

Coronavirus (COVID-19) Risk Assessment Tool

Academy: Victoria Primary Academy				Location(s)/Site(s); Finedon Road			
Carried out by: Hayley Scargill				Date: 24.8.21			
Review Dates:							

Travelling to and From the Workplace		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>School Staff</i> <i>Students and families</i></p>	<p>Encourage students/families and children to time their journey to and from school to avoid congregating at entrance or exit points into school.</p> <p>Provide guidance to staff who have no option other than using public transport:</p> <ul style="list-style-type: none"> • Purchase e-tickets or use contactless methods where possible, • Wear face coverings in enclosed public spaces, • Carry anti-bac wipes and/or hand sanitiser, • Maintain social distancing of 2 metres, • Maintain good levels of ventilation e.g. open windows if possible, • Avoid eating, drinking or touching the face while travelling, • Wash your hand for 20 seconds on entry into workplace. <p>If two or more staff need to travel together in vehicles:</p> <ul style="list-style-type: none"> • Encourage them to remain in teams and avoid crossover with other groups, • Encourage them to wear face coverings where possible, • Travel with windows open where possible, • Do not face each other, • Wear disposable gloves when refuelling, • Wash your hands for 20 seconds on entry into the work place. 	<ul style="list-style-type: none"> • Guidance shared with parents about places to wait/queue • Only one adult per family onsite • Mornings – only Y1, Y2 and YR parents in the playground • Afternoons – as above, plus year Y3 parents on the playground • All KS2 children to line up in the MUGA. No parents to enter the MUGA in the mornings • Y4 pupils dismissed to parents in the MUGA at the end of the day • Only one family in the main entrance at a time • Visiting parents asked to wear face coverings if in close contact with members of staff • Pupils should not arrive prior to 8.45am • Site supervisor to open MUGA gates to allow access for KS2 children, collected by teachers at 8.40am • SMT member to open main gate at 8.35 for parents to come onsite as above • Y1, Y2 and Y3 parents to remain behind cone lines at all times, children will be called across from and dismissed to parents • Entrance and exit doors for beginning and end of the day: Y1 long corridor, using the slope (keep right) Y2 In the stair door. 2A leave by class fire door at the end of the day. 2B stairway door Y3 Stairway door Y4 external classroom fire doors 6B long corridor using playground steps (keep left) Y5 and 6A fire door at bottom of stairs

Arriving at, Moving around and Departing the Workplace		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>All Staff</i> <i>Students and families</i> <i>Visitors</i> <i>Contractors</i></p>	<p>Consider arrangements for storage of additional cycles, clothing, helmets and accessories used by staff.</p> <p>Provide clear signage and guidance for students/families to encourage 'hands, face, space' at the start and end of the school day.</p> <p>Instruct staff, pupils and visitors to wash/sanitize their hands on arrival and on departure.</p>	<ul style="list-style-type: none"> • Posters in place for hand sanitiser use • Hand sanitiser stations around the building • All adults to use hand sanitiser if they pass a station on their way around the building • Staff should log in with ID badge • Staff should avoid crowding in the entrance area • Parents encouraged to use email, Dojo messaging and telephone for enquiries to limit face to face contact

Visitors, Contractors and Receipt of Deliveries		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i> <i>Visitors</i> <i>Contractors</i> <i>Cleaners</i></p>	<p>Ensure that staff are aware of how to spot any symptoms of COVID-19.</p> <p>Ensure that visitors and contractors are aware of current hygiene requirements. Consider using signage or leaflets in entrance area.</p> <p>Provide hand sanitiser at signing in for visitors and contractors on arrival.</p> <p>Remove magazines and other items from reception areas, which might be touched by visitors.</p> <p>Regularly clean down surfaces which visitors or contractors may have touched.</p> <p>Retain screens for reception personnel, and methods of reducing contact.</p>	<ul style="list-style-type: none"> • Hand hygiene signage and antibac available in the main entrance • Covid declaration on the sign in screen • Office staff to clean screen and entrance hall desk regularly as needed during the day • Sliding screen available in reception • Visitors should be requested to wear face coverings if in close contact with staff members • Disposable face coverings are available in the office

General Workplace Precautions and individual risk assessments		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i> <i>Visitors</i> <i>Contractors</i></p>	<p>Regularly monitor Government guidance, and issue regular bulletins and updates to staff.</p> <p>Ensure 2-metre distancing where possible in face to face meetings and follow good hygiene practices (Hand sanitising etc).</p> <p>Display instructions, posters and notices around school. Provide information on websites/intranet sites.</p> <p>Ensure plentiful supplies of hand soap etc within wash rooms. Review stocks and procurement arrangements in anticipation of increased demand and reduced supply.</p> <p>Continue with non-touch bins (pedal bins etc.).</p>	<ul style="list-style-type: none"> • Lisa Lemon to monitor stocks of hand sanitiser and wipes • Wipes available in all classrooms, additional spaces and staffroom • Staff updates to be sent regularly with reminders about precautions as needed • Staff training will take place face to face in the hall for larger groups, in a classroom for smaller groups. Some training may continue to take place remotely if necessary • Assemblies will take place face to face in the hall in two groups (KS2 and KS1/R)

