

Wise Academies Trust - Risk Assessment Template

DFE Public Health England 08000468687 option1

<https://northumberlandeducation.co.uk/flowchart/> fill in form

<https://docs.google.com/spreadsheets/d/1IRLt7-KVjeo6FSasdxICr9TqJd0nulZQe1UnVS-186l/edit?ts=5f68d68a#gid=0> wise numbers

DAvid Street: 07500125980

Local Health Protection Team : 03003038596 Option 1 John Public Health 07971511132

Date of Assessment: July 2021	Person Involved in Risk Assessment: Lisa Charlton – Health and Safety Manager Headteacher/ SLT (Deb Ward/Tony Irvine)	Service Area: WISE Academies Trust - COVID - 19 Operational Guidance from 6th September 2021
Review - Ongoing 1st review 15.7.21		

	<p>This risk assessment has been developed to record the control measures that have been put in place within the individual Academies across the Trust . It describes the control measures that will be in place when the Autumn term begins in September 2021, in line with Step 4 of the Government's Roadmap.</p> <p>The risk assessment has been produced in line with following Government guidance:</p> <ul style="list-style-type: none"> ● Schools COVID-19 Operational Guidance July 2021 ● Actions for Yearly Years and Childcare Providers during COVID - 19 pandemic July 2021 <p>The purpose of this risk assessment is to record and establish that the control measures that have been put in place across the Trust are suitable and sufficient to ensure the safety and wellbeing of staff , pupils and visitors that are attending the school site.</p> <p>This risk assessment will be reviewed on an ongoing basis and updated following any guidance received from the Government or Public Health.</p>		
Hazard	People at Risk	Significant Risk	Control Measures

<p>Spread of COVID - 19</p>	<p>Staff/pupils/ Visitors</p>	<p>Potential for the virus to spread without social distancing measures in place.</p>	<p>Staff, pupils and visitors will be instructed not to attend the Academy if they have COVID symptoms.</p> <p>Anyone who develops COVID symptoms whilst at school will be sent home as soon as possible. See hazard - If a member of staff or a child becomes unwell in the setting.</p> <p>Pupils with symptoms should not attend school given the potential risk to others. If a parent or carer insists on a pupil attending the school we may take the decision to refuse the pupil, if in our reasonable judgement, it is necessary to protect other pupils and staff from possible COVID-19 infection. This decision will not be taken lightly and careful consideration will be given to the circumstances and current public health advice.</p> <p>The following arrangements will remain in place:-</p> <ul style="list-style-type: none"> ● Allocated entrances and exits for year group start and finish times to minimise the number of parents exiting the yard at the same time and place ● https://docs.google.com/document/d/1AHbJhhank2k0ZoxjvixgWQFkRCJjue-HDd7QBkg-ddM/edit ● One way system in place to minimise contact between parents ● Staggered start and finish times as well as staggered break and lunchtimes have been implemented to minimise the number of children using the corridor and communal areas (see linked doc above)
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<p>Contact within and between bubbles.- there is now no requirement to keep children in consistent “bubbles”.</p>	<p>staff/pupils</p>	<p>Potential for the virus to spread without social distancing measures in place.</p>	<p>In line with Step 4 of the roadmap it is no longer necessary to keep children in consistent groups or bubbles to avoid mixing.</p> <p>Assemblies and lunchtime arrangements can resume to pre -pandemic arrangements.</p> <p>Within the Academy we are going to operate in the following way for at least the first half of the autumn term</p> <ol style="list-style-type: none"> 1) PPA teachers still need to move between bubbles; however we will request that they wear visors and wherever possible distance from children hand washing and hand sanitising 2) All possible meetings will be done over hangout including AHT, HOS and any key stage meetings. Only essential meetings will be held face to face 3) We will be purchasing extra PPE for any cross bubble staff to wear- in the classrooms these will be visors with the soft cushioning as the children need to see our lips <p>In the future there may be times for a temporary period that Government or Public Health will recommend that social distancing should be reintroduced, for example if we have an outbreak within the school or community .</p>

