

# Attleborough Academy Coronavirus Risk Assessment for full opening in September 2020



## Version 1

Event / Activity:	The Academy will open to all staff as from Tuesday 1 September 2020	Date of event:	01/09/2020 onwards
Assessor:	Neil McShane	Assessment Date:	12/08/2020
		Next Review:	Twice weekly
Brief details of the trip/ activity taking place:	The Academy will open for the new Academic Year to all staff and students. New ways of working are in place with Year groups place in zones to create 'bubbles' that have minimal contact with other year groups. Teachers are thus not based in one room but will move to the bubbles to teach.		
Details of person(s) specifically at risk:	Staff and students, visitors		
Associated Documentation	<p>SET COVID – 19 Health and Safety Guidance for full opening of schools from September 2020 document version 1.0 dated 17/7/20</p> <p>Catering provider risk assessment, transport company risk assessment</p>		

	Hazard	Risk	Initial Rating L,M,H	Control Measures to Reduce Risk	Responsibility	Further Actions	Final Rating L,M,H
<b>ILLNESS</b>	1, Unwell students and staff	Coronavirus may enter the school and spread to other children and staff	M	<p>Everyone will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this.</p> <p>Communication to parents advising them of restrictions in place at the school, new procedures in line with government guidance</p> <p>A personal risk assessment will be conducted for any clinically extremely vulnerable/clinically vulnerable staff members who return to their workplace including BAME, pregnant staff and those staff living with clinically extremely vulnerable household members.</p> <p>In event of any employee displaying signs or symptoms at work they will be isolated. Staff will be alert for any display of signs or symptoms</p> <p>Anyone feeling unwell should not come to work</p> <p>If anyone in the school 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 follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including</p>	<p>First aider or designated staff member</p> <p>Exec Principal</p> <p>All Staff</p>	<p>Isolate staff member displaying symptoms in designated room while they await pick up. The staff member will be asked to wear a disposable mask. This room to be deep cleaned afterwards.</p> <p>Another replacement staff member to be called in to cover if available.</p> <p>If multiple staff have to go home to isolate from the same year/group bubble,</p> <p>Head teachers will take advice from the local Health protection team and/or test and trace adviser before sending other staff and children home.</p> <p>First aiders all issued with own PPE including masks, gloves, visors and aprons.</p> <p>Only deliver CPR by chest compressions and use a defibrillator (if available) <b>Don't do rescue breaths</b></p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is</p>	L