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	<p>Provide facilities for potentially contaminated waste to be double-bagged and quarantined for 72 hours before disposal.</p> <p>Encourage staff to discuss any concerns with their line manager, particularly if they have any underlying health issues or concerns regarding at-risk family, relatives and cohabiters.</p> <p>Consider risks to any staff who might be at increased risk due to weakened immune systems or other health issues. This includes those staff with protected characteristics, with underlying health conditions (CEV) or who are pregnant. This risk assessment should be reviewed regularly.</p> <p>Remind staff about procedures for reporting that they have developed coronavirus symptoms at work, and ensure that they communicated to all necessary staff.</p>	<ul style="list-style-type: none"> • If anyone in the academy becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to arrange to have a PCR test to see if they have coronavirus (COVID-19). Other members of their household no longer need to isolate and the affected person can return to work following a negative test. • No close contacts under 18 years old, or an adult who has been double vaccinated will be required to self-isolate, but will be encouraged to book a PCR test. • The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves. • The isolation room will receive a deep clean and the classroom where the child was working to be deep cleaned also to avoid possible contamination. • Hygiene waste of suspected or confirmed cases to be double bagged and kept in lidded bins. Appropriate PPE, gloves, aprons and sanitising wipes to be used. Separate external bin for hygiene waste, lidded box, not currently in use to be used and not collected until 72 hours have passed.
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Office and Teaching Areas		
Persons at Risk	Possible Precautions	Actions Taken
<p>Staff Visitors Contractors</p>	<p>If necessary, introduce additional sanitising stations at key locations around the site.</p> <p>Encourage good housekeeping and clear desks so that surfaces can be cleaned.</p> <p>Continue to use non-touch bins (pedal bins etc.).</p> <p>Provide additional tissues and soap/sanitiser in each area.</p>	<ul style="list-style-type: none"> • Cleaners to monitor hygiene stocks daily • Shortages should be reported to the academy office by all members of staff <p>Hand hygiene:</p> <ul style="list-style-type: none"> • <i>Routines:</i> <ol style="list-style-type: none"> 1. All children use hand sanitiser on arrival in the morning, once inside the building 2. children should use hand sanitiser when moving to different areas in the building (e.g. library, hall) 3. children should use hand sanitiser when coming back into the building after using the outside area (e.g. after playtime and PE) 4. children should wash hands after using the toilet, before eating, before leaving for home at the end of the day 5. Staff should consider using additional hand washing or sanitising sessions if needed • Hand sanitiser stations available near every entrance/exit door • Multiple bottles on each station to speed up movement in and out of the building

- YR and Y4 antibac stations managed in own rooms/areas
- Adults to use antibac wherever they pass a station
- Adults can have a personal bottle on their lanyards if preferred, please ask in the office

Respiratory Hygiene:

- Pupils should receive regular reminders about respiratory hygiene, use of tissues when sneezing, using hand sanitisers etc from class teachers and phase leads
- Tissues should be placed in a lidded bin and hand sanitiser used
- Phase leads to ensure pedal bins continue to be used in classrooms
- Class teachers should ensure pupils are aware of respiratory hygiene, there are resources to support this [e-Bug COVID-19 website](#)

Face Coverings:

- Face coverings should not be worn in classrooms or whilst on the playground
- Staff can wear face coverings/visors at their own discretion when moving around the building or when space is limited, for example in the staffroom or when in face to face training
- Parents can opt to wear face coverings on the playground if they wish to
- Parents will be encouraged to wear face coverings in the entrance hall

Ventilation:

- Maintaining good ventilation is essential, staff should report concerns to SMT immediately
- There should be noticeable movement of air in all rooms, this should be achieved by:
 1. Flexible use of opening classroom doors. Doors can be closed for short periods for quiet activities or to reduce noise if there is adequate ventilation with open windows and fire doors
 2. At least one window open in every room, more if this is needed to create movement of air
 3. External doors flexible opening as needed
 4. Fire doors with auto closes to remain open at all times
 5. The hall door should remain open whenever the hall is in use

Use of PPE:

- First aiders – disposable apron and gloves. Consider a face covering or visor if close contact is needed for a prolonged period
- Adults working with children who need close proximity (including restraint) - Consider a face covering or visor if close contact is needed for a prolonged period
- Covid management (supervision of a suspected case and cleaning) – disposable apron, disposable gloves, medical face mask and visor
- Staff members should discuss other additional potential uses of PPE with a member of SMT

