

Coronavirus (COVID-19) Risk Assessment Tool

Academy: Sir Christopher Hatton academy				Location(s)/Site(s); The Pyghtle Wellingborough			
Carried out by: NS/AM				Date: 23/08/21			
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. 	<p>Timetabled staff rota for before and after school to ensure that students do not congregate at entrance/exit points.</p> <p>Hand gel stationed at the entry to each classroom, signs around school to encourage use of hand gel. Expectation shared with all staff through staff briefings. Expectation in relation to use of hand gel shared with students during assembly and through Hatton news.</p> <p>Risk assessments will be shared with staff and expectations shared through staff briefings.</p>
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>	<p>Signage to be reviewed and updated throughout the academy including reception areas encouraging hands face space.</p> <p>Hand sanitiser outside every classroom with staff ensuring students sanitise on entry into class.</p>

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Visitors, Contractors and Receipt of Deliveries		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i></p> <p><i>Visitors</i></p> <p><i>Contractors</i></p> <p><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>	<p>Inventory system to be used by visitors for signing in.</p> <p>Antibacterial wipes to be provided for cleaning in between.</p> <p>Symptoms of Covid displayed on posters around the school and reminders shared during staff briefings.</p> <p>Anyone displaying symptoms will be asked to report to Co-Principals and be asked to leave school site and book a PCR test.</p> <p>Cleaning wipes available at reception and in meeting areas with signage reminding staff to clean down areas after use.</p> <p>Screens remain in place across the academy site.</p> <p>External agency staff working with children to provide their own organisation risk assessment in line with Government guidance updates.</p>

General Workplace Precautions and individual risk assessments		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i></p> <p><i>Visitors</i></p> <p><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> <p>Provide facilities for potentially contaminated waste to be double-bagged and quarantined for 72 hours before disposal.</p>	<p>Meeting with contractors to take place in meeting rooms where social distancing can be maintained. This will be communicated with all staff. Staff will be asked to ventilate room by opening windows at the start of the meeting.</p> <p>When greeting external contractors mask will be recommended.</p> <p>Posters will be displayed across the school including corridors, meeting rooms, classrooms and communal areas reminding the school community of the importance of good hygiene, including hands face space.</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 cohabittees.</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>	<p>The academy will continue with an open door policy where staff can discuss concerns.</p> <p><i>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</i></p> <p>As an academy, we are recommending that all staff should wear a mask in the following situations: in enclosed and crowded places, for instance indoors at break and lunch; when moving across the school between lesson changeover; in classrooms only when closely interacting with students; and in meetings where social distancing cannot be maintained. Mask should also be worn when meeting visitors where social distancing cannot be maintained.</p> <p>All CEV staff and pregnant staff will undertake a risk assessment.</p> <p>Reminders of the process of reporting Coronavirus symptoms will be shared in staff briefings.</p> <p>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.</p> <p>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.</p> <p>If a pupil in the setting becomes unwell, they will be removed to an isolation room where they can be</p>
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		<p>monitored and supported until they are collected by their parents or carers.</p> <p>The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves.</p> <p>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.</p> <p>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, black lidded bin, not currently in use to be used and not collected until 72 hours have passed.</p>
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Office and Teaching Areas		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i></p> <p><i>Visitors</i></p> <p><i>Contractors</i></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>	<p>All classrooms will have sanitising stations along with meeting rooms and communal spaces.</p> <p>Open bins in all classrooms which will be emptied by NORSE.</p> <p>Clear desk policy will continue to be implemented across the academy site.</p> <p>Teaching areas and all hard surfaces to be deep cleaned at the end of each day.</p> <p>High windows in classrooms will be opened to ensure natural ventilation but to minimise a draught</p> <p>Internal doors will be propped open (unless fire door) to aid the flow of air. External doors in classrooms may be propped open where safe to do so and particularly when classrooms are not in use to increase ventilation.</p> <p>Heating levels will be reviewed by site team regularly to ensure comfortable temperatures are maintained whilst ventilation is increased, particularly during colder weather.</p> <p>Communal spaces e.g. office, PPA room, Dens and sharing teaching spaces to be cleaned by staff using them at the end</p>

		of their session. Site Supervisor to clean the Dens hard surfaces an additional time during the school day. Office based staff to use own phones/radios to minimise shared use of equipment.
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Welfare and Communal Rest Areas