			See Outbreak Management Plan attached as Appendix A.
<p>Face coverings Face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas.</p>	<p>pupils/staff/visitors</p>	<p>Not having the option to wear a face covering may lead to individuals feeling anxious and stressed.</p>	<p>It is acknowledged that staff may feel anxious when returning to school in September 2021 when control measures have been reduced.</p> <p>Step 4 of the Government roadmap no longer advises the use of face coverings. However, should staff or visitors wish to continue to wear a face covering within communal areas this is acceptable .</p> <p>Staff have the option of wearing their own face covering or a supply of disposable face masks will be located The school office</p> <p>Staff who are dealing with a pupil or staff member who is displaying COVID symptoms will also be required to wear a face covering . Further details are provided under the hazard - Dealing with a pupil or staff member that becomes unwell and PPE</p> <p>There are situations that the Government will recommend when face coverings should be reintroduced, for example if we have an outbreak within the school or community . Instruction will be given by Public Health . See Outbreak Management Plan attached as Appendix A.</p>

<p>Hygiene Arrangements - Ensure Hygiene arrangements are suitable throughout the school.</p>	<p>Staff and pupils</p>	<p>Potential for the virus to be spread through poor hygiene practice.</p>	<p>Frequent and thorough hand cleaning is now regular practice. We will continue to ensure that pupils clean their hands regularly.</p> <p>Staff and Children will be instructed to wash their hands as soon as they enter the school building. Younger children will be supported to do this.</p> <p>Handwashing supplies will be available in every learning environment , toilets, offices and communal areas such as main reception and dining hall. Hand washing supplies could be in the form of soap and water or hand sanitizing gel. In this Academy we have the following provision</p> <p>There outside sinks, in door sinks, toilet facilities and hand sanitizer in all areas of school</p> <ul style="list-style-type: none"> • Hand sanitising units at all major entrances, clearly marked with signage • Year Nursery cloak area • Year Reception cloak area • Year 1- 6 have sinks in classrooms with handwash, paper towels and pedal bins • Handwash, paper towels and pedal bins in all toilets • Clear guidance on handwashing expectations (see below) • Allocated slots for break times and lunchtimes to allow time for toilets and handwashing • Adult supervision to ensure that handwashing is being done appropriately by all children
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			<p>Children will be encouraged to wash their hands continually but will be specifically instructed to do so at the following times:</p> <ul style="list-style-type: none"> ● Entry into school ● After using the toilet ● After break times ● Before Lunch ● After sneezing and coughing <p>Site supervisors/caretakers will ensure that there is adequate stock of these essential items and cleaning staff will ensure supplies are topped up on a daily basis</p> <p>There will also be tissues provided in every learning environment and children encouraged to use the tissues to promote the “ catch it, bin it, kill it” message to promote good personal hygiene.</p>
<p>Cleaning Regimes - Cleaning along with handwashing is one of the key actions in protecting staff and children from contracting the virus. If robust cleaning regimes are not</p>	<p>Staff, pupils and visitors</p>	<p>Potential for the virus to be spread through ineffective cleaning practice.</p>	<p>It is recognised that robust cleaning regimes are one of the key control measures to reduce the spread of the virus . The cleaning regime within this Academy is as follows:</p> <p>Additional cleaning rota: https://docs.google.com/document/d/1r7FOXQem9DQNqQ_77kJC8NoDuB3lPEjZ2ugr9n4576E/edit</p>