		<p>General cleanliness:</p> <ul style="list-style-type: none"> The requirement to quarantine and clean resources has been removed. However, it remains really important to maintain high levels of cleanliness. Maintain more regular cleaning of resources in classrooms. Consider quarantine for some hard to clean shared resources as needed. Use wipes for shared items periodically (although not after every use) <p>Staff areas:</p> <ul style="list-style-type: none"> The main staffroom is available for all members of staff to use Limit the use of shared resources and crockery wherever possible Ensure areas are wiped down after use with a wipe Safety cups must be used in all areas beyond the main offices, staffroom and PPA room at all times Additional microwaves are available for staff use in the staffroom, PPA room, DT room and main office Staff may use the staffroom or PPA room for breaks. If areas become crowded please use other areas such as classrooms. These MUST be wiped down after use Tea, coffee, sugar and milk are available in the main staffroom Kettles should not be used outside the main office, staffroom and PPA room at any time The fridges in the staffroom, DT room and PPA room can be used to stored personal items for THAT DAY only. Please consider the use of an insulated bag for personal items
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Welfare and Communal Rest Areas		
Persons at Risk	Possible Precautions	Actions Taken
<p>Staff Visitors Contractors Cleaners</p>	<p>Stagger breaks if necessary. Provide additional tissues and soap/sanitiser in each area. Continue to use non-touch waste bins Provide anti-bac wipes or sanitiser and instruct staff to wipe down any remaining equipment before and after use.</p>	<ul style="list-style-type: none"> Breaks and lunches are staggered. This minimises number of adults having lunch break at the same time also Wipes available for staff to wipe down surfaces in staff areas after use <p>Playtimes and lunchtimes outside in three phases KS1/R Y3/Y4 Y5/Y6</p> <ul style="list-style-type: none"> In order to limit the number of children on the playground at lunchtime as above, all children will spend a short session inside playing simple card and board games

Attending Meetings, Visiting Clients, Attending Sites etc.		
Persons at Risk	Possible Precautions	Actions Taken
<p>Staff</p> <p>Visitors</p> <p>Contractors</p>	<p>Offer the option of video conference calls or meetings where practical.</p> <p>Review end-of-job procedures and arrangements for handing over items. E.g. cleaning surfaces.</p> <p>Encourage staff to follow official guidance relating to good hygiene procedures.</p> <p>Provide sanitiser, wipes etc to staff visiting other sites/premises.</p>	<ul style="list-style-type: none"> Hot desking should continue to be avoided Wipes available for members of staff working offsite as needed Staff to use hand sanitiser and wipe down equipment that has multiples users

Sanitary and Toilet facilities		
Persons at Risk	Possible Precautions	Actions Taken
<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>Provide additional soap/sanitisers and paper towels as required.</p> <p>Arrange for regular cleaning of toilet facilities, with particular attention to door handles, door locks, toilet flush and taps.</p>	<ul style="list-style-type: none"> Pupils should continue to use the toilet closest to their area wherever possible Different year groups can enter at the same time, staff must ensure there is no overcrowding. The number of pupils accessing should be limited to the number of cubicles. Children should queue outside Red and Green cards should remain in place during lesson times to reduce the number of children in the toilets Staff may use any adult toilets. Please report any concerns immediately

Outbreak Management and Business Continuity Plan		
Persons at Risk	Possible Precautions	Actions Taken
<p>Staff</p> <p>First Aiders</p>	<p>Follow procedures for any staff who become unwell at work, and identify designated facilities or rooms for assessment.</p> <p>Consider arrangements for how those taken ill whilst at work would get home.</p> <p>Ensure that staff contact numbers and emergency details are up to date.</p> <p>Review HR, absence and sickness procedures.</p> <p>Identify key roles whose absence would have a significant impact on the safe operation of business.</p> <p>Review contingency and business continuity plans for increased staff absence and potential closure or partial closure of business premises.</p> <p>Ensure all staff complete at least twice weekly testing using lateral flow devices.</p> <p>Pupils on secondary age should also complete twice weekly testing using lateral flow devices.</p>	<ul style="list-style-type: none"> Purple room to be used at quarantine area for staff and pupils Reminders re twice weekly testing to all staff Office team and SMT to ensure they are up to date with outbreak management guidance Carole Westrep to inform class teacher, Linda Embling and SMT when pupils need access to online learning at home due to isolation <p>Lateral Flow Testing: Testing remains important in reducing the risk of transmission of infection within schools.</p>

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Covid-19 symptoms and procedures

The main symptoms of coronavirus (COVID-19) are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If an adult develops symptoms of Covid-19 on site:

- Ensure senior leader or line manager and first aider is informed as soon as possible;
- Go home immediately;
- Avoid touching any doors, handles, surfaces or work equipment;
- Cough or sneeze into a tissue and place it in the bin, or into the crook of the elbow if tissues are not available;
- Book a PCR test

If a student develops symptoms of Covid-19 on site:

- Ensure a senior leader and first aider is confirmed as soon as possible;
- Informs parent(s)/carer(s) and isolate the student until they can be collected and taken off site;
- Avoid them touching any doors, handles, surfaces or work equipment;
- Cough or sneeze into a tissue and place it in the bin, or into the crook of the elbow if tissues are not available;
- Book a PCR test

Outbreak Management

If you have several confirmed Covid cases in a 14 day period you may have an outbreak.

You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.

DfE Guidance from 19th July 2021 suggest enhancing the following four mitigation methods should an outbreak be identified:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

- All staff should continue to use lateral flow tests twice weekly (even if part time).
- Results should be recorded online with test and trace
- Negative results should be recorded on the academy Forms
- Positive and void tests must be notified to Hayley Scargill immediately
- People who have recently tested positive for covid should not complete lateral flow tests for a period of 90 days
- Tests should be completed for all members of staff on a Sunday and Wednesday evening
- Any member of staff not taking part in lateral flow testing should inform the principal

Visitors:

- Visitors must be booked in advance and entered into the academy diary to ensure we minimise the number of additional adults onsite each day
- Visitors who arrive without being pre booked risk being turned away

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	<p>Remote Education arrangements for individuals who are isolating or larger groups should be considered and planned for.</p> <p>Further useful guidance can be found at:</p> <p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p> <p>When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> <p>Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>Coronavirus (COVID-19): test kits for schools and FE providers - GOV.UK (www.gov.uk)</p> <p>Supporting pupils with medical conditions at school - GOV.UK (www.gov.uk)</p> <p>COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - GOV.UK (www.gov.uk)</p> <p>Health and safety: responsibilities and duties for schools - GOV.UK (www.gov.uk)</p> <p>Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</p> <p>Information about the Coronavirus (e-bug.eu)</p> <p>Use of PPE in education, childcare and children's social care - GOV.UK (www.gov.uk)</p> <p>COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p> <p>Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>CIBSE - Coronavirus, SARS-CoV-2, COVID-19 and HVAC Systems</p> <p>Red, amber and green list rules for entering England - GOV.UK (www.gov.uk)</p> <p>Remote Education Temporary Continuity Direction: explanatory note - GOV.UK (www.gov.uk)</p> <p>Get Help with Remote Education - GOV.UK</p> <p>Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</p>	
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Coronavirus (COVID-19) Risk Assessment Action Plan

Ref	Action	By Whom	By When	Status
1	Check hand hygiene posters are in place in all toilets, sanitising stations and key areas	Lisa	2.9.21	
2	Update information on academy website	Hayley	3.9.21	
3	Check initial stocks of sanitiser and wipes in every area	Lisa	2.9.21	
4	Display key behaviours poster and control measures poster in key areas around the school	Lisa	2.9.21	
5	Send information out for starts and finishes of school to staff and parents	Ian	end of Aug	completed
6	Place cones on the playground for adult waiting areas	Jim	1.9.21	
7	Check stocks of lateral flow tests and distribute to new staff as needed, ensuring completion of declaration form	Fiona	1.9.21	

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8	Share risk assessment and September Covid update with all staff	Hayley	end of Aug	
9	Arrange personal risk assessment meetings with all staff who consider themselves at high risk	Hayley, Ian and Sarah	End of Sept	



Control Measures

This is the set of controls schools must follow:

1. Ensure good hygiene for everyone	2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated	4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19



Keeping yourself and others safe: From 19 July

While many restrictions have been lifted, COVID-19 has not gone away so it's important we remain cautious.

By practising key behaviours we can continue to protect ourselves and others and help stop the virus spreading.

Fresh air

Try to meet others outdoors where COVID-19 particles are blown away. If you are meeting people indoors, open windows to let fresh air in.



Face coverings

It is expected and recommended that people wear face coverings in crowded areas such as public transport.



Handwashing

Wash your hands with soap and water or use hand sanitiser regularly throughout the day.



Testing and self-isolation

If you develop COVID-19 symptoms, however mild, you should get a test and must self-isolate if you test positive or if you are told to by NHS Test & Trace.



NHS COVID-19 app

Keep Bluetooth contact tracing enabled on your NHS COVID-19 app and use the app to report symptoms, get a test and check in to venues.



Close contact

Consider limiting close contact with people you do not live with.



For more information, visit [gov.uk/coronavirus](https://www.gov.uk/coronavirus)