Persons at Risk	Possible Precautions	Actions Taken
<i>Staff</i> <i>Visitors</i> <i>Contractors</i> <i>Cleaners</i>	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.	Cleaning products and sanitiser will be available in all communal areas. Posters displayed in relation to good hygiene measures. Waste bin monitored by estates. Cleaning wipes will be placed next to all shared equipment with a reminder about cleaning down after each use. These will be monitored by staff and email sent to reception if stocks run low.

Attending Meetings, Visiting Clients, Attending Sites etc.

Persons at Risk	Possible Precautions	Actions Taken
<i>Staff</i> <i>Visitors</i> <i>Contractors</i>	Offer the option of video conference calls or meetings where practical. Review end-of-job procedures and arrangements for handing over items. E.g. cleaning surfaces. Encourage staff to follow official guidance relating to good hygiene procedures. Provide sanitiser, wipes etc to staff visiting other sites/premises.	Staff will be encouraged to conduct external meeting remotely if possible. Clear desk policy will be continued staff to be reminded of this in regular briefings. Cleaning wipes available in every classroom. Sanitiser will be available and provided to all staff. Parents Evenings will continue to take place remotely using the same system as academic year 2020/21.

Sanitary and Toilet facilities

Persons at Risk	Possible Precautions	Actions Taken
<i>Staff</i> <i>Students</i> <i>Visitors</i>	Provide additional soap/sanitisers and paper towels as required. Arrange for regular cleaning of toilet facilities, with particular attention to door handles, door locks, toilet flush and taps.	These will be regular monitored and replenished by the estates team and NORSE

Outbreak Management and Business Continuity Plan		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i> <i>First Aiders</i></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> <p>Covid-19 symptoms and procedures</p> <p>The main symptoms of coronavirus (COVID-19) are:</p> <ul style="list-style-type: none"> • 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 <p>If an adult develops symptoms of Covid-19 on site:</p> <ul style="list-style-type: none"> - 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 <p>If a student develops symptoms of Covid-19 on site:</p> <ul style="list-style-type: none"> - 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 	<p>Staff will be reminded of the importance of reporting symptoms as soon as known. The following protocol will be followed in relation to infection or possible exposure to infection:</p> <p>Scenario 1 - A staff member develops Covid symptoms or tests positive for Covid</p> <p>The staff member must inform you asap and self-isolate at home, following the NHS guidance (including booking a confirmatory PCR test if it is symptoms only). This period of self-isolation will be paid in full. If they are able to continue to work at home then they should do so.</p> <p>Scenario 2 – A staff member is contacted by NHS Test and trace or informed by the NHS Covid app and told they are a close contact of somebody who has tested positive for Covid-</p> <p>The staff member should inform you asap. If you are fully vaccinated (beyond 14 days of their second vaccine jab) then they are not legally required to self-isolate, but will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if they do not have symptoms, they will be strongly advised to get a PCR test asap (they can attend work whilst waiting for the PCR test result).</p> <p>If the PCR test is positive then they follow the NHS self-isolation guidelines and wait to be contacted by NHS Test and Trace. Follow scenario 1.</p> <p>If the PCR test is negative then we would ask they complete daily LFD (rather than just twice weekly) for 5 days after their negative test result. This is to safeguard themselves but also other colleagues and pupils by allowing us to pick up any change in viral load as quickly as possible. This is only a request and we cannot mandate staff to do this but strongly advise them to do so.</p> <p>If the person has negative LFD test results but develops symptoms during the day they must go home to self-isolate and book a PCR test asap. Follow scenario 1.</p>

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

Remote Education arrangements for individuals who are isolating or larger groups should be considered and planned for.

