

RISK ASSESSMENT

Educational Setting	KING'S LYNN ACADEMY
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Alan Fletcher, Elanor Westbury, Phil Bugg, Rob McLean, July 2020
Review Date	Weds 27 August 2020; then Weds 02 September; and weekly ongoing.
Addendum	This assessment is in use with the <i>Norfolk County Compliance Code</i> ;
	<p>This document outlines the risk control measures we have put in place ahead of wider reopening. It covers the measures we believe we need above and beyond the usual control measures in place to ensure safety in more 'normal' times.</p> <p>The example measures we list are based on current government guidance:</p> <p>We have carefully considered what is necessary to make these measures workable in our school having taken the following considerations into account.</p> <ul style="list-style-type: none"> ➤ The number of staff and pupils we expect to have in school ➤ Any raised risk for the pupils or staff that could be in school (e.g. to BAME staff, having taken cognisance of advice from BAMEed) ➤ Any reasonable adjustments we need to make to enable everyone to follow the measures, including pupils with EHC plans who have their own individual risk assessments already ➤ Potential temporary modifications of our Positive Behaviour for Learning Policy to incorporate protocols for pupils conduct and compliance during this time of altered expectations and increased risk ➤ The size and layout of our school premises ➤ The resources in stock (e.g. PPE, soap, cleaning products)

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In completing this risk assessment prior to wider opening we have taken advice / consultation from the following groups

- Independent legal experts (Stone King) have provided advice to schools in the Eastern MAT as to managing changed duties on health and safety to pupils and staff during the CV19 pandemic
- Trust, governance and union representations (via EMAT HR)
- Staff – both informally and formally – full staff familiarisation and consultation

What are the hazards?	Who might be harmed and how?	Controls in place (links are to DFE guidance)	Control detail to be checked	Checked by whom?	By when?	Done?
Prevention and infection control	COVID-19 being present and contracted/spread by pupil, staff member, visitor on school premises or any other person	<ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2. Implement infection control procedures that limit potential for any virus spread 3. <u>clean hands thoroughly more often than usual</u> 4. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 5. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 	<ul style="list-style-type: none"> - Communication to parents prior to return, making clear that pupils should not attend school with any symptoms of illness - Covid-19 mitigation information prominently displayed and reinforced on arrival to staff and students: emphasising 2m rule and importance of handwashing - Hand washing protocol to be implemented, using soap and water where possible lasting 20 seconds in order to kill the virus. This will be a central feature of provision. - Use of sanitiser to occur on arrival, before and after going to the toilet. - Hand washing to be encouraged over hand sanitiser where possible - All staff and students to follow the 'Catch it, Kill it, Bin It' requirements. Bug control posters throughout all buildings - Additional lidded bins provided - Additional external hand washing stations to be available where appropriate, including staff toilets - Hand sanitiser available in every utilised room - Disposable tissues available for sneezing and coughing containment - Regular comms to re-enforce messaging on keeping safe - Staff have been briefed on the expectations in class settings, outdoors and in staff rooms – and this will be repeated in the INSET days of Sept. Students will also be briefed on return. 	AF RM RM ALT Staff Staff RM RM RM RM AF AF	2nd Sept 2nd Sept 2nd Sept 2nd Sept 2nd Sept 2nd Sept 2nd Sept 2nd Sept 2nd Sept 2nd Sept 2nd Sept 2nd Sept	Y