<p>in place it could allow the virus to remain on surfaces and pass to individuals.</p>			<p>This includes additional cleaning of toilets and communal areas throughout the day, cleaning of tables at lunchtimes and breakfast club area and resources</p> <ul style="list-style-type: none"> • Wipes will continue to be available in classrooms for all staff to wipe down exercise books and ipads before being shared/ handled by others • Cloths are allocated to classrooms and cleaned thoroughly after use <p>There will be a cleaner on site throughout the working day to ensure toilets are regularly cleaned and desks are wiped down during lunch time break.</p> <p>Additional cleaning rota: https://docs.google.com/document/d/1r7FOXQem9DQNqQ_77kJC8NoDuB3lPEjZ2ugr9n4576E/edit</p> <p>All hard surfaces will be cleaned with an antibacterial surface cleaner that kills the coronavirus. Different cleaning cloths will be used in each learning environment to eliminate any cross contamination. Particular attention will be paid to those areas that are touched frequently such as door handles, handrails. All waste bins will have a lid and will be double bagged and emptied regularly.</p> <p>All hard surfaces will be cleaned with an antibacterial surface cleaner that kills the coronavirus. Different cleaning cloths will be used in each learning environment</p>
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			<p>to eliminate any cross contamination. Particular attention will be paid to those areas that are touched frequently such as door handles, handrails. All waste bins will be double bagged and emptied regularly. All bins within the school have lids.</p> <p>There will be a cleaner on site throughout the working day to ensure toilets are regularly cleaned with a particular focus on frequently touched surfaces such as door handles, handrails etc.</p> <p>Cleaning staff will be required to wear the following PPE: Gloves and disposable apron.</p> <p>The site supervisor will monitor and ensure that adequate cleaning supplies are available.</p>
<p>EYFS Messy Play - Leading to spread of infection</p>	<p>Staff /Pupils</p>	<p>Potential for the virus to be spread through contact with individuals or surfaces that may have been contaminated.</p>	<p>Malleable materials for messy play for example sand/water/playdough/ can now be used and cleaned in accordance with the manufacturer's instructions .</p> <p>Children will clean their hands before and after using messy play products.</p> <p>Within our Academy we will use (insert details) and the products will be subject to the following cleaning regime The control measures detailed in this risk assessment are applicable to the early years setting, however due to the age of the children and the additional risks that this</p>

			<p>presents further guidance has been provided by the government - Actions for early years and childcare providers during coronavirus outbreak (2nd July 2020).</p> <p>From 20 July, early years settings will no longer be required to keep children in small, consistent groups within settings.</p> <p>Settings should still consider how they can minimise mixing within settings, for example where they use different rooms for different age groups, keeping those groups apart as much as possible. At this school we have minimised mixing by operating in the following way:</p> <ul style="list-style-type: none">• Nursery to form a separate bubble from Reception• Nursery to use Nursery room and messy room• Reception to use Reception classrooms and middle room• Nursery/ Reception to have allocated zones on the EYFS playground• Equipment and resources to be allocated to Nursery or Reception (these can be swapped after a thorough cleaning e.g. weekly basis)• Nursery- am and pm nursery to form one bubble as cleaning will be limited between am and pm sessions <p>In September the resource within early years will be reviewed and will follow the same control measures as the rest of the school in relation to cleaning regimes. However for the time being soft furnishing, soft toys ect will not be used as they cannot be adequately cleaned.</p>
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			<p>EYFS- sand, playdough and water</p> <p>Children are given their own pot of playdough to reduce the chances of cross contamination</p> <p>Small groups of children are allowed to play water activities and the water is changed between bubbles. The children also wash their hands prior to playing in the water.</p> <p>Currently sand will not be used- this will be reviewed when further guidance is shared</p>
<p>PPE - Key members of school staff will be required to wear PPE</p>	Staff	<p>Potential for the virus to be spread through contact with individuals or surfaces that may have been contaminated.</p>	<p>The following staff members will be required to wear PPE:</p> <ul style="list-style-type: none"> ● Cleaners : disposable apron, gloves ● Site Supervisors: disposable apron, gloves ● Staff providing personal care to children: disposable apron gloves and facemask ● Staff dealing with a child or staff member who are displaying symptoms of the virus.: disposable apron, gloves and face mask. This will be classed as emergency PPE and kept in a bag in the (school office) and will be used by the member of staff dealing with the individual. Once used it will be discarded and replaced with new PPE.
<p>Staff meetings - As we move into Step 4 there is no longer a need for</p>	Staff	<p>Potential for the virus to be spread through lack of social distancing.</p>	<p>After what has been a very challenging time it is important that staff have the opportunity to meet and discuss issues together.</p>

