

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 January 2022
Review Date	February 2022
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 pregnant women) ➤ 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 ➤ Potential temporary modifications of our Marking and Assessment Policy ➤ 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	<p>Pupils, staff, parents, visitors, contractors</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. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who has been asked to isolate, do not attend school 2. implement infection control procedures that limit potential for any virus spread 3. clean hands thoroughly more often than usual 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 - 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. - Additional lidded bins provided - Hand sanitiser available in every utilised room - Disposable tissues available for sneezing and coughing containment - Regular communications 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 regularly 	<p>AFL (communications)</p> <p>RMC</p>	<p>Jan 2022</p>	<p>Y</p>

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		<p>6. minimise contact between individuals and maintain social distancing wherever possible</p> <p>7. where necessary and appropriate, wear appropriate personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> - PPE is available for 1st Aid use. - Ensure mechanical ventilation is serviced and optimised. Ensure appropriate ventilation of populated areas to minimise the risk of infection – classrooms to have high level windows open to provide trickle ventilation and all windows will be opened during breaks to purge the air. - Ventilation levels are monitored by CO2 meters. Where we have identified areas that are less well ventilated, we have ordered air purifiers - Facilities for waste of tissues or used face coverings to be isolated and collected and disposed of appropriately at regular intervals - 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 and the visitors should take a LFT on the day of the visit - People identified as vulnerable to effects of COVID19, to be additionally risk-assessed and further mitigations will be put in place - Where possible, 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, meetings will be conducted in a ventilated room large enough to allow for social distancing. Socially spaced seats will be set out in advance of the meetings and the room ventilated throughout 			
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Response to any infection	<p>Pupils, staff, parents, visitors, contractors</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 and the guidance for managing positive or suspected cases in school. 2. 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 <p>We will follow the relevant Public Health procedures and Norfolk Guidance currently that: If a child or young person develops COVID-19 symptoms, however mild, while at school or college, they will be sent home and asked to isolate until the result of a PCR test is known. The latest guidance for dealing with possible infections can be found here: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	AFL	Jan 2022	Y
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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 or partially temporarily to help control transmission.	<ol style="list-style-type: none"> 1. An E-Learning is in place and ready to be implemented in the event of a full or partial closure. 2. A bubbles plan is in place and ready to implement if required at short notice. 	<ul style="list-style-type: none"> - 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. - 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. - High standards for tutor check-in contacts and online teacher feedback were established in the previous lockdowns, and these expectations would be reinforced and resumed. - It is possible that we will have situation where a group of pupils are not attending through self-isolation/track & trace requirements – they will need to access remote learning immediately and some capacity will be maintained within staffing to ensure that we can actively monitor engagement and support learning. - A bubbles timetable is ready if required 	E-Learning: PBU	Jan 2022	Y
				Tutor check in: EWE	Jan 2022	Y
				Contingency timetable s: RMC	Jan 2022	Y

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Avoid Unnecessary overcrowding risks	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 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 maintaining distance between individuals if possible, whilst maintaining normal class sizes. 	<ul style="list-style-type: none"> - We follow the latest DfE operational guidance that: <i>"We no longer recommend maximising distancing and minimising mixing, but unnecessary risks such as overcrowding should be minimised."</i> - Teaching staff are to teach from within the safe area in their classroom - Large gatherings, such as assemblies, will be avoided - Parents and carers will be reminded not to gather at the school gate nor come on to the site without an appointment - In areas where larger numbers of pupils gather, such as the Central Hub and canteen, the mechanical ventilation has been serviced. The canteen doors are left open to improve ventilation further. - In the event that we are advised to bubble, the school will implement its Year group 'bubbles' plan, using a 'Zone' system and allocating year groups to the following identified faculty areas, including an 'outside area' for each faculty cohort. Each year group will have their own entrance and exit in their own area. - Senior staff will be <i>high presence</i> to support calm and considered movement at lesson changeovers. Senior staff and HoYs will own their duty areas throughout 	RMC	Jan 2022	Y
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Cleaning	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. 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"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ 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. An additional cleaning shift has been put on to achieve this. - 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. - Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. 	RMC	Jan 2022	Y
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		<ul style="list-style-type: none"> ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. 				
Lunchtime Catering facilities	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. 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 2. Isolating pupils entitled to FSM will continue to be provided for 	<p>Should the guidance change we will re-implement our catering plan:</p> <ul style="list-style-type: none"> - Serving food – additional servery, simple dishes - Queuing protocols provided with supervisory duty rota with clear duty responsibilities - Different lunch periods for each year group - Packed lunch area identified to lessen pressure on canteen space - Cash loaders out of service – online payment only - Wipe Down cleaning between lunch breaks - Grab and go packed lunches to be collected from the FS entrance 	RMC	Jan 2022	Y
Fire Safety	<p>Pupils, staff, parents, visitors, contractors</p> <p>COVID-19 being present and contracted/ spread during a drill or other fire emergency</p>	<ol style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> - We will hold to our current Fire Evacuation Plan as the operational risks of not doing so would be greater the increased risks of transmission. - Personal Emergency Evacuation Plans (PEEPs) are in place for those staff and any pupils who require one. - Ensure all emergency escape routes / doors are fully operational and kept clear. - Reminders to staff and pupils that if the fire alarm is activated that they should maintain distancing when at the evacuation point but that safe egress takes priority 	RMC	Jan 2022	Y