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		<p>6. minimise contact between individuals and maintain social distancing wherever possible</p> <p>7. where necessary, wear appropriate personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> - PPE is available for 1st Aid use. Extremely and Clinically vulnerable staff will have access to visors should they require it; as well as suitable precautions discussed in returning to work from 4th August. E.g. Remote working / careful timetabling. - Ensure appropriate ventilation of populated areas to minimise the risk of infection – classrooms to have windows open - Facilities for waste of tissues or PPE to be isolated and collected and disposed of appropriately at regular intervals. In the case of infected area in the isolation area, waste and area to be sealed off for 72 hours or until appropriate cleaning has taken place - Limit access to site; no parents, volunteers or others. Exceptions for statutory services / critical contractors / some key meetings. Where these proceed, strict isolation and distancing must be enforced - Staff and students identified as particularly vulnerable to effects of COVID19 not to attend KLA under any circumstances until all-clear given – staff from BAME backgrounds to be additionally risk-assessed and where agreed, enabled to work from home to avoid this increased risk. 	<p>RM</p> <p>STAFF</p> <p>RM</p> <p>RM</p> <p>AF</p>	<p>2nd Sept</p> <p>2nd Sept</p> <p>2nd Sept</p> <p>2nd Sept</p> <p>2nd Sept</p>	<p>Y</p> <p></p> <p></p> <p></p> <p>Y</p>
<p>Response to any infection</p>	<p>COVID-19 being present and contracted/spread by pupil, staff member, visitor on school premises or any other person</p>	<ol style="list-style-type: none"> 1. engage with the NHS Test and Trace process 2. manage confirmed cases of coronavirus (COVID-19) amongst the school community 3. contain any outbreak by following local health protection team advice 	<ul style="list-style-type: none"> - Ensure members of staff know what is required of them in response to any infection and how to manage confirmed cases - Clear messaging to parents as to the need to engage with T&T if necessary - We will follow the relevant Public Health procedures and Norfolk Guidance 	<p>AF</p> <p>AF</p> <p>AF</p>	<p>2nd Sept</p> <p>2nd Sept</p> <p>2nd Sept</p>	<p></p> <p></p> <p></p>

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Contingency planning for a further outbreak	In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.	1. E-Learning procedures reviewed and updated ready for this contingency	- In the event of further partial or full closure, KLA's E-Learning provision will be re-implemented. This provides electronic basis for learning in all subjects, with specific software purchased for English, Maths, Science, MFL and Humanities.	PB	2 nd Sept	
			- Full review of lockdown remote learning undertaken July 2020, reported to governors and plans made for identified issues – most particularly where pupils struggled to engage.	PB	2 nd Sept	
			- High standards for tutor check-in contacts and online teacher feedback were established in lockdown, and these expectations would be reinforced and resumed.	EW	2 nd Sept	
			- It is possible that we will have situation where a group of pupils is not attending through self-isolation/track & trace requirements – they will need to access remote learning immediately and some capacity will need to be maintained within staffing to ensure that we can actively monitor engagement and support learning.	EW/PB	2 nd Sept	
Maintaining cohort and class separation (bubbles) and where possible, social distancing.	COVID-19 being present and contracted/spread by pupil, staff member, visitor on school premises or any other person	1. Minimise contact between individuals and maintain social distancing wherever possible 2. The overarching principle to apply is reducing the number of contacts between children and staff . This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals if possible, whilst maintaining normal class sizes.	- The school has established consistent groups as Year group 'bubbles' within a 'Zone' system allocating year groups to the following faculty areas, including an 'outside area' for each cohort. Each year group will have their own entrance and exit in their own area.	AF	2 nd Sept	Y
			- Year 7 – Humanities block / South Quad / South Entrance	ALT	2 nd Sept	
			- Year 8 – Science block / Hard court/ Old DT entrance	ALT	2 nd Sept	
			- Year 9 – MFL block / North Quad/ North Entrance	ALT	2 nd Sept	
			- Year 10 – Maths / Library Lawn/ Side stairwell (Using north stairs)	ALT	2 nd Sept	
			- Year 11 – English / Front entrance Lawn / Main entrance (using central stairs)	ALT	2 nd Sept	
- Pupils will be assigned a 'home room' in their zone, and will stay in that room for the majority of their lessons, with teaching staff moving between classes. This will be the case for all lessons but for ADT and PE, where pupils will work in those areas for	ALT	2 nd Sept				
- Senior staff will be <i>high presence</i> to support calm and considered movement at lesson changeovers. Senior staff will own their zones and HoY will base themselves in their cohort zone throughout.	AF	7 th Sept				