<p>social distancing measures within schools.</p>			<p>Although we are no longer required to follow social distancing measures to protect and to reduce the risk of the virus spreading, the set up and venue for staff meetings will be reviewed . When it is necessary for all staff to come together meetings will still continue to take place in a school hall or classroom so that chairs and tables can be spreadout . Where appropriate meetings will also take place via google hangout which has proved successful during the last academic year.</p> <p>In the future there may be times for a temporary period that Government or Public Health will recommend that social distancing should be reintroduced, for example if we have an outbreak within the school or community . See Outbreak Management Plan attached as Appendix A.</p>
<p>Extremely clinically Vulnerable pupils (CEV)</p>	<p>Pupils</p>	<p>Significantly higher risk of becoming seriously ill if they contract the virus.</p>	<p>All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</p> <p>Within our Academy we currently have 8 pupils who are CEV. All pupils are currently attending school.</p> <p>0 of CEV pupils are not attending school as instructed by their GP and are being supported in the following way.</p>

<p>Extremely clinically Vulnerable Staff (CEV)</p>	<p>Individual staff</p>	<p>Higher risk of becoming seriously ill if they contract the virus.</p>	<p>Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</p> <p>Staff falling under this category have had a personal risk assessment carried out . The personal risk assessment has been signed by the individual and a copy held on their personal file.</p>
<p>If a member of staff or a child becomes unwell in the setting.</p>	<p>Staff and pupils</p>	<p>Potential for the virus to be spread</p>	<p>If anyone in school develops COVID-19 symptoms, however mild, they will be sent home and told to follow public health advice.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. At this school the child will be moved to the office next to the Head of Schools office</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>

			<p>PPE will be worn by staff caring for the child while they await collection. An emergency PPE pack will be kept the school office. The pack will contain gloves, face protection and a disposable apron.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves; they should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The area will be cleaned using an antibacterial disinfectant.</p>
Tracing close contacts and isolation.	Staff,pupil ,visitors	Potential for the virus to be spread through cross contamination.	<p>School will no longer be required to carry out contact tracing, from step 4 close contacts will be identified by NHS Test and Trace.</p> <p>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p> <p>We may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Children will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID -19 case.</p>

			<p>Children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p>We will support this procedure by informing parents/carers to take children for a PCR test if advised to do so via newsletter updates that go out to parents /carers.</p> <p>If we have an outbreak within the Academy we will work with health protection teams and if necessary reintroduce control measures as detailed in the Academy's Outbreak Management Plan.</p>
Confirmed case of coronavirus in the setting	Staff and Pupils	Potential for the virus to be spread through cross contamination.	<p>Pupils, staff and other adults should not come into school</p> <ul style="list-style-type: none"> ● If they have COVID-19 symptoms, ● Have had a positive test result or ● other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).
Ventilation - need to keep occupied spaces well ventilated.	Staff and Pupils	Potential for the virus to be spread through cross contamination.	<p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>The school will continue to open external windows to improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air.</p>

			<p>We will aim to balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none">● mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)● natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air● natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)● opening high level windows in preference to low level to reduce draughts● increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)● providing flexibility to allow additional, suitable indoor clothing (see uniform)
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			<ul style="list-style-type: none"> ● rearranging furniture where possible to avoid direct drafts <p>The school will continue to open external windows to improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air.</p>
Asymptomatic Testing	Staff	Potential for the virus to be spread through cross contamination.	<p>Testing remains important in reducing the risk of transmission of infection within schools. Staff will not be required to continue testing during the summer holiday period.</p> <p>In line with the guidance staff will commence testing 3 working days before the start of the school term and then continue with the twice weekly testing until the end of September, when the government guidance is due to be reviewed.</p>
Confirmatory PCR tests	Staff/pupils	Potential for the virus to be spread through cross contamination.	<p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance.</p> <p>They will also need to get a free PCR test to check if they have COVID19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>

<p>Educational Visits</p>	<p>Staff/ Pupils</p>	<p>Loss of funding due to inadequate insurance cover</p>	<p>Educational visits can now take place. Risk Assessments will be undertaken for educational visits taking into account public health advice such as hygiene and ventilation requirements.</p> <p>Planning of trips and visits will be in line with advice and guidance from the schools External visits advisory service using EVOLVE.</p> <p>The Academy has insurance cover provided by the RPA. The policy will be consulted prior to any bookings to ensure that the school has adequate cover should change in guidance be implemented.</p>
<p>School meals provision</p>	<p>Staff/pupil</p>	<p>Potential for the virus to be spread through cross contamination.</p>	<p>In line with step 4 there is no longer a requirement to make alternative arrangements to avoid mixing for lunch.</p> <p>From September lunch provision at this Academy will follow this procedure: For the first week the previous arrangements will remain in place. Once this week is completed and there is no further guidance from the Government or PHE the arrangements will return to pre covid</p>
<p>Outbreak Management Plan - Lack of emergency planning</p>	<p>Staff/Pupils/ Visitors</p>	<p>Inadequate response to an outbreak of COVID resulting in spread of the virus</p>	<p>Academy has an Outbreak management plan in place, this is attached as Appendix A.</p>

			The plan details the action the school will take if advised to strengthen control measures by Public Health or the Government following a school or community outbreak.
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Appendix A

WISE Academies - Outbreak Management Plan

Introduction

As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children's education. Our priority is to deliver face-to-face, high quality education to all pupils. However it is understood that as we start to operate schools in accordance with the latest government guidance and control measures and restrictions are reduced that there may be times due to the increase in covid cases or a new variant of concern that control measures have to once again be strengthened . It is vitally important that we are prepared to deal with any changes in control measures at a school level to ensure that every child receives the quantity and quality of education and care to which they are entitled.

In line with Government guidance WISE Academies have developed an Outbreak Management Plan which outlines how our Academies would operate if control measures have to be strengthened due to the following:

- to help manage a COVID-19 outbreak within a setting
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

Measures to plan for.	Control Measures in Place/Action Required
<p>Face coverings - Step 4 of the roadmap advises that face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas. However if there is an outbreak in your school or area public health might advise that face coverings should temporarily be reintroduced.</p>	<p>Each Academy will keep a supply of face coverings so that they can be issued to staff immediately if the wearing of face masks are reintroduced.</p> <p>All visitors to the school will be given the instruction that whilst visiting the school they must wear a face covering. This has been common practise during the pandemic and schools will reissue the instructions to visitors that were previously sent out.</p>
<p>“Bubbles”- As we proceed to Step 4, this means that it is no longer necessary to keep children in consistent”bubble” groups.</p> <p>However there is a possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups.</p>	<p>Academies have been operating the “bubble”system for the past 18 months. If advised to revert back to the “bubble” system for a specified period of time , the plans that schools have been operating during the pandemic would be introduced very quickly. During this period the schools would also revert back to remote assemblies and staggered lunch and play times to reduce mixing.</p> <p>Academies will revert back to their previous risk assessment and implement the control measures detailed under the following hazard.:</p> <p>Social Distancing and minimising contact</p>
<p>Track and Trace - In September schools will no longer be expected to do contact tracing , instead, this will be done by NHS Test and Trace. However, if an outbreak occurs, schools would have to work with health protection teams to help identify individuals who may have been in contact with known contagious individuals.</p>	<p>School will work closely with public health teams in the case of a local outbreak . Schools will also support Public health teams if contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p>

<p>Remote Education - Not all people with COVID have symptoms, where appropriate we will support those children who need to self isolate because they have tested positive for covid or have been identified as a close contact to learn from home if they are well enough. We will ensure that every pupil "receives the quantity of education and care to which they are normally entitled".</p>	<p>The schools within WISE Academies have very robust remote learning packages in place .</p> <p>Academies will maintain their capacity to deliver high quality remote education during the next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</p>
<p>Shielding - Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account.</p>	<p>WISE Academies have a clear understanding and knowledge of the staff within the Trust who would potentially have to shield.</p> <p>If instructed by Government and CEV staff are instructed to shield provision will be made for those individuals to work from home and teach the class remotely with support provided by other members of staff in the classroom or supply staff will be used.</p>
<p>Attendance Restrictions - Attendance restrictions should only ever be considered as a last resort. in extreme circumstances and as a last resort. High-quality remote education should be provided for all pupils or students not attending.</p> <p>In all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.</p> <p>Early years settings</p>	<p>Throughout the pandemic when attendance was restricted WISE Academies has provided a provision for vulnerable children and children of key workers to attend school as normal.</p> <p>If this scenario were to happen again we would refer back to the procedures that were in place and ensure that the children that were in school and the children that were learning from home still had a good quality level of teaching and learning. Also see section on Remote Education</p>

If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend.

Primary schools

If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend.

If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.