4 to use Hall entrance. 	<ul style="list-style-type: none"> • Monitor and review on a daily basis. • Consider two metre markers if reception design doesn't allow for clear barriers. 	Admin. Team Support Staff.		

Clinically extremely vulnerable	Staff, pupils, visitors	<ul style="list-style-type: none"> • Following the Schools coronavirus (COVID-19) Operational Guidance February 2021 and alongside the • Additional operational guidance for special schools, special post 16 institutions and alternative provision • Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 • Everyone is currently advised to work from home where possible. As a general principle, working from home reduces the chance of you being exposed to the virus. 	<ul style="list-style-type: none"> • Request information from staff and parents to identify those in these categories. • Ensure strict implementation of the “System of Controls”. 	SLT.		
Other groups vulnerable to Covid-19 – BAME (page 3, point 5)	Staff, pupils and parents	<ul style="list-style-type: none"> • Academy to be sensitive to the needs and worries of BAME members of staff, pupils and parents / carers. (PH / RA) 	<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.		
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. (PH & RA) 	<ul style="list-style-type: none"> • Ensure staff are aware of the reporting procedure to highlight if they have any symptoms. (PH & RA) 	PH & RA.		
Area for isolation / first aid and separate toilet.	Staff, Pupils,	<ul style="list-style-type: none"> • First Aid Room has been identified as an appropriate area which will be used for first aid, maintain cleaning standards and clean after each treatment. (First Aiders & Site Team) 	<ul style="list-style-type: none"> • Regular cleaning throughout the day. • Daily review of all controls. 	All staff, notably First Aiders.		

		<ul style="list-style-type: none"> • Access to outside door is viable through the Gym / Staffroom Corridor. • https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ 	<ul style="list-style-type: none"> • Identify staff who will have access to this space. (PH & RA) 	Site Team (PK). PH & RA		
Symptomatic staff or pupils, inc. Test Kit information	Staff, visitors, pupils	<ul style="list-style-type: none"> • Gym area is available for anyone who is symptomatic so they can wait for a parent to collect, if unavailable - the Meeting / Nurture Room or Main Reception area. (All Staff) • Area in which symptomatic people are awaiting requires to be cleaned after use, staff to inform Site Team when necessary. (All Staff) • 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, face masks, gloves and apron, these will be kept in the First Aid Room. • 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. (SLT) • Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID-19. • Staff members and parents / carers understand that they will need to be ready and willing to: 	<ul style="list-style-type: none"> • Review where in Academy this would be best located – Gym if available, if not the Meeting / Nurture Room / Main Reception area. • Establish a clear procedure of how to access testing and when someone should be tested. (PH & CC) • Return to work phone call / meeting conducted prior to staff returning to Academy to highlight they are well enough to attend work. Follow up with one to one meeting when requested. (RA) 	All Staff. SLT.		

		<p>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 five, but children aged eleven and under will need to be helped by their parents or carers if using a home testing kit</p> <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"> • Assemblies not to be conducted at the current time. 	<ul style="list-style-type: none"> • Information sharing with pupils to be done in class groups only. 	SLT.		

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 carried out. (Drivers & Site Team) • Those travelling by bus to have access to wash facilities / sanitiser on arrival to the Academy. • Remember the use of face coverings for children (except those under the age of eleven) using public transport (aeroplanes, trains, trams and buses) and taxis and private hire vehicles • Face Coverings in education March 2021 	<ul style="list-style-type: none"> • Establish an agreement with the transport provider, Calderdale Council, of the controls they will have in place to ensure safety. • Academy minibus to only be used for transporting pupils to and from school at the current time. No visits during the school day. 	Admin. Team.		
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 two metres cannot be maintained, e.g. 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. (CC & PH) • Individual Risk Assessments to be conducted on pupils of concern. (RA) • PPE equipment to be sourced and stored in appropriate place. (CC & PHo) • If a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) 	All staff.		

			<p>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 two 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 coughing, spitting, or vomiting, then eye protection should also be worn.</p>			
Face Coverings	Staff, Pupils	<ul style="list-style-type: none"> From 1st March 2021 new advice will apply to the use of face coverings by staff and pupils in Education, and to learners in further education. Face Coverings in education March 2021 	<ul style="list-style-type: none"> SLT have determined that at TWAPA, as we are operating as one 'bubble' we will not insist on pupils or staff wearing face masks between lessons. We are also mindful that due to the nature of our provision and the high value placed on interpersonal relationships - that face masks would 	SLT.		

			inhibit this key aspect of the Academy.			
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 approved home visits. Staff advised to change clothing after a home visit if viable. Home visits can be conducted two metres 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 COVID-19 controls. (SLT) 	SLT.		
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 COVID-19. 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 two metres. 	<ul style="list-style-type: none"> Aspects relating to COVID-19 to be included in the contractor rules for the academy. (CC) Contractors and visitors to establish in writing, via email, they are not showing symptoms of COVID-19 or a declaration to be established for signing in. (CC) Equipment not to be shared. (All Staff) Signing-in resources to be kept in the entrance area, sanitised after use. (Admin. Team) 	Site Team. CC. Admin. Team.		

Physical restraints / comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> • Ensure Team Teach training has been completed by staff who are required to carry out physical intervention. (SLT) • Ensure wash facilities are available after a close contact event. (SLT) • No child or member of staff should be in the academy if they are symptomatic. • Usual first aid procedures to continue, using PPE as required. • Review restraint policy, if applicable, based on each case as it arises. (PH / RA) • Complete Risk Assessments for pupils with history of behaviours that require physical intervention or are high risk behaviours such as spitting. (PH / RA) • If physical intervention is required, supporting member of staff to access PPE and provide to staff involved, e.g. place a visor on each adult to reduce risk of pupil spitting in faces. (All Staff) • 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 once all other means have been attempted. (All Staff) • Monitor and review on a daily basis. (PH & RA) • Review any personal Risk Assessments for pupils known to have previously demonstrated behaviours of significant concern. (PH & RA) • Appropriate PPE stored and available for staff when needed. (CC) 	SLT. All Staff. CC.		
Waste	Staff, pupils	<ul style="list-style-type: none"> • Waste to be regularly removed from within the building and in the outdoor bins. (Site Team) • Separate waste bins for tissues etc. in all classrooms, to be emptied after use each lesson if necessary. 	<ul style="list-style-type: none"> • If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection. 	Site Team (PK).		
Health and Safety general	Staff and pupils	<ul style="list-style-type: none"> • Academy will continue to maintain all statutory requirements for maintenance of 	<ul style="list-style-type: none"> • Monitor and review on a daily basis. (SLT) 	All staff.		

<p>considerations</p>		<p>mechanical and electrical systems e.g. water system, fire system etc. (CC)</p> <ul style="list-style-type: none"> • Site inspection to be conducted prior to reopening of any section of the academy. • No fire drills conducted to prevent congregations of people. (CC) • Security on external gates and perimeter to be monitored by senior management and the site manager as the academy will be more open and accessible with staggered starts etc. • Lockdown procedure to be reviewed and the new arrangements shared with to staff. (SLT) 	<ul style="list-style-type: none"> • Maintain up to contact lists for pupils and staff. (CC / Admin. Team) 			
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Assessors Name: Phill Horsfall - 01/03/2021

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

CEO Signature:



LGB Signatory:

Headteacher signature:

