

Coronavirus (COVID-19): risk assessment for full opening (CLA)

Please note that this risk assessment has been created in line with the current government guidance and will reflect any local guidance provided by Staffordshire Local Authority. We understand that opening schools to all pupils will be very challenging. This resource will be kept up-to-date with new guidance and any changes to current advice.

United Endeavour Trust – Clayton Hall Academy

Assessment conducted by: Caty Reid Vickie Keeling Assessment reviewed by: Wendy Whelan	Job title: Principal Trust Director/Head of Estates Trust CEO	Covered by this assessment: All Staff, Pupils and Academy Stakeholders
Date of assessment 21-7-21	Review interval: in line with government updates	Date of next review: on-going
Related documents		
Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Pupil Confidentiality Policy, Staff and Volunteer Confidentiality Policy, Records Management Policy, Data Protection Policy, Security Policy, Behavioural Policy, Staff Code of Conduct. Coronavirus (COVID-19) Reopening Plan, Social Distancing Policy Statement, Fire Safety Policy, Fire Safety Risk Assessment, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Bereavement Policy.		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)

	Minor Causes physical or emotional discomfort.	M	L	L
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Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	H	<ul style="list-style-type: none"> • All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2020) 'Guidance for schools: coronavirus (COVID-19)' • The relevant staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The school's local health protection team (HPT) - Staffordshire County Council 	Y	Principal	21/7/2021 Updated as ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Minimising contact with individuals who are unwell	H	<ul style="list-style-type: none"> • Anyone who displays symptoms of coronavirus, or who has tested positive in the last 7 days, does not enter the school grounds. • Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the <u>Infection Control Policy</u>, and any unwell individuals are sent home as soon as possible. • Any pupil who displays signs of being unwell is immediately referred to the SLT on duty and asked to enter the designated illness room. • Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the academy's procedures. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. • If the pupil needs to use the toilet while awaiting collection, they use a spare bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. 	H	<p>Principal</p> <p>First Aid Staff</p> <p>Admin Team</p> <p>Teaching staff</p>	21/7/2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds. • The area around the unwell individual is cleaned with normal household bleach after they have left the premises. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves • The school does not routinely take the temperature of pupils. • All classroom teachers will maintain up to date seating plans to support the track and trace system in the case of a positive test. 				
Test and trace	M	<ul style="list-style-type: none"> • Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. • Anyone in school who displays symptoms is encouraged to get a test. • Parents and staff are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating. 	Y	<p style="text-align: center;">Principal</p> <p style="text-align: center;">All Staff</p>	21/7/2021	L

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		<ul style="list-style-type: none"> If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 10-day period. Information about the NHS Covid app shared with staff and parents of students aged 16 and over. All onsite lettings customers are required to hold registers of all attendees to their sessions. 				
Confirmed cases of coronavirus	M	<ul style="list-style-type: none"> Where an individual in the school community tests positive for coronavirus, they will be contacted via track and trace. The school will support as necessary. 	Y	Principal	21/7/2021	
Hand cleaning and respiratory hygiene	M	<ul style="list-style-type: none"> Hand washing and sanitising stations are set up, providing soap and water, bins and alcohol-based hand sanitiser. Adequate amounts of soap, tissues and bins are available in the relevant areas. Pupils and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating. Hygiene measures are explained to visitors and contractors upon their arrival. 	Y	Principal All Staff	21/7/2021	L
Spread of infection	H	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control, using PPE at all times. Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. (Tissues available in all classrooms). 'Catch-it, Kill-it, Bin-it'. 	Y	All staff	21/7/2021	M

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		<ul style="list-style-type: none"> • Pupils clean their hands after they have coughed or sneezed. • Parents are informed via telephone call and this will be followed up by email asking them not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Children who have displayed symptoms of coronavirus must self-isolate for 10 days before returning to school. • Ventilation in the building to be maximised by opening windows and doors. Door props provided. (Fire doors must not be opened) 				
PPE	M	<ul style="list-style-type: none"> • PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. • Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins. • All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 	Y	Principal Site Staff Pastoral Teams	21/7/2021	M
Attendance	M	<ul style="list-style-type: none"> • Parents are informed that the usual rules on school attendance apply – this means parents have a duty to secure that their child attends regularly. • The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy. • Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. 		Principal SLT Leads	21/7/2021	L

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Communication	M	<ul style="list-style-type: none"> The Principal puts into place any actions or precautions advised by the local HPT. The school's website is kept up to date with any information regarding the school being open to all pupils, e.g. dates and local arrangements. Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. Parents and their children are encouraged, where possible, to walk or cycle to school. Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. 	Y	Principal Trust Director	21/7/2021	L
Transport	M	<ul style="list-style-type: none"> Students are not required to social distance on the school mini-bus, or wear face coverings. The mini-bus should be wiped down following each journey Ventilation should be maintained where possible 	Y	Mini-bus staff	21/7/2021	M
Contingency planning	H	<ul style="list-style-type: none"> There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs. The Principal maintains their plan for pupils' continued education during any partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school. The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. 	Y	Principal ICT Technicians Pastoral team	21/7/2021	M

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		<ul style="list-style-type: none"> The Principal works with the ICT technicians to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. The Principal, Pastoral leaders and House leaders liaise with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support. The school manages the use of parents’ and pupils’ contact details in line with the GDPR Data Protection Policy and Records retention, e.g. collecting emails to send schoolwork to pupils. 		SDU		
Emergencies	M	<ul style="list-style-type: none"> All pupils’ emergency contact details are up to date, including alternative emergency contact details, where required. Pupils’ parents / carers are contacted as soon as practicable in the event of an emergency. Pupils’ alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up to date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Y	Principal	23.3.2020	L
Lateral Flow Testing / PCR Testing	M	<ul style="list-style-type: none"> Lateral flow testing is in place at the Academy. This risk assessment is to be read in conjunction. 	Y	Principal	08.1.21	L
Lateral Flow Testing Waste Disposal	M	<ul style="list-style-type: none"> NUBC requests that all waste is to be tiger bagged. Including cleaning items, test kits and any other item used in the LFT process unless otherwise agreed. <ul style="list-style-type: none"> Waste must not be compacted Where collection frequencies need to be increased or waste bins become full – request further support through the named NUBC contact. 	Y	Covid Coordinator	22.1.21	L