

Impact Education Multi Academy Trust

COVID 19 Academy Risk assessment APPROVED v1.9

Academy: Castle Hall Academy

Date of Risk Assessment: 29/08/2020

Reviewed 04/01/2021

This risk assessment is compiled in line with Government guidance for the particular challenges of our Academies and reviewed regularly as and when circumstances change. The risk assessment should be reviewed alongside the Trust Guidance for Covid-19 Estate Management.

All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded.

The risk assessment is demonstrating Impact Education and its academies are reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice.

If the guidance cannot be achieved after plans have been put in place then The Trust has to consider whether that activity or part of the Academy should be open.

COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act. If you require any assistance with this process it is recommended you contact your health and safety manager at Impact Education.

**Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of production (issued 30/12/2020). The risk assessment will be updated in line with further updates as and when they arise.*

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
<p>General controls to prevent risk of infection.</p>	<p>Staff, visitors, Pupils</p>	<p>General Controls and instruction to staff throughout the academy: -</p> <ul style="list-style-type: none"> - Children allocated classrooms and remain in their allocated groups to prevent mixing outside of their bubble. (SLT) - Increased cleaning regime - Catch It, Bin It, Kill It to be actively promoted at all times. - Hand washing facilities (Student toilets for students, staff toilets for staff. Disabled toilet will also be available) in place and pupils encouraged to use these. - Be aware of staff/pupils who may constantly touch their face, mouth, nose and eyes, try and prevent this. - Staff or pupils who may become <i>symptomatic</i> to be reminded to stay home and self-isolate for 10 days, their fellow household members should self-isolate for 10 days from the day after the individual tested positive. - Following guidance from government for the “full opening of school” Guidance for full opening: Schools and the System of Controls there in. 	<ul style="list-style-type: none"> - Establish a record of cleaning. (AFT) - Enhanced cleaning throughout the day. (AFT/Site Team) - Reminders of robust hand & respiratory hygiene. (All Staff) - Reminder to parents and staff of symptomatic people or those in the household of someone who is symptomatic are not to attend academy. (SLT) - Parents informed of the procedures in relation to COVID19. (SLT) - Ensure sufficient PPE and hand sanitizers in stock. (AFT/) - Students will only bring their AfL kit - All these measures will be reviewed weekly by (SLT/Site Team and PHL) - Use of staff room limited by timetable and limited by available desks/seating. Staff 	<p>All Staff in line with current staffing lockdown Rota.</p>		

		<ul style="list-style-type: none"> - Non-fire safety doors can be propped open to allow ventilation. - Windows to be opened each morning to allow adequate ventilation. These can be partially closed during lessons and opened again at break and lunchtimes to purge the rooms, see HSE Ventilation and Air Conditioning during COVID-19 (Site Team) - Staggered times for staff to use staff room and facilities and chairs removed to ensure social distancing. - Desk top or pedestal fans can be used within 1 room and remain specific to that bubble, fan not to be moved between rooms. - Academy will have hand sanitizers at main entrances and exits (AFT) - Staff will be issued with personal hand sanitizers bottles which can be refilled - Glove dispenser points will be provided where necessary (AFT) - Regular cleaning of key touch points such as door handles – will be continually done by the site manager during the day (AFT/Site Team) - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 	<p>should only use if other areas do not lend themselves to better social distancing e.g. staying in an unused classroom</p> <ul style="list-style-type: none"> - HODs to look to alter curriculum planning to enable use of resources with minimal need for them to be out of action (SLT) 			
--	--	--	--	--	--	--

		<ul style="list-style-type: none"> - Any equipment passed between teachers will be cleaned before use - IT Equipment to be cleaned before used between bubbles. - Prevention of materials being taken home by pupils or brought in to mitigate the risks (SLT) - Active engagement with NHS Test and Trace with support from Impact Central Team. - Reporting confirmed cases of coronavirus using the new DfE Helpline. - If finding this reporting line an issue we can now use local PHE reporting lines: - Calderdale testtraceandisolation@calderdale.gov.uk 07714 922670 - Kirklees sean.westerby@kirklees.gov.uk 07850 559698 				
<p>Clinically vulnerable staff</p>	<p>Staff</p>	<ul style="list-style-type: none"> - Clinically vulnerable staff can attend school. Guidance for full opening: schools, - Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Adults should continue to take care to 	<ul style="list-style-type: none"> - Leadership to review daily with any vulnerable staff. - PBK will have an online meeting with all staff who are unable to RTW to ascertain barriers 	<p>SLT in line with current staffing lockdown Rota.</p>		