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			<ul style="list-style-type: none"> - We have redesigned our operational plans in line with this requirement – we have rewritten the timetable to ensure massively reduced movement. Lessons will be 75 minutes rather than the usual hour, to include a 10 minute 'comfort break' at a natural break point to be determined by the teacher. Lunch is staggered 30 minutes for each cohort. - The amount of take-home resources will be restricted and where possible limited to online resources. Exercise books will still be marked, but will remain in school as far as possible. - Every pupil will be provided with their own pencil case containing stationery that they will need. - The sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it 	<p>ALT</p> <p>2nd Sept</p> <p>Y</p> <p>RM</p> <p>STAFF</p> <p>2nd Sept</p> <p>2nd Sept</p> <p>RM</p> <p>2nd Sept</p> <p>STAFF</p> <p>2nd Sept</p>
Cleaning		<ol style="list-style-type: none"> 1. Consult with cleaning contractor to be clear of cleaning expectations, both day-to-day and where any deep clean may be appropriate 2. More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> o Taps and washing facilities, o Toilet flush and seats, o Door handles and push plates, o Handrails on staircases and corridors, o Lift and hoist controls, o Machinery and equipment controls, o Telephone equipment, 	<ul style="list-style-type: none"> - Deep clean of site the week before students return - Review cleaning on-site during the school day to clean across the site; toilets, high touch points and food servery/eating areas between sittings. - Cleaning packs in every classroom for students and staff to clean work areas between lessons and as required. - Set protocols for overnight cleaning teams to ensure all areas are thoroughly cleaned, using a specific antibacterial product. - Operational review of cleaning standards to ensure requisite standards are maintained. - Plan to be put in place to manage cleaning if we are informed that someone has tested positive with covid-19 - any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. - Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. 	<p>RM</p> <p>29th Aug</p> <p>RM</p> <p>2nd Sept</p> <p>RM</p> <p>2nd Sept</p> <p>RM</p> <p>2nd Sept</p> <p>RM</p> <p>2nd Sept</p> <p>RM</p> <p>2nd Sept</p> <p>RM</p> <p>2nd Sept</p>

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		<ul style="list-style-type: none"> ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. 				
Lunchtime Catering facilities		1. Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas	- Serving food – additional servery, simple dishes	RM	2 nd Sept	
			- Queuing protocols provided with supervisory duty rota with clear duty responsibilities	RM	2 nd Sept	
			- Different lunch periods for each year group	RM	2 nd Sept	
			- Packed lunch area identified to lessen pressure on canteen space	RM	2 nd Sept	
Fire Safety		1. Ensure fire safety protocols are updated for new school layout and operation, and that pupils and staff understand new arrangements 2. Ensure new fire arrangements are tested with a full drill – or a series of full drills if necessary.	- Cash loaders out of service – online payment only	RM	2 nd Sept	
			- Wipe Down cleaning between lunch breaks			
			- We will hold to our current Fire Evacuation Plan which are in year group arrangements, but we will move the assembly areas to fit the new zoning arrangements and to reduce numbers of pupils in each area	RM	2 nd Sept	
			- Early drill to check new arrangements are suitable, repeated if necessary	RM	2 nd Sept	
Access/Egress of school building		1. Ensure safe access to site and all arrival and departure protocols are clear and followed	- Personal Emergency Evacuation Plans (PEEPs) are in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts.	RM	2 nd Sept	
			- Ensure all emergency escape routes / doors are fully operational and kept clear.	RM	2 nd Sept	
			- Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.	ALT	2 nd Sept	
			- The School Day will be as usual with pupils entering the site and making their way to their 'zones' as outlined above	ALT	2 nd Sept	
			- New duty rota in place for new arrangements, including senior duty leadership protocols	ALT	2 nd Sept	
			- Leadership team on duty on front gate for bus arrivals.	ALT	2 nd Sept	
			- Heads of Year based in their zones at beginning, throughout and end of the day	EW	7 th Sept	
			- Buildings will have 1 way entrances and exits as far as practicable.	RM	2 nd Sept	
			- We plan to provide sanitizers on all entrances.	RM	2 nd Sept	