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			<ul style="list-style-type: none"> Door wedges are used to keep doors open in classrooms and corridors to minimise touch points and improve ventilation. Fire marshals instructed to close doors on evacuation. 			
First Aid	COVID-19 being present and contracted/ spread during first aid treatment	<ol style="list-style-type: none"> 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 provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<ul style="list-style-type: none"> All first aid kits are stocked with additional PPE . A first aid training needs assessment has been carried out and training has been refreshed. 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 Procedures in place for any students who need to go home due to illness, including isolation while waiting for collection First aid policy Covid-19 annex to include new protocols. Trust review of first aid policy to include Covid-19 infection. 	LRO	Jan 2022	Y
Waste	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"> 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 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 Tissues and spent disposable masks are placed in these lidded bins Standard bins located in each classroom for routine waste 	SKE	Jan 2022	Y
Staff/Pupils within the vulnerable groups	People at increased risk of significant harm from COVID-19	<ol style="list-style-type: none"> People previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. 	<ol style="list-style-type: none"> Personal risk assessments of for pregnant staff/pupils to be completed and mitigations put in place. Immunosuppressed workers will work from home or will have temporary arrangements put in place agreed by their specialist or clinician to reduce the risks. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. 	Staff: RMC Pupils: CPR	Jan 2022	Y

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Contractors	COVID-19 being present and contracted/ spread during works	<ol style="list-style-type: none"> 1. All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. 2. 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. 	SKE	Jan 2022	Y
Hygiene	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. The school has a suitable supply of soap and access to warm water for washing hands. 2. 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"> - Hand sanitiser is provided in every classroom - A new cleaning shift has been established to clean touchpoints / toilets and between canteen sittings on a rolling schedule throughout each day 	SKE		Y
Accident reporting Covid-19 incidents		<ol style="list-style-type: none"> 1. The Health & Safety Executive have 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"> - Although it is unlikely that exposure to Covid19 in school would be judged to be a reportable event under RIDDOR, records of infections and dated records of the specific control measures in place at those times will be kept should a report later be deemed necessary. The guidance can be found here 	RMC	Jan 2022	Y

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Support Staff	COVID-19 being present and contracted/ spread by pupil, staff member, visitor on school premises or any other person	1. Where possible, support staff will work from home	<ul style="list-style-type: none"> - RM to create administration staff requirements and a work from home rota - Administrative space repurposed to enable optimum physical distancing for adults working in those spaces - Ventilation in offices will be maintained and monitored via CO2 monitors 	RMC	Jan 2022	Y
Personal Protective Equipment	COVID-19 being present and contracted/ spread by pupil, staff member, visitor on school premises or any other person	1. Personal Protective Equipment can help stop the spread of C19 2. 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 for those first aid staff who will be required to work in closer proximity to pupils. They should wear a mask, visor (or goggles), apron and nitrile gloves - Our strongest advice is that staff and pupils should wear a mask or face covering in communal areas inside. Pupils should continue to wear masks in lessons. Staff may remove their masks in classrooms to facilitate learning, provided they stay distanced from pupils. Our uniform and behaviour policy has been amended to reflect this. This advice will be repeated regularly. - It is accepted that some staff or students are exempt from wearing a face mask because of physical impairment, disability, illness or mental health difficulties. Lanyards will be offered to pupils who wish to show that they are exempt - We will maintain a small contingency supply of masks for people who have forgotten to bring their face covering or if it has become damp, soiled or unsafe - A protocol for the safe wearing of face coverings will be adopted including cleaning hands before and after touching, including removing or putting back on, the safe storage in a sealable plastic bag between use- and disposal of temporary face covering in the lidded bins provided 	RMC	Jan 2022	Y

