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[Aquila Generic risk assessment for September 2020 \(Updated 24.9.2020, 18.10.2020. 5.11.2020\)](#)

This risk assessment has been drawn up from Government advice, EW advice and guidance and materials from the HSE and PHE.

The Government has announced that schools should be expecting all staff and pupils back full time in September. Schools should not have rotas in place. This risk assessment is designed to help address the key aspects that will need to be considered and to guide your next steps. There is space for additional school specific mitigation so the document is bespoke to each setting. It is vital that all decisions are made in line with our vision and values, ensuring that children come first in our thinking. We particularly need to Connect as we collaborate and support each other, Nurture ourselves and our teams, Learn and Hope in these challenging times. The physical and mental health of our pupils and staff is of the highest importance.

Please remember that all of this is subject to change in light of new government advice. If you have questions or concerns, please follow reporting guidelines in the Trust Staff Handbook.

In the event of another lockdown, whether local or wider, schools will be expected to care for the pupils of key workers and the risk assessments associated with that period will be reinstated.

There is a clear expectation in the latest guidance that schools will close the gaps during the early stages of 20-21 and will be teaching the full range of subjects including RHE by the summer term of 2021.

Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	Further Control Measures required	Additional school specific mitigation
Persons entering site with COVID19 symptoms	1. Transmission of COVID19 to the School community.	Pupils/ Staff/ Others	<ol style="list-style-type: none"> 1. Staff & Pupils must not attend if they have symptoms or are self-isolating due to symptoms in their household; 2. School settings do not need to take pupil's temperatures every morning. 3. Follow the advice through the Test and Trace process and the local public health England team. 	Remind parents & staff that the 10-day self-isolation period for persons displaying symptoms is still current. Household members and members of the bubble need to isolate for 14 days.	<p>Protocol signed by staff- ensuring that they will not come into school if unwell. Sign in system prompts a health screening.</p> <p>PHE flow diagrams around the school to</p>

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			4. In the autumn term schools will be given home test kits to give to those who have developed symptoms in school.	Anyone with symptoms must be tested and engage with the NHS test and trace process.	<p>ensure compliance with procedures.</p> <p>Unwell children will have temps taken.</p> <p>We have the track and trace app for the school, people will be invited to download onto their phones.</p> <p>No visitors on site indoors. Contractors to visit once staff and children left. Track and trace signage in the school.</p>
COVID19 virus being accidentally brought onto the site.	<ol style="list-style-type: none"> 1. Transmission of COVID19 to the School community; 2. Some BAME Pupils & staff members are 	Pupils/ Staff/ Others	<ol style="list-style-type: none"> 1. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use at least 60% alcohol hand rub or sanitiser ensuring that all parts of the hands are covered; 2. Children should be grouped in class or year group bubbles and contact between these groups minimised 	<ol style="list-style-type: none"> 1. Where settings can keep pupils & staff bubbles 2 metres away from each other, they should do so. Brief, transitory contact, such as passing in a corridor, is deemed as low risk; 2. Adjusting the timetable and selection of classroom or other 	<p>School will be working in class bubbles of up to 30.</p> <p>Breakfast club and Afterschool club will be operating in year group bubbles.</p> <p>Arrival and departure to school</p>

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	<p>statistically at higher risk.</p>		<p>through staggered beginning and end of the school day, break and lunchtimes.</p> <ol style="list-style-type: none"> 3. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. Used tissues to be disposed of into a lidded bin which is emptied frequently 4. Cleaning frequently touched surfaces e.g. books, keyboards, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal using standard products, such as detergents and bleach; 5. Frequently used items such as pen or pencils to be allocated to an individual and not shared 6. Minimising contact between adults by staying 2m apart. 7. Desks to face forwards and a gap to be maintained between children and teacher – 1m+ but ideally 2 ms. 8. In the School Reception area, mark out a 2-metre exclusion zone for any visitors to remain behind OR use barrier screens 9. Ensure that the same teacher(s) whenever possible, and other staff 	<p>learning environment to reduce movement around the school building;</p> <ol style="list-style-type: none"> 3. Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. <p>Control measures will be revised and updated as soon as possible after the latest government guidance is released.</p> <ol style="list-style-type: none"> 5. Keep groups of pupils together throughout the day whenever possible and to avoid larger groups of pupils mixing where possible. 6. Equipment that is used is appropriately cleaned between groups of pupils using it, & that multiple groups do not use it simultaneously 	<p>will be staggered, as will breaks and lunchtimes.</p> <p>All four gates will be used for arrival or departures to minimise "pinch points".</p> <p>Staff meetings will be held by ZOOM where possible.</p> <p>Desks will be cleaned down during the day.</p> <p>Children's trays will be under their chairs with all books and equipment in to minimise movement around the classroom.</p> <p>Isolation room will be small office upstairs.</p> <p>Facemasks can be worn by staff and</p>
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			<p>are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. Specialist teaching is permitted while the transmission risk is low.</p> <p>10. Ensure that, wherever possible, pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Seating older pupils at the same desk each day. Different groups must not play sports or games together;</p> <p>11. Wearing a face covering or face mask in schools or other education settings is not recommended by Government,</p> <p>12. If a pupil becomes unwell with symptoms of coronavirus while in their school setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that</p>	<p>7. Removing unnecessary furniture from classrooms and other learning environments, where there is space to store it elsewhere, to improve space between pupils/ staff;</p> <p>8. Bins for tissues are emptied throughout the day and rubbish bags sealed.</p> <p>9. Wash equipment used in classes in buckets of soapy water or disinfectant. Articles which cannot be washed should be stored until safe to use again.</p> <p>10. Be aware that some unscrupulous companies are trying to benefit from this crisis and take precautions to avoid scams linked to PPE and cleaning supplies.</p> <p>11. Ensure extra cleaning or hand</p>	<p>children. Shields can be worn when working with groups of children across the school</p> <p>Walkie Talkies used across the school to avoid unnecessary movement around the site.</p> <p>Risk assessments will be given and actioned by all peripatetic teachers.</p> <p>Parents requested to wear masks on site when picking up and dropping off</p> <p>Weekly site meeting to discuss cleaning procedures and ensuring that ordering of equipment is adequate.</p>
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			<p>there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn;</p> <p>13. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be provided in classrooms settings;</p> <p>14. Ensure that all adults and pupils are aware of the need to:</p> <ul style="list-style-type: none"> a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. b. Clean their hands on arrival at the School, after breaks, when they change rooms, before and after eating, and after sneezing or coughing; c. Not touch their mouth, eyes and nose; d. Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'); e. Ensure that help is available for pupils who have trouble cleaning their hands independently; <p>15. Maximise natural & mechanical ventilation throughout the school/</p>	<p>sanitiser is available by printers, photocopiers and kettles.</p> <p>12. use signs around the school to remind staff and pupils about social distancing, increased cleaning and hygiene routines.</p> <p>13. keep a record of bubbles or groups so they can self-isolate in case of an infection in that bubble.</p> <p>14. use the template letter from the health protection team to inform parents and staff of a confirmed infection</p> <p>15. Supply and peripatetic teachers can be used but must maintain distance from other staff.</p>	<p>All meetings in school to be held by Zoom, between collagues.</p> <p>Social worker visits to be held in the outside classroom in the quiet area.</p> <p>All doors windows across the school to be opened to allow for ventilation. Staff and pupils to wear extra layers of clothing.</p> <p>Thermometers to be put into all classrooms and work areas.</p> <p>Peripatetic teachers not coming into school- Nov lockdown.</p>
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			<p>in offices, Staff rooms. PPA to be taken at home where possible. If not possible, ensure social distancing and no shared use computers.</p> <p>26. In staff meetings keep all attendees 1- 2 metres apart, ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible.</p> <p>27. Use contactless deliveries.</p> <p>28. If two or more confirmed cases within 14 days work with local health protection team and confirm if additional action is required.</p>		<p>All meetings held at school to be conducted via Zoom and Office 365</p> <p>Collective worship whole school held by Zoom.</p>
<p>Pupils & staff with prior medical conditions deemed as 'Clinically extremely vulnerable'.</p>	<p>1. Persons with prescribed medical conditions and deemed as 'clinically extremely vulnerable' are more at risk from</p>	<p>Pupils/ Staff</p>	<p>1. Pupils and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are advised they are able to return to work from 1st August as long as they can maintain social distancing.</p> <p>2. A pupil or a member of staff who lives with someone who is clinically vulnerable or clinically extremely</p>	<p>School can make reasonable further adjustments so that staff with medical conditions work remotely wherever possible or in a role where social distancing can be maintained.</p>	<p>Risk assessments carried out on 3rd trimester pregnancy.</p> <p>Full PPE provided for working across groups if required</p>

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	COVID19 effects		vulnerable can attend their school or work setting;		
Transport & journeys to/ from School	1. Transmission of COVID19 to the School;	Pupils/ Staff/ Others	<ol style="list-style-type: none"> 1. School Management encourages pupils to walk or cycle to their school where possible. 1 parent accompanies. 2. Staggered start and end of school day to avoid crowding at pick up and drop off points. Use as many entrance and exit routes as possible 3. If children are brought by taxi service School Management will get written assurance that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus; 4. If staff or pupils use public transport, faces coverings are to be worn in line with the latest government guidance. These should be removed and replaced in such a way as to prevent touching the face, stored or thrown away and hands washed. 5. Staff to be encouraged to travel outside peak hours. 	Investigate walking bus.	
Transport for school trips			<ol style="list-style-type: none"> 1.Group pupils within the bubbles. 2.Use hand sanitiser on entry and exit 		No school trips

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			<p>3. Additional cleaning of vehicles</p> <p>4. Distance within vehicles wherever possible</p>		
<p>Pupil/ Child or adult displays COVID19 symptoms whilst at School.</p>	<p>1. Transmission of COVID19 to the School community.</p>	<p>Pupils/ Staff/ Others</p>	<p>1. If anyone becomes unwell with a new, continuous cough, loss of taste and smell or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance;</p> <p>2. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people;</p> <p>3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else;</p>	<p>1. Cleaning of the area(s) concerned is covered by a Post-COVID19 Infection Risk Assessment;</p> <p>2. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.</p>	<p>Reception area has been allocated as the isolation room. Door will be closed and notice up all staff will leave by car park entrance.</p> <p>Children will use the disabled toilet bathroom.</p> <p>DFE phone number given out to all staff to be aware- flow diagrams sent out to parents to determine symptoms.</p>

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			<p>4. PPE should be worn by staff caring for the child 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);</p> <p>5. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital;</p> <p>6. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, <u>they do not need to go home unless they develop symptoms themselves</u> (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people;</p>		
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<p>Stress upon staff members</p>	<p>1.Roles may be overlapping with greater demands in shorter term; 2.Parents may make increased demands upon staff; 3.Stress Pressures may be exerted upon staff members from other sources e.g. family members</p>	<p>Staff</p>	<ol style="list-style-type: none"> 1. Prioritisation of important tasks for the School community for that day/ week; 2. Regular feedback & updates for remaining staff as a group activity; 3. Staff kept informed of developments before Pupils/ children & parent community; 4. Staff aware of need to report concerns to School Management; 5. Governing Body aware of the need to support Headteacher & Leadership Team. 6. Publicise support available through Aquila and more widely. Staff Care Services is available via telephone. Supervision through Chris and counselling via Paul Grainger – will need to be socially distanced. 7. all staff are encouraged to exercise and to have ‘down time’ and to share concerns with line managers. 8. engage with the Education Support Partnership free helpline for school staff. 	<p>Minimise/ only essential contact with staff members outside working hours.</p>	<p>Staff to not talk with parents at gates all communication through DOJO.</p> <p>SLT supporting well-being during the day.</p>
<p>Safeguarding</p>	<p>Increased risk following lockdown</p>	<p>Pupils</p>	<ol style="list-style-type: none"> 1.DSL is on site 2. all concerns recorded on MyConcern 3. staff know which children to be in their care have a social worker and how to contact them. 	<p>The RSC has confirmed that she is concerned about reports of lack of support from external services – social</p>	<p>FLO to continue to make welfare calls to vulnerable families to support.</p>

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			<p>4. Staff know which children to be in their care have CP, CHiN etc.</p> <p>4. continue contacting vulnerable families which are not attending</p>	<p>services, early help etc.</p> <p>let Annie know of specific issues which will be escalated to the RSC team.</p>	
Premises – entry and exit	Changes to school site causes confusion	Pupils, parents	<p>1.Ensure entry and exit points are clearly communicated to all</p> <p>2.supervision at a safe distance to ensure pupils come in to school and stay on site These staff can have face coverings and can wear gloves</p> <p>3. signing in screens and pens are cleaned regularly and hand sanitiser is always available</p> <p>4. office staff have screens between them and parents or visitors</p>		<p>School’s four gates to be used.</p> <p>Signing in system requires COVID check</p> <p>Risk assessment for visitors</p>
PPE and cleaning supplies	Increased demand and possible shortages		<p>1.Ensure stocks are checked regularly and at least 2 weeks’ worth of material are on site at all times.</p> <p>2. investigate other sources in case one supplier is unable to meet demand</p>		<p>Weekly site meeting to discuss.</p>
Contractors on site for repairs and statutory checks	Social distancing		<p>1.Ensure essential checks – legionella, fire alarm and emergency lighting checks etc. are carried out by site staff where possible.</p> <p>2.repairs and contractor completed checks to be completed with social distancing.</p> <p>3. explain hygiene processes on arrival to the site.</p> <p>4. carry out work outside school hours if possible.</p>	<p>If repairs will increase the risk, consider the relative dangers and postpone where possible until the summer holiday</p> <p>Record checks on myEW instead of on paper.</p>	