			<p>any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If a child or staff member is awaiting collection, they will be asked to wear a disposable mask and will be moved to the nominated isolation room, (old medical room) with appropriate adult supervision if required. If this room is full and it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use the separate medical room bathroom. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child or staff member while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). See separate PPE Risk assessment</p> <p>First aiders will be provided with enhanced PPE</p> <p>Parents/Carers/Visitors are not allowed inside the school without an appointment unless it is an emergency situation</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) therefore none of our SET schools are to undertake temperature screening from commencement of the Autumn term.</p>		<p>at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test – see How to obtain a test)</p> <p>or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with your usual disinfectant after they have left to reduce the risk of passing the infection on to other people.</p>	
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	2. Spread of the virus	Coronavirus spreads quickly when people are in large groups.	M	<p><b>Getting to school:</b>  Students, parents and staff advised to keep their use of public transport to a minimum  Staff and students are encouraged to walk or cycle to school if possible</p> <p>Dedicated school bus providers have updated risk assessments in line with government guidance</p> <p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:  Follow hygiene rules  Try to keep their distance from passengers where possible  Do not work if they or a member of their household are displaying coronavirus symptoms  In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:  Pupils are grouped together on transport to reflect the groups that are adopted within school  Hand sanitiser is available upon boarding and/or disembarking  There is additional cleaning of vehicles  Queuing and boarding is well organised  Pupils practise distancing within vehicles  Children over the age of 11 use face coverings due to the fact that they are likely to come into very close contact with people outside of their group or who they don't normally meet</p>	Staff	<p>If public transport is used to get to school then a face covering must be worn by any child over the age of 11</p> <p>Staff should not lift share</p>	L
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			<p><b>General:</b></p> <p>All staff briefed on key hierarchy of control measures eg social distancing and good hygiene. Signage is displayed throughout the school.</p> <p>Classes are in year group zones and thus kept apart in separate “bubbles” to minimise contact with other year groups. They have separate social areas and separate food serveries. Barriers are placed at relevant points along pathways to signify entrances to the different zones.</p> <p>Classrooms to be ventilated by windows opened and non-fire doors wedged open. These can include final exit doors if security is not compromised</p> <p>Social distancing markings applied where queues may form, as appropriate</p> <p>Parents/Carers not allowed inside the school unless in an emergency or authorised by the Executive Principal</p> <p>Students encouraged to keep their distance within groups of students and from staff (even when moving in bubbles) Staff to communicate maintaining the 2-metre social distancing for adults and children, wherever possible</p> <p>No large gatherings where mixing of bubbles could occur e.g. assemblies, collective worship</p> <p>Vertical tutor groups have been rearranged into Year tutor groups</p>		<p>Anyone displaying symptoms of the virus must stay at home for a minimum of 7 days and if they test positive others who have been in contact with them may be asked to stay away for 14 days. The decision will be made by the NHS test and trace team.</p> <p>When a parent or individual discloses they have tested positive do not wait for a call. Call the health protection team immediately PHE Health protection team contact details: tel:<b>0300 303 8537</b></p> <p>School will be provided with a number of testing kits from the start of the Autumn term that can be given to parents collecting a child who has developed symptoms</p> <p>If there is an outbreak at the school mobile testing units will be sent to schools to test anyone who has been in contact with someone who has tested positive</p> <p>First aider to have access to mask, visor, gloves and apron when attending to casualties with symptoms or where close proximity contact required as above</p>	
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			<p>Students to sit at forward facing desks, rather than face to face at circular tables as far as possible</p> <p>Food serveries are designated to a bubble to keep groups apart at break times and avoid creating busy corridors, entrances and exits</p> <p>Screens to be provided where close proximity in offices cannot be avoided through revised layout, work patterns, home working etc.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p>		<p>Designated entrances and exits and social areas for bubbles</p> <p>External catering contractors to provide updated risk assessments for agreed full opening provision Internal catering manager to assess implications of the full opening on ability to socially distance staff from other staff and customers. If it is not possible and screens are not appropriate then fluid repellent masks will need to be worn in the kitchen and disposed of at the end of the shift.</p> <p>School to implement cashless payments at servery points where possible</p> <p>Food offerings at breakfast club to be simplified</p>	
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			<p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>Staff to minimise face to face contact with other staff where possible and endeavour to keep 2m separation where possible and/or limit contact to under 15 mins.</p> <p>Maximum occupancy of staff rooms at one time to be communicated to staff and signs shown on doors.</p> <p>When using Photocopier/printers, staff to socially distance and wipe touch points with wipes provided and place in bin</p> <p>Visitors to the site, such as contractors, will be kept to a minimum and will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p>			
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<b>HYGIENE</b>	3. Waste	Wipes, clothes, tissues and used PPE may not be disposed of safely.	M	<p>Any tissues, towels, cloths, wipes or other items used by or on suspected cases must be double bagged, tied and left for 72 hours and then disposed of. This also applies to all disposable PPE used by those in close personal contact with the individual.</p> <p>General Cleaning wipes, clothes, tissues used during enhanced cleaning to be placed in bin and emptied by cleaner regularly. No need to double bag or keep for 72 hours</p> <p>Disposable masks if needed by kitchen staff to be placed in covered bins each day.</p> <p>Face covering disposal procedure</p>	Staff	Waste not to be disposed of in recycle bins	L
	4. Handwashing	Handwashing procedures may not be followed and will cause the virus to spread	M	<p>Signs up in in the building to remind of handwashing rules.</p> <p>All persons entering the school buildings will be expected to wash hands on arrival</p> <p>Students must wash their hands after using the toilet. On return from the toilet, all children also sanitise their hands using room dispenser.</p>	Staff, Visitors	Any person refusing to follow procedures will be sent home immediately.	L
	5. Sanitising/Cleaning	The virus contaminating surfaces.	M	<p>Children and staff expected to sanitise their hands frequently, and definitely at the change of any activity. (e.g. entering a new classroom)</p> <p>Cleaning regimes have been enhanced. Tables, chairs and other work surfaces are to be disinfected as a minimum daily and always before another bubble uses a room occupied previously by another bubble.</p>	Staff, Cleaning staff	<p>Ensure new cloths and gloves are used when cleaning. Wipes, gloves, and cloths in all used rooms with bin.</p> <p>Cleaners to wear PPE e.g. mask visor and gloves and apron only when cleaning a room or area occupied by a symptomatic person. In all other cases wear your usual</p>	L

				<p>Laptops and computer keyboards and mice to be wiped before each use (on arrival at a new classroom)</p> <p>Bins provided in all occupied areas and toilets.</p> <p>All key touchpoints, door handles, work surfaces, light switches, toilet flusher, taps, sinks etc to be cleaned regularly e.g. at break times and after lunch in addition to normal cleaning routine.</p> <p>Any equipment used by one bubble e.g. science, music, DT, Food tech, PE equipment to be thoroughly cleaned before another bubble can use it.</p> <p>If soft furnishings cannot be cleaned effectively they should be removed</p> <p>Usual detergents and disinfectants in use are suitable.</p>		<p>PPE based on your COSHH assessment.</p> <p>Contract cleaning companies to provide updated risk assessments for full opening</p>	
	6. Sharing resources		M	<p>Each student/staff member must use only their own resources:</p> <ul style="list-style-type: none"> <li>-pen/pencil, calculator, stationary</li> <li>-own reading book</li> <li>-Sharing of resources should be limited to where a definite educational need arises</li> </ul> <p>Vulnerable staff members to bring their own cups for drinks</p>	Staff, Pupils	<p>Any person repeatedly refusing to follow procedures will be sent home immediately on H&amp;S grounds</p> <p>Wipes sanitiser and disinfectant spray in all used rooms</p> <p>When resources returned to school they should be cleaned if shared with anyone outside the bubble.</p>	L