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Behaviour	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"> 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. 	<ul style="list-style-type: none"> An amendment to the uniform and behaviour policies has been added to reflect the latest guidance on wearing masks Amendments to behaviour policy have been shared with staff, parents and pupils at the start of the new term Should it become necessary to reintroduce bubbles, the plan has additional behaviour controls 	EWE	Jan 2022	Y
School Staffroom / workroom	COVID-19 being present and contracted/ spread by staff member or visitor on school premises or any other person	<ol style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded 	<ul style="list-style-type: none"> Extra staff workspace provided to limit pressure on staffroom space Staff are not to share offices where distancing cannot be maintained. Offices, staffrooms and workrooms to be ventilated regularly An air purifier will be located in the Conference Room to supplement the mechanical ventilation during meetings as this room has no natural ventilation 	RMC	Jan 2022	Y

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Lack of staff	Pupils, staff, visitors and contractors	1. Ensure availability of staff is adequate to maintain the safe operation of the school	<ul style="list-style-type: none"> - Staffing levels closely monitored at all times – sufficient capacity created within timetable to cover all but the most serious absence - Daily report to trust outlining current staffing ratios and scanning for likely future problems - Teaching staff have been given additional PPA to allow for the possibility of having to provide cover; part time staff offer additional days, extra cover supervisors have been employed, supply staff have been recruited, classes will be merged if necessary 	RMC	Jan 2022	Y
Testing & Vaccination	Pupils, staff, visitors and contractors	1. Testing and vaccination remain key controls to prevent the risk of infection	<ul style="list-style-type: none"> - All pupils will be offered (and strongly encouraged to take) one supervised lateral flow tests on site after the Christmas break and home test kits for twice weekly home tests afterwards. There is a separate risk assessment and control measures in place for this activity. - All staff will be offered lateral flow home test kits. - Essential visitors will take a LFT on the day of the visit - Pupils and staff are strongly encouraged to book vaccinations and boosters as they become eligible. 	RMC	Jan 2022	Y
Dedicated school transport, including statutory provision	Pupils and transport staff	1. Local authority responsible for school transport – KLA staff will supervise embarkation and arrival processes to ensure safety and transmission control	<ul style="list-style-type: none"> - Pupils should wear face coverings on buses. They should not board dedicated transport or public transport if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine or they are a close contact of a suspected or confirmed case of the Omicron variant of COVID-19) - KLA duty rota has senior staff available at beginning and end of each day to supervise safe loading / unloading - Pupils are encouraged to be dropped to school by parents, walk, cycle or scooter in preference to arriving by bus wherever it is possible and safe to do so 	RMC	Jan 2022	Y

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Physical activity	Pupils, PE and cover staff		<ul style="list-style-type: none"> - Pupils should wear masks in changing rooms before removing them for outside lessons. - Air purifiers will be located in the Fitness Suite and PE classrooms as these areas have been identified as having inadequate ventilation 	SLE	Jan 2022	Y
Managing pupils' anxieties and mental health concerns	Pupils	1. Enhanced pastoral support programme deployed on return – including additional pastoral leaders of KS3 and KS4 to add capacity to likely stretch	<ul style="list-style-type: none"> - Progress Champions to add capacity for KS3 and KS4 - Early requirement for all tutors to complete first personal development meeting with tutees in first half-term on return – triaged to meet highest need first. - Colleagues have been trained as mental health first-aiders 	EWE	Jan 2022	Y
Inspections Learning walks Lesson observations Internal and External	<p>Pupils, staff, inspectors and other visitors</p> <p>COVID-19 being present and contracted/ spread by pupil, staff member, visitor on school premises or any other person</p>	<p>In addition to following the mitigations detailed above including minimised contact, keeping a safe distance, wearing a face covering and decontaminating resources:</p> <ol style="list-style-type: none"> 1. Unless the room is large enough to allow observation from at least 2m distance, observe from the doorway or the designated observation space 2. Talk to pupils outside of the classroom 3. Talk to teachers outside of the classroom. During joint observations, the KLA leader could supervise the class to facilitate this 4. Request that books are sent to an office rather than observing them in the classroom 	<ul style="list-style-type: none"> - The latest C-19 risk assessment will be shared in advance of any visit and the expectations agreed e.g. for daily LFTs - Hand sanitiser gel will be provided at the start of the visit - Surface sanitiser and paper towels will be provided to decontaminate any resources touched - Face masks will be provided if required - Inspectors will be provided with the mobile telephone number for the Operations Manager, Network Manager and Principals PA who will provide operational and logistical support as required - Colleagues are requested to share their (broad outline) lesson visit plans in advance so that the safest route can be agreed 	RMC		

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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](#)