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			<ul style="list-style-type: none"> - Door wedges used to keep doors open in classrooms and corridors to minimise touch points. Fire marshals instructed to close doors on evacuation. - Priority will be given to disabled users and those identified as having health related issues 	RM	2 nd Sept	
				RM	2 nd Sept	
First Aid		<ol style="list-style-type: none"> 1. Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. 2. Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<ul style="list-style-type: none"> - First Aid staff available in all year group bubbles - All first aid kits stocked with additional PPE – first aid training refreshed September 2020 - A revised system for calling first aiders in place for September. - Protocols published to all first aid staff on how to manage students where close contact is required. - Students with medical needs managed by Lead first aider and arrangements in place to manage medication via year offices within bubbles, where possible. - Procedures in place for any students who need to go home due to illness. - First aid policy Covid-19 annex to include new protocols. - Trust review of first aid policy to include Covid-19 infection. 	RM RM RM RM RM RM RM	4 th Sept 2 nd Sept 2 nd Sept 2 nd Sept 4 th Sept 2 nd Sept 2 nd Sept	
Waste		<ol style="list-style-type: none"> 1. Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely 2. Bins should be emptied daily. 	<ul style="list-style-type: none"> - Every classroom has supply of tissues and lidded bin for 'Catch it, Kill it, Bin it' approach - These are emptied daily by designated cleaner in PPE - Standard bins located in each classroom for routine waste - Large bins have been relocated to each zoned social area 	RM	2 nd Sept	
Staff/Pupils within the shielded group		<ol style="list-style-type: none"> 1. Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. 2. Staff/pupils that meet the criteria as clinically vulnerable people e.g. 	<p>Risk assessments of Medical Needs / EHCP will be updated; and distributed to LT/HoYs/FTs.</p> <p>Risk assessments of key staff will be established in light of the guidance.</p>	CP RM	2 nd Sept 2 nd Sept	

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		diabetics, those who are pregnant , should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.				
Contractors		<ol style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	<ul style="list-style-type: none"> Contractors complete a permit to work including a Covid-19 section which details who, where and doing what. Additional risk assessment for large, complex jobs or for work ongoing. Site team will manage maintenance as required. Contractors on site will be limited to before 8am or after 3pm unless critical to the safe operation of the academy. 	RM RM RM	2 nd Sept 2 nd Sept 2 nd Sept	
Hygiene		<ol style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupils' hands following breaks, before meals and following the use of toilets. 	<ul style="list-style-type: none"> Each bubble has a designated toilet close to their zones – only to be used by that year group Hand sanitiser points in each zone's entrance and exit A new cleaning shift has been established to clean touchpoints / toilets and between canteen sittings on a rolling schedule throughout each day 	RM		
Accident reporting Covid-19 incidents		<ol style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.. 	<ul style="list-style-type: none"> Accident/near miss reporting to include possible/actual exposure to Covid 19 at work. Staff advised how to report during training days. 	RM RM	2 nd Sept 2 nd Sept	

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Administrative Staff		<ol style="list-style-type: none"> Staff shift rota to be in place so as to keep social distances and allow school office to function. 	<ul style="list-style-type: none"> RM to create administration staff requirements and rota if necessary Administrative space repurposed to enable optimum physical distancing for adults working in those spaces 	RM RM	2 nd Sept 2 nd Sept	
Personal Protective Equipment		<ol style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where individuals choose to wear masks that is permissible under the guidelines listed right→ Where close proximity working is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	<ul style="list-style-type: none"> Some limited PPE will be provided by school, especially for those staff who will be required to work in closer proximity to pupils (First-Aid, SEN support etc) If staff wish to wear PPE, the school will provide cleanable visors for their use. These should be shared under any circumstances. Masks are not to be worn in school as they can compromise communication Pupils are not considered to require the use of PPE, unless mandated in communal areas under the national Tiering system, and the KLA community is placed under national intervention. However, we appreciate the extent to which use of PPE can be a confidence factor for parents and pupils in their decision to return to school, so we will provide visors for any pupil whose parents wish them to wear one – to being with these may be subject to availability. Pupils should not wear masks in classrooms for the same reason as outlined above for staff. 	RM	2 nd Sept	
Behaviour		<ol style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 	<ul style="list-style-type: none"> Additional behaviour annex written and shared with staff De-escalation zones established for each year group Heads of year and other pastoral support staff will be based in each zone to support teaching staff with challenging behaviour Amendments to behaviour policy will be shared with staff, parents and pupils at the start of the new term 	EW EW EW EW	2 nd Sept 2 nd Sept 2 nd Sept 2 nd Sept	
School Staffroom / workroom		<ol style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<ul style="list-style-type: none"> Extra staff workspace provided to limit pressure on staffroom space Staffroom space repurposed to provide for physical distancing in non-contact time Staff lunches staggered as with pupils lunchtimes 	AF AF AF	2 nd Sept 2 nd Sept 2 nd Sept	