	7. Additional Equipment/items	Virus brought into the school on hard surface objects	M	<p>Staff and pupils with Mobile phones will keep them on their person at all times or as otherwise directed</p> <p>Staff bringing food onto the premises may place it in Staff Room fridges but must wipe the packaging or the container it is in first with an antibacterial wipe</p>	Staff, Pupils	Any staff member repeatedly refusing to follow procedures will be sent home immediately on H&S grounds	L
	8. Maintaining supplies	The Office runs out of hygiene and cleaning supplies.	M	School to hold reasonable stocks of hand soap, hand sanitiser, anti-bacterial wipes, disinfectant, fluid repellent masks, visors, tissues, disposable gloves, aprons and paper towels	SET Estates, Manager/COO Executive Principal	In the unlikely event of a supply shortage, any soap, shampoo or washing up liquid can be used to wash hands.	L
<b>BEHAVIOUR</b>	9. Aggression and contamination.	Physical aggression, coughing and spitting	M	<p>Clear rules about coughing or spitting at or towards any other person</p> <p>Children who pose a high-risk of the identified behaviour will not be permitted into school unless the child has a social worker.</p> <p>An individual management plan/risk assessment will be written for any child known to exhibit these behaviours, before they can be admitted into school.</p> <p>The risk assessment shall identify the child's potential triggers, strategies and early signs which indicate the child is not managing</p>	SLT	<p>Staff member assigned to monitor behaviours to be given access to mask, visor or goggles, gloves and apron should they need it.</p> <p>In the unlikely event staff member has been contaminated, they should be tested.</p>	L

	10. Student Anxiety	Students exhibit anxiety due to being out of school for a long time/not being used to being in a group/risk of the virus	M	<p>We will try to keep the environment as normal as possible (e.g. not using excessive amounts of yellow/black tape etc)</p> <p>Students will spend the first day in forms with their tutors learning the new expectations and also exploring the concept of Anxiety to prepare them for the term ahead.</p> <p>Tutor time has been moved to the end of the day in order that any problems/concerns from the day can be addressed. The form time programme will be suspended to ensure tutors have a full daily focus on student wellbeing</p> <p>Progress leaders (Heads of Year) will also be around in the Year group zone in tutor time and at the end of the day</p> <p>There will be a designated Students Support mentor for each year group based in each zone</p>	Teachers and SST		L
<b>STAFFING</b>	11. Staff Shortages	Too many staff are unwell at one time to maintain staffing levels.	M	<p>Student Support Staff work in the school in 'bubbles' to reduce the risk of multiple staff being infected at one time.</p> <p>Remote learning will be reintroduced where necessary</p>	SLT/HR	In the event of staffing shortages, the SLT will reduce provision until safe staffing levels can be re-established.	L

	12. Curriculum continuity	Movement of teachers to student groups causing organisational problems	M	<p>Resources rooms have been designated in each bubble's zone so that teaching resources, text books etc can be left in the zone</p> <p>5 minute movement times have been built into the school day</p> <p>The classroom protocol has been amended to state clear expectations for students for movement time etc</p>	Teachers and TA		
<b>WELLBEING</b>	13. Excessive mental pressure	Threat of the virus may cause staff increased levels of anxiety.	H	<p>Staff members are free to phone or email the trusts' designated welfare provider</p> <p>Staff to contact senior leaders around concerns</p> <p>SET HR and central team available to support</p> <p>Staff invited to see room/PPE prior to teaching/recommencing SET duties</p> <p>Staff work areas will be provided ( computers socially distanced) in the old main office and NMC's old office so staff can work in quiet area in PPA time etc</p>	Staff, Team leaders, HR	MH workers to share significant general concerns with senior leaders.	M

MISCELLANEOUS

	<p>13. Additional risks associated with full opening</p>	<p>Some procedures and use of equipment may increase risk of harm Second Covid-19 spike in the UK Increasing R rate</p>	<p>M</p>	<p>Non-alcohol-based hand sanitiser to be used in art, science rooms, Food tech rooms and D&amp;T rooms areas. They must be certified effective against enveloped viruses</p> <p>School to have a full opening plan with contingency for further measures required in the event the government announce further lockdown or control measures.</p> <p>Schools have established PPE suppliers as used since March 2020.</p> <p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. Where this isn't possible, essential</p>	<p>Heads of Department, Staff, Executive Principal</p>		<p>L</p>
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				meetings will be conducted outside, or in a room large enough to allow for social distancing.			
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**METHODOLOGY FOR DETERMINING THE LEVEL OF RISK**

**THREAT LEVEL:**  
**L = LOW** - Control measures acceptable no further action required  
**M = MEDIUM** - Control measures adequate but could be improved  
**H = HIGH** - Control measures inadequate urgent action required