		<p>socially distance from other adults including older children and adolescents.</p> <ul style="list-style-type: none"> - Staff who are pregnant are generally advised to follow the above advice but more information is available at The Royal College of Obstetricians & Gynaecologists - Staff will be sent a questionnaire re any health issues before they return to work. 				
Use of Classrooms	Staff, Visitors, Pupils	<ul style="list-style-type: none"> - Classroom furniture will be forward facing. - Staff to maintain distance from pupils and other staff as much as possible, ideally 2mts. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. - Windows are opened every morning for good ventilation. HSE Ventilation and Air Conditioning during COVID-19 (Site Team) - Classrooms to be regularly cleaned. - Social distancing to be promoted at all times. - Phones – Landlines will be wiped down after every use. - Clear safety procedures for staff using science labs for non-specialist lessons. CLEAPSS Science Lab Guidance 	<ul style="list-style-type: none"> - Regular cleaning throughout the day. - Daily review of all controls. - Fire evacuation reviewed and all staff briefed (AFT) - Routes to each classroom from entrances mapped and shared (SLT) - Support/On call procedures reviewed and shared with all staff (SLT) - Students will be in year group bubbles and allocated a year group corridor. Staff will move, students to remain with their year group 	All Staff in line with current staffing lockdown Rota.		
Music & Drama	Staff, pupils, visitors	<ul style="list-style-type: none"> - Whilst the Department for Culture, Media & Sport commission further research into mitigating risk, The Music, dance and drama in school guidance should be followed at all times. 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. 	All Staff in line with current staffing lockdown Rota.		

<p>Use of Corridors</p>	<p>Staff, pupils, visitors</p>	<ul style="list-style-type: none"> - Children can pass in corridors as this is low risk but where possible this is to be avoided. - Where possible establish a one-way system to prevent crossing on the corridors. 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. - Separate Year group entrances/exits in operation on arrival and dismissal. - Break times and lunch times staggered - Movement on corridors will be in year group bubbles 	<p>All Staff in line with current staffing lockdown Rota.</p>		
<p>Use of toilets and cloakrooms</p>	<p>Staff, pupils, visitors</p>	<ul style="list-style-type: none"> - Available hand washing facilities with encouragement to use these facilities regularly and prior to eating. (Site Team) - Hand driers have been isolated in all toilets and hand towels provided (Site Team) 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. 	<p>Site teams in line with current staffing lockdown Rota.</p>		
<p>PE & The use of the playground and outdoor play equipment</p>	<p>Staff, Pupils, Visitors</p>	<ul style="list-style-type: none"> - Stagger break/ lunchtimes where available to do so or segregate into different playgrounds if possible. (SLT) - Continue to promote social distancing where possible. (All staff) - Ensure a cleaning regime includes the playground equipment is cleaned between different groups or take out of use if necessary. - Should not share toys and equipment unless cleaned in-between. - Contact sports such as football and basketball can now go ahead following new guidance. Physical activity in Schools 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. (SLT) - No play equipment will be available - Break/Lunch will be staggered - Students will be taken outside for break and lunch and allowed to use playground but should still maintain social distancing. They will return to class by clearly defined routes, sanitising as they enter. 	<p>All Staff in line with current staffing lockdown Rota.</p>		

<p>Drop off/collection areas for parents and access pathways</p>	<p>Staff, pupils, visitors, parents</p>	<ul style="list-style-type: none"> - Parents/ carers informed of their pick up/ drop off times and points. (SLT) - If bottle neck/ areas in which children in their allocated groups cannot be distant then stagger starting/ finishing times. - Open gates to utilise playground space to prevent adult to adult interactions (Site Team) - Mark floor pick up point with 2m separation distance (use spray paint) (Site Team) - Academies should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing it. They must wash/sanitise their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children’s social care provides more advice. 	<ul style="list-style-type: none"> - Establish a plan for collection and drop off and communicate this to parents. - Staggered arrival and dismissal times will operate. 	<p>All Staff in line with current staffing lockdown Rota.</p>		
<p>Catering and use of existing food hall</p>	<p>Staff, pupils, Visitors</p>	<ul style="list-style-type: none"> - School kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19). - The kitchen risk assessment can be viewed at CHA Catering COVID-19 Risk Assessment - Deliveries to be contactless where possible. - Hygiene standards to be maintained 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. (SLT & GM) - Catering managers to relay this to all members of their teams. (GM) - CHA will use staggered break and lunchtimes with all 	<p>Catering teams in line with current staffing lockdown Rota.</p>		