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Infection Control	Staff Pupils Handwashing	1. Staff and pupils have access at all times to water and soap for hand washing.	- Toilets fully stocked and monitored by site team to ensure stock availability	RM	2 nd Sept	
		2. Removal of shared items e.g. utensils	- Hand-sanitising stations built and provided in all zones - Toilet protocol in place to allow pupils to access toilets as needed and not limited to social times as would usually be the case	RM RM	2 nd Sept 2 nd Sept	
Lack of staff	Pupils	1. Assessment of availability of staff for all activities during the school day, including break and lunchtimes	- Staff duty rotas reorganised for full return - Staffing levels closely monitored at all times – sufficient capacity created within emergency timetable to cover all but the most serious absence - Daily report to trust outlining current staffing ratios and scanning for likely future problems	ALT RM RM	2 nd Sept 7 th Sept 7 th Sept	
Increased risk of transmission	Staff and Pupils social distancing	1. Ensure availability of staff is adequate 2. Ensure that social distancing measures can be maintained at all times 3. Review activities that can be carried out 4. The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing.	- Covered in several sections above			
Dedicated school transport, including statutory provision		1. Local authority responsible for school transport – KLA staff will supervise embarkation and arrival processes to ensure safety and transmission control	- Pupils contacted by LA school transport team to advise on bus transport, including need for face masks and seating arrangements, as well as social distancing wherever possible - KLA duty rota has senior staff available at beginning and end of each day to supervise safe loading / unloading			

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Physical activity		<ol style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. 	<ul style="list-style-type: none"> PE time will be protected as far as possible - the benefits clearly outweigh the risk of having reduced or no PE Contact sports, invasion sports and those requiring shared equipment avoided PE lessons exclusively at end of school day Pupils with PE on their timetable for a school day are allowed to wear PE kit throughout the day to avoid need to use changing facilities. 	LCT LCT RM STAFF	2 nd Sept 2 nd Sept 2 nd Sept 2 nd Sept	
Signage		<ol style="list-style-type: none"> Signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc. 	<ul style="list-style-type: none"> Signage clearly shows where each Year Group are supposed to go, including circulation flows from the front of the school to each 'zone' Signage for each toilet clearly identifying that each toilet block is for exclusive use of one cohort only. Copious information campaign signage in place across all areas of the site 	RMC RMC RMS	2 nd Sept 2 nd Sept 2 nd Sept	
Managing pupils' anxieties and mental health concerns on return		<ol style="list-style-type: none"> Enhanced pastoral support programme deployed on return – including additional pastoral leaders of KS3 and KS4 to add capacity to likely stretch First morning pastoral check-in with tutors (not in 'class bubbles') to ensure that pupils first interaction is with the staff member who knows them best 	<ul style="list-style-type: none"> Progress Champions to add capacity for KS3 and KS4 First morning induction programme to include COVID scaling and mental health first aid approaches Early requirement for all tutors to complete first personal development meeting with tutees in first half-term – triaged to meet highest need first. 	EWE EWE EWE	7 th Sept 7 th Sept 24 th Oct	

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Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk.

The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)