Further useful guidance can be found at:

- [Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-covid-19-operational-guidance)
- [When to self-isolate and what to do - Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus-covid-19/)
- [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)
- [Get a free PCR test to check if you have coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/get-a-free-pcr-test-to-check-if-you-have-coronavirus-covid-19)
- [Coronavirus \(COVID-19\): test kits for schools and FE providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-test-kits-for-schools-and-fe-providers)
- [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/supporting-pupils-with-medical-conditions-at-school)
- [COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-guidance-on-protecting-people-defined-on-medical-grounds-as-extremely-vulnerable)
- [Health and safety: responsibilities and duties for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-and-safety-responsibilities-and-duties-for-schools)
- [Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/contingency-framework-education-and-childcare-settings)
- [Information about the Coronavirus \(e-bug.eu\)](https://www.euro.who.org/en/about-us/communications/e-bug/e-bug-2020-10)
- [Use of PPE in education, childcare and children's social care - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/use-of-ppe-in-education-childcare-and-childrens-social-care)
- [COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-cleaning-of-non-healthcare-settings-outside-the-home)
- [Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](https://www.hse.gov.uk/covid19/ventilation/)
- [CIBSE - Coronavirus, SARS-CoV-2, COVID-19 and HVAC Systems](https://www.cibse.org/~/media/Files/2020/07/20200720-CIBSE-Coronavirus-SARS-CoV-2-COVID-19-and-HVAC-Systems.pdf)
- [Red, amber and green list rules for entering England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england)
- [Remote Education Temporary Continuity Direction: explanatory note - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/remote-education-temporary-continuity-direction-explanatory-note)
- [Get Help with Remote Education - GOV.UK](https://www.gov.uk/guidance/get-help-with-remote-education)
- [Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak)

If the **staff member is not fully vaccinated** then they must self-isolate and follow the NHS guidance. They will be paid in full and if they are able to continue to work at home then they should do so.

Scenario 3 - If a family member who lives in the same household as the staff member contracts Covid.

As long as that **staff member is fully vaccinated (beyond 14 days of their second vaccine jab)** then they **should get a PCR test** themselves (they can attend work whilst waiting for the PCR test result).

If the **PCR test is positive** then they follow the NHS self-isolation guidelines and wait to be contacted by NHS Test and Trace. Follow scenario 1.

If the **PCR test is negative** then we would ask they complete **daily** LFD (rather than just twice weekly) for 5 days after their negative test result. This is to safeguard themselves but also other colleagues and pupils by allowing us to pick up any change in viral load as quickly as possible. This is only a request and we cannot mandate staff to do this but strongly advise them to do so.

If the person has **negative LFD test results but develops symptoms** during the day they must go home to self-isolate and book a PCR test asap. Follow scenario 1.

If the **staff member is not fully vaccinated** then they must self-isolate and follow the NHS guidance. They will be paid in full and if they are able to continue to work at home then they should do so.

NB/ Staff should not arrange to have a PCR test if they have previously received a positive PCR test result during the previous 90 days, unless they develop any new symptoms of COVID-19, as it is possible for PCR tests to remain positive for some time after COVID-19 infection.

Scenario 4 – A family member in the household has Covid symptoms or has tested positive for Covid and they are so poorly (or young) that they need care at home.

The staff member should inform you of the situation asap. Initially, the staff member should see if any other household member can provide the necessary level of care. If this is not possible then a discussion around flexibility or sharing care between other household members and the staff member should take place. Up

		<p>to 5 days of paid leave can be authorised and then refer to Special Leave Policy (Section 6 – Time off for dependants).</p> <p>Staff will be reminded of key infection indicators through regular briefings.</p> <p>Twice weekly testing to continue with results uploaded to forms and chased by VF.</p> <p>Twice weekly testing of students will continue, and reminders sent to parents on a weekly basis.</p> <p>Students returning to the academy for the start of September will also be tested twice on site.</p>
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Coronavirus (COVID-19) Risk Assessment Action Plan

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