

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: 3 rd January 2022 28 th Feb 2022	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 - Social Distancing Policy Statement - Coronavirus (COVID-19) Full Opening Plan - Combined Union Checklist • 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 	Y	Principal	1/6/2020 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
		<ul style="list-style-type: none"> - The school's local health protection team (HPT) - Staffordshire County Council • All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email and social media. • Parents are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via site induction on arrival to the academy and are informed that they must tell a member of staff if they begin to feel unwell. • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. • The Trust Director conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to more pupils. • The Senior Leadership Team reviews relevant school policies to ensure they account for new provisions. 				
Cleaning	H	<ul style="list-style-type: none"> • The site manager creates a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. 		Trust Director Principal	2/9/2020	

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		<ul style="list-style-type: none"> • Caretakers have revised duties and will support cleaning operatives with frequency cleaning to high touch areas. • The caretaker monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. • The necessary areas of the school are deep cleaned before opening with suitable cleaning agents and in line with the COSHH Policy. • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g., there are no slip hazards and any harmful substances have been removed. • All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. • Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely. 		All Staff		
Minimising contact with individuals who are unwell	H	<ul style="list-style-type: none"> • Anyone who has tested positive in the last 5 days, is requested not to 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 Infection Control Policy, • 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. 		Principal First Aid Staff Admin Team		

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		<ul style="list-style-type: none"> 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. Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds. 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. The school does not routinely take the temperature of pupils. 		Teaching staff		
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. Anyone in school who displays symptoms is encouraged to get a test. Parents and staff are asked to inform the school of positive test results. If an individual tests positive, they are required to self-isolate for at least 5 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. The individual may return to school if they have two negative LFT tests 2 days apart (starting no earlier than day 6) Information about the NHS Covid app shared with staff and parents of students aged 16 and over. 		Principal All Staff	Ongoing in September	

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Confirmed cases of coronavirus	M	<ul style="list-style-type: none"> The school works with the Local Authority team to manage any covid outbreaks. 		Principal	Jan 22	
Hand cleaning and respiratory hygiene		<ul style="list-style-type: none"> Hand washing and sanitizing stations are set up, providing soap and water, bins and alcohol-based hand sanitizer. 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. Visitors are no longer expected to wear masks unless they wish to. All staff, students and visitors are no longer expected to wear masks unless they wish to 		Principal All Staff Receptionist/ / Caretaker/ Community Duty office	8/3/2021 29/9/21 3/1/2022	
Minimising contact between individuals and maintaining social distancing		<ul style="list-style-type: none"> There is no longer any social distancing requirement, in the case of an outbreak CLA would work with SCC to step up restrictions in line with their guidance. 		Principal		

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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'. • Pupils clean their hands after they have coughed or sneezed. • Ventilation in the building to be maximised by opening windows and doors. Door props provided. (Fire doors must not be opened) • The academy has a dedicated section on the website dedicated to communication of Covid-19 • All visitors to the school, including peripatetic teachers, supply staff etc are expected to adhere to this risk assessment and Academy COVID-19 policies and procedures. A record of all visitors is kept. 	Y	All staff	1.9.2020	M

Mental health and wellbeing		<ul style="list-style-type: none"> • Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. • Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have. • The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. • The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • If required, staff can adjust their working hours, as agreed by the SLT. • The Principal ensures that the school can be adequately and safely staffed. • The SLT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimize the risk of stress. • Pupils who are new to the school, e.g. Year 7, are provided with the appropriate support. • The Principal and the DSL liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school. • The Principal and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine. • The Principal and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens. • The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. 	Y	Principal SLT KHU Pastoral teams Teaching staff DSL SENCO DSL/DDSL Pastoral DWA	3/9/2020	
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| | | <ul style="list-style-type: none">• Staff and pupil bereavement is managed in line with the <u>Bereavement Policy</u>. | | | | |
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Attendance	M	<ul style="list-style-type: none"> • Parents are informed that the usual rules on school attendance apply from September – 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. • Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised. • Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals. • Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils. • The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. 		<p>Principal</p> <p>SLT Leads</p> <p>Attendance Leads</p> <p>Pastoral Teams</p>	3/9/2020	

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Access to learning		<ul style="list-style-type: none"> • The Principal and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material. • The Principal and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans. • A separate risk assessment is conducted to identify what additional support pupils with EHC plans require to make a successful return to education. • Where appropriate, pupils with EHC plans and their parents are involved in the planning for their return to school. • The Principal and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution. • Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND. • The government's catch-up funding is utilized to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. • Remote learning for students self-isolating is delivered through Microsoft Teams. 		Principal SEND Lead HoF Principal/CDU	2/9/2020	
Safeguarding		<ul style="list-style-type: none"> • The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying. • The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. • The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. 	Y	Principal DSL	3/9/2020	

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		<ul style="list-style-type: none"> The DSL, and their deputies, are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. 				
Behaviour expectations		<ul style="list-style-type: none"> The school's Behaviour Policy sets out behaviour expectations for pupils. Expectations are communicated clearly to staff, pupils and parents. Pupils who are struggling to reengage with school are supported appropriately. 	Y	Principal SLT – Behaviour Lead	3/9/2020	
Catering		<ul style="list-style-type: none"> The Trust Director liaises with catering providers to ensure the kitchens are fully open from the start of the Autumn term. 	Y	Trust Director	28/8/2020	
Uniform	M	<ul style="list-style-type: none"> Full school uniform is required on return. Expectations of uniform are communicated to pupils and parents. 	Y	Principal	3/9/2020	
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 and their children are encouraged, where possible, to walk or cycle to school. 	Y	Principal		
Contingency planning		<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. The Principal ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure. 	Y	Principal ICT Technicians Pastoral team SDU	28.08.20	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. 				
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