		<ul style="list-style-type: none"> - Food will be delivered to classrooms or alternatively adopt staggered lunchtimes for each classroom (GM) 	<p>students expected to be outside unless eating</p>			
Reception area	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> - Parents informed first point of contact is to call the academy instead of face to face. (SLT) - The design of the reception area may already create a barrier between front facing staff and others. - Children to enter the academy via other entrances other than reception if possible. 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. - Consider 2 metre markers if reception design doesn't allow for clear barriers. - Perspex screens to be added to reception (AFT) - Only 1 person passing through reception at any one time. 	Admin Teams in line with current staffing lockdown Rota.		
Clinically extremely vulnerable	Staff, pupils, visitors	<ul style="list-style-type: none"> - Guidance for full opening: schools, - Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - Everyone is currently advised to work from home where possible. As a general principle, working from home reduces the chance of you being exposed to the virus. - If you cannot work from home, you can still go to work in all tiers. 	<ul style="list-style-type: none"> - Request information from staff and parents to identify those in these categories. (PBK) - Ensure strict implementation of the "System of Controls". (SLT) 	SLT in line with current staffing lockdown Rota.		
Other groups vulnerable to Covid-19	Staff, pupils and parents	<ul style="list-style-type: none"> - Academies should be sensitive to the needs and worries of BAME members of staff, parents and pupils. 	<ul style="list-style-type: none"> - Academy has clear lines of communication for all staff, parents and pupils. - Open and regular communication with local Public Health and Council Officials with regards to local 	SLT in line with current staffing lockdown Rota.		

			demographic and mitigating risks.			
Staff contingency arrangements	Staff, pupils	<ul style="list-style-type: none"> - Ensuring there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff. (SLT) 	<ul style="list-style-type: none"> - Ensure staff are aware of the reporting procedure to highlight if they have any symptoms. (PBK) 	SLT in line with current staffing lockdown Rota.		
Area for isolation/first aid and separate toilet	Staff, Pupils,	<ul style="list-style-type: none"> - First Aid Room has been Identified as an appropriate area which will be used for first aid, maintain cleaning standards and clean after each treatment. - <i>(ideally this room should have door to outside so that the child can be picked up without walking through the academy)</i> 	<ul style="list-style-type: none"> - Regular cleaning throughout the day. - Daily review of all controls. - Windows to be opened in First aid room to ensure ventilation - Identify staff to work this provision (SLT) 	All staff and first aiders in line with current staffing lockdown Rota.		
Symptomatic staff or pupils inc Test Kit information	Staff, visitors, pupils	<ul style="list-style-type: none"> - House Room 1 area is available for anyone who is symptomatic so they can wait for a parent to collect. - Area in which symptomatic people are awaiting requires to be cleaned after use. (Site Team) - Staff and Students are eligible for testing. - Those who require close supervision while awaiting collection will be provided with PPE i.e. face shield, respirator FP3, gloves and apron, these will be kept First Aid room. 	<ul style="list-style-type: none"> - Questionnaire to be completed prior to staff returning to academy to highlight they are well to attend academy. - Review where in academy this would be best located (House Room 1) - Establish a clear procedure of how to access testing and when someone should be tested. (PBK/PHL) 	All Staff in line with current staffing lockdown Rota.		

		<ul style="list-style-type: none"> - If anyone develops coronavirus (COVID-19) symptoms in an education setting they must be sent home and advised to follow the Guidance for Households with Covid-19. - Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID (SLT/PHL) - Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> o Book a test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit o Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace o Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) 	<ul style="list-style-type: none"> - Ensure complete accurate staff records (JAN/JTS) 			
--	--	--	---	--	--	--

		<ul style="list-style-type: none"> ○ <u>Engage with the NHS Test and Trace process and be aware of:</u> ○ <u>COVID-19 Test Kits for Schools & FE providers (PBK)</u> 				
Assembly & gatherings	Staff, Pupils Visitors	<ul style="list-style-type: none"> - Where possible assemblies for the academy will be avoided and done in classrooms on PowerPoint. - If you conduct assemblies/ gatherings ensure the groups remain and where possible social distancing is adhered to. - If possible, conduct outside to allow for social distancing. 	<ul style="list-style-type: none"> - Establish a clear procedure of how you will carry out your assemblies and communicate this clearly with all staff, when this becomes safe to do so. - There will be no assemblies or gatherings at this time 	SLT in line with current staffing lockdown Rota.		
Transport arrangements	Staff, Pupils, Contractors	<ul style="list-style-type: none"> - Where possible transport to adhere to social distancing with seating being organised and distributed throughout the bus. - The buses to have windows open to provide ventilation and additional cleaning to be introduced. - Those travelling by bus to have access to wash facilities/sanitiser and PPE on arrival at the academy. - Remember the use of face coverings for children (except those under the age of 11) - public transport (aeroplanes, trains, trams and buses) - taxis and private hire vehicles - Face Coverings: when to wear one, exceptions, and how to make our own NOV 2020 	<ul style="list-style-type: none"> - Establish an agreement with the transport provider of the controls they will have in place to ensure safety. 	Admin teams in line with current staffing lockdown Rota.		