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			5. keep a record of all visitors		
Recruitment	Staff replacements needed		<ol style="list-style-type: none"> 1. robust virtual interviews 2. take more references 3. ring referees 4. offer fixed term contracts 	From September ensure pre-employment checks are carried out in person at a safe distance.	All recruitment to be held via Zoom
Teacher work load	Stress and burn out	Staff	<ol style="list-style-type: none"> 1. teachers who are in school are not expected to provide home learning activities. 2. staff who are working from home, self-isolating but not ill will provide home learning for pupils not in school. This may be national materials e.g. Oak Academy, BBC; school specific programmes e.g. athletics, or making available suitable resources that are being used by colleagues in school 3. Core skills and supporting social and emotional well-being through creativity (art, music) will be the main focus. Give children time to talk about their experiences, thoughts and fears. Give them reflection time. 4. plan for a full curriculum to be in place by the start of the summer term 2021. 	Remote learning will be reinstated in the event of a local lockdown	<p>Education 365 will be in place- training to be delivered by Academy.</p> <p>Risk assessment carried out with staff for home working.</p>
Communication with parents	Mixed messages cause concern		<ol style="list-style-type: none"> 1. clear, concise communication 2. consistent messages but emphasising that messages will change as the situation changes 		School will use DOJO text and email to communicate with parents. Daily and of any changes.

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Attendance			<ol style="list-style-type: none"> 1.reassure parents and pupils that we are welcoming all children back into school in September. 2.record attendance and follow up on absence with first day phone calls etc. 3. working with families and FLOs/ welfare staff to get the pupils back into school without destroying relationships with vulnerable families. 4. fines in line with existing school practice 5. pupils who cannot attend as parents are following clinical / public health advice will not be penalised. 	<p>Discuss concerns and provide reassurance while being clear with parent that pupils of statutory school age must be in school unless granted a leave of absence, sick or for religious observance etc.</p> <p>Use catch up funding and PP funding to put measures in place for families who need additional support to attend</p> <p>Work with social workers if appropriate.</p> <p>Attendance expectation will be relaxed in the event of a local lock down.</p>	FLO to support with reluctant attendees.
Wider Community access to school buildings	Risk of spread of virus	Pupils and staff	<ol style="list-style-type: none"> 1.All community use and letting to be considered after a full risk assessment 2. LGB meetings and committee meetings held with social distancing in place 3. SIP visits to be on site but with social distancing and hygiene rules in pace. 4.parents who need FLO support should be contacted by phone 	<p>Encourage parents to use as few out of hours' providers as possible to minimise possible spread of the virus.</p> <p>No contact sports.</p>	<p>No clubs after school run by staff.</p>

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			5. breakfast and after school clubs can start following full risk assessments and with small consistent groups. Children should be kept to their existing bubbles.		
Behaviour policy updates	Risk of spreading the virus	Pupils and staff	<ol style="list-style-type: none"> 1. update behaviour policy with Covid appropriate steps and sanctions. Children to be managed in their bubbles and not sent to other classes for time out. 2. parents contacted by phone 	Engage with DfE material/ school nurse healthy child programme/ Whole School SEND consortium to support pupil mental health.	Addendum completed and sent out to Govs and staff.
Bereavement support		Pupils, staff, wider community	1. contact Trust central team who will ensure pastoral and emotional support and supervision and can provide draft letters, lists of resources, access to counselling.	New resources sent out.	
Staff illness	Staffing levels become unsafe	Pupils and staff	<ol style="list-style-type: none"> 1. Redeployment of staff from other tasks to cover a class, if appropriate 2. supply teachers must be well-briefed on procedures within the school. 		As much as possible existing staff will be used.
Additional risk to individual pupils or staff			1. allergy to hand sanitizer	Parents to inform school office. Skin friendly wipes to be used as an alternative,	
Quarantine	Staffing levels become low	Pupils and staff	All staff booking holiday abroad must check the quarantine arrangements in place for their planned destination at the time of booking.	If a booking is made knowing that the quarantine period will extend into term time,	See Aquila Coronavirus Policy sent out August 2020.

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			If a member of staff must quarantine because of changes to the requirements since booking, they will be expected to work from home as they will be paid for this period.	the quarantine period which falls into term time must be taken as unpaid leave.	
Specific curriculum risks	Infection is spread	Pupils and staff	Music- including singing- reduce risks by being outside where possible. Groups of no more than 15. Pupils positioned back to back or side by side. No sharing of instruments Ensure good ventilation. PE – consistent groups, equipment thoroughly cleaned. No contact sports. Lessons outdoors where possible. Maximise use of space	No choirs or musical ensembles until permitted by DfE guidance. Sports coaches can be used within wider protective measures and following a risk assessment.	
Fire drill	In the event of a fire		Practise drill in the 1 st week back with children observing social distancing		Fire drill 11.9.2020 completed new meeting points established and communicated to staff and children.