<p>Personal Protective Equipment (PPE)</p>	<p>Staff, Pupils</p>	<ul style="list-style-type: none"> - PPE to be used where necessary and as appropriate. - PPE must be worn by staff caring for a 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). - PPE to be sourced prior to opening. - Risk assessment already in place for children with intimate care need (PPE to continue to be used in usual way) - <i>Government advice not to use face masks or visors in this situation (NB: Special academy will require different assessment)</i> 	<ul style="list-style-type: none"> - Inform staff of the requirements for PPE and provide information for their safe usage. - Individual risk assessments to be conducted. - Storage of PPE reviewed (AFT) - If a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical 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 disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn 	<p>All staff without exception in line with current staffing lockdown Rota.</p>		
---	----------------------	---	---	--	--	--

Face Coverings	Staff, Pupils	<ul style="list-style-type: none"> - From 5th November 2020 new advice will apply to the use of face coverings by staff and pupils in Education, and to learners in further education. - This guidance is for schools and other education institutions that teach people in years 7 and above in England. There is separate guidance for early years and childcare providers and schools with children in year 6 and below. - Face coverings in Education 	<ul style="list-style-type: none"> - Senior leaders within each setting to determine the local requirements for the use of Face Coverings. 	SLT in line with current staffing lockdown Rota.		
Home visits into the property	Staff, Families, Pupils	<ul style="list-style-type: none"> - No home visits to be conducted for those who are currently shielding or those who are symptomatic. - Hand sanitiser provided for staff required to conduct home visits - Staff advised to change clothing after a home visit. - Home visits can be conducted 2m from outside the front door (any concerns will be directed to social services in the normal manner) 	<ul style="list-style-type: none"> - Establish/ update home visit procedure to include COVID19 controls. (SJM) - Doorstep approach, no household access. 	All staff in line with current staffing lockdown Rota.		
Visitors & Contractors in academy		<ul style="list-style-type: none"> - Where possible avoid visitors and contractors from attending the academy - Where necessary obtain confirmation those who will be on site are not showing signs of COVID19. - Provide handwashing or hand sanitiser facilities for visitors/ contractors. - Allow for social distancing for the contractor while in place such as contactless signing in, hand washing and an isolated area for the 	<ul style="list-style-type: none"> - Aspects relating to COVID to be included in the contractor rules for the academy. (AFT) - Contractors and visitors to establish in writing (via email) they are not showing symptoms of COVID19 or a declaration to be established for signing in. 	Site teams in line with current staffing lockdown Rota.		

		contractor to work in. any supervision conducted with a distance of at least 2m.	<ul style="list-style-type: none"> - All visitors to sign Impact COVID-19 declaration form - No sharing of equipment e.g. Pens - Signing in equipment to be sanitised daily 			
Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - Ensure team teach training has been achieved by teachers who are required to carry out physical restraining. (PBK) - Ensure wash facilities are available after a close contact event. - No child or member of staff should be in the academy if they are symptomatic. - Usual first aid procedures to continue using PPE as required - Headteacher to review restraint policy (if applicable) based on each case as it arises. 	<ul style="list-style-type: none"> - Team Teach actions should only be considered as a last option. - Monitor and review on a daily basis. (SLT) - Review any personal RA for students known to have exited the building or been involved in a fight. 	SLT in line with current staffing lockdown Rota.		
Waste	Staff, pupils	<ul style="list-style-type: none"> - Waste to be regularly removed from within the building and in the outdoor bins. (Site Team) 	<ul style="list-style-type: none"> - If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection. 	Site Teams in line with current staffing lockdown Rota.		
Health and Safety general considerations	Staff and pupils	<ul style="list-style-type: none"> - Academy will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc. (AFT) - Site inspection to be conducted prior to reopening of any section of the academy 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. (SLT/AFT) - Updated emergency contacts list (JTS) - Updated student contact list (HOY/SSS) 	All staff without exception in line with current staffing		

		<ul style="list-style-type: none"> - No fire drills conducted to prevent congregations of people (AFT) - Staff to be vigilant around external gates and perimeter, to be monitored by senior management and the site manager as the academy will be more open accessible with staggered starts etc. - Lockdown procedure has been reviewed and the new arrangements have been given to staff (SLT) 		<p>lockdown Rota.</p>		
--	--	---	--	------------------------------	--	--

Assessors Name:.....Phill Horsfall, 04/01/2021

Assessment Review Date: *Dynamic review, minimum weekly review by PH.*

CEO Signature:.....*H.K.*.....04/01/2021

LGB Signatory:.....*M. Hume*.....

Headteacher signature:.....*Bark*.....