

Abbey Park School

Risk assessment for: Returning to school on Monday 8th March

Written by: Mr J Young

Agreed by Governors and CEO of The Park Academies Trust

Date: 4th March 2021

Please read carefully. If at any time, the Principal and/or Governors feel that it is not safe to open the school as a whole, to groups or individuals, parents and staff will be informed immediately. Monitoring of this Risk Assessment will be carried out weekly by the SLT to ensure that it is effective and all procedures are working as planned. The Risk Assessment will be updated after considering any issues identified and due to changes in public health advice.

Item, place or circumstance to be risk assessed	Risk rating (before measures)	Actions taken to minimise risks	Risk rating (after action taken)	Person responsible
<u>Systems of Control – Prevention</u> 1.Minimise contact with individuals who are required to self isolate by ensuring they do not attend school	High	Pupils, staff and parents and other parents must not come into school if: <ul style="list-style-type: none">• they have one or more coronavirus (COVID-19) symptoms• a member of their household (including someone in their support bubble or childcare bubble has Covid -19 symptoms• they are required to quarantine having recently visited countries outside the Common Travel Area• they have had a positive test	Med	SLT, Pastoral Team, Trained First Aiders

		<p>They must immediately cease to attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (either LFD or PCR) <p>Pupils and staff sent home who display symptoms and told to self-isolate. The isolation period includes the day the symptoms started and the next 10 full days. They will be advised to follow the <i>guidance for households with possible confirmed coronavirus (COVID-19) infection</i>. They should arrange to have a test to see if they have coronavirus (COVID-19). If a negative test is received staff/pupils can return. Other members of their household (including any siblings) and members of their support or childcare bubble should self-isolate. Their isolation period includes the day symptoms started for the first in their household or the day their test was taken (LFD or PCR) and the next 10 full days. If a member of their household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms during the isolation period they must restart the 10 day isolation period from the day they developed symptoms.</p> <p>The symptoms which require pupils to be sent home are:</p>		
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		<ul style="list-style-type: none"> • high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature). Electronic thermometers will be used to take temperature. • new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal <p>The 1st Aid room will only be used as a first aid room, please do not use for any other purpose. Those administering first aid will wear surgical gloves, face shields and aprons which will be provided.</p> <p>If a child is awaiting collection, they should be moved, if possible, to the meeting room in main reception, where they can be isolated behind a closed door, depending on the age and needs of the child, 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. This area will be cleaned thoroughly daily and as appropriate after use.</p>		
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<p>2. Ensure face coverings are used in recommended circumstances</p>	<p>Med</p>	<p>The wearing of face masks will be mandatory for staff and pupils in corridors and indoor communal areas. It is also expected up to the Easter break that face masks are also worn in classrooms where social distance of 2 metres cannot be maintained. Therefore, teachers at the front maintaining a distance of 2 metres will not be expected to wear one.</p> <p>Pupils do not need to wear a facemask in PE.</p> <p>The wearing of a face mask is optional on the way to and from school (unless using the school bus/public transport where it is compulsory),</p> <p>Face masks must be a plain disposable or plain washable mask.</p> <p>A small plastic bag should be brought to school to keep the mask in when in class.</p> <p>Disposable masks need to be disposed of at home.</p> <p>Face visors or shields should not be worn as an alternative to face coverings.</p> <p>Some pupils will be exempt from wearing face masks due to physical impairment or disability, illness or mental health difficulty or for communication with someone who relies on lip reading, clear sound or facial expression to communicate. These pupils will wear a white badge so that staff do not challenge them for not wearing a face mask.</p>	<p>Low</p>	<p>All staff/Pupils/Visitors</p>
<p>3. Ensure everyone is advised to clean their hands thoroughly and more often</p>	<p>High</p>	<p>Children will be encouraged to wash hands thoroughly and frequently.</p> <p>Children will be asked to wash hands or sanitise their hands when they arrive at school, when they return from breaks, when they change rooms and before and after they eat. There may be other times of day</p>	<p>Low</p>	<p>Pupils/Staff</p>

		<p>when children need to wash hands and will be asked to do so.</p> <p>Hand sanitation stations are located at entry/exit points to blocks/venues dispensing hand gel to allow cleaning where water and soap is not available.</p> <p>Should a staff member or pupil have a known intolerance to generic hand sanitising gel we advise them to bring their own brand or advise SLT so individual arrangements can be made.</p>		
<p>4. Ensure good respiratory hygiene for everyone promoting the ‘catch it, bin it, kill it’ approach</p>	Med	<p>Tissues will be available in every classroom and children will be encouraged to use these then asked to dispose of the tissue in the bins provided following the “catch it, bin it, kill it” advice. Posters advertise the approach. There will be dedicated tissue bins in each room.</p> <p>Some children suffering from hay fever may prefer/be encouraged to wear a mask to avoid social isolation.</p>	Low	Staff/Pupils
<p>5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</p>	High	<p>The building will be cleaned every evening and periodically every day by daytime cleaning staff. An enhanced cleaning schedule has been agreed. Ipads and computers and photocopiers, guillotines, laminators etc and any other commonly used equipment will be cleaned before and after use.</p>	Med/Low	<p>Cleaners/Caretakers</p> <p>Staff</p>
<p>6. Consider how to minimise contact across the site and maintain social distancing wherever possible</p> <p>Groupings</p>	High	<p>Year groups will be placed in ‘bubbles’ and allocated blocks for teaching. They will be allocated a set of</p>	Med/Low	SLT/Staff/Pupils

Measures within the classroom	High	<p>toilets and a 'venue' for breaks and lunches. This will include the use of outdoor venues.</p> <p>Staff will move around to different classes, pupils will remain within their blocks so there will be minimum amount of movement around the school. Pupils will be reminded to walk on the left in corridors.</p> <p>Pupils will be allocated seating which will be forward facing. Staff will teach from the front of classes with a distance of two metres from the front row of pupils.</p> <p>Wherever possible the pupils will be forward facing. In some DT lessons pupils will be required to use visors as they need to move around the room. Children will be allocated a seat, they remain in that seat unless directed by the teacher – this is to allow the teacher to remain two metres away. There will be a 2 metre box marked out for teachers.</p>	Med	Staff/Pupils
	High	<p>Group work can take place – no social distancing by pupils although pupils should be sat side by side where possible, however staff remain two metres apart.</p>	Med	Pupils
Equipment	Med	<p>Exercise books – will be kept by the teacher, however the marking and feedback policy will be in operation. Teachers can collect books in to mark. It is important that surfaces which the books touch are sterilised afterwards. Staff may wish to mark the books using disposable gloves which are then disposed of</p>	Low	Staff/Pupils

		<p>appropriately. Alternatively, books can be left for 48 hours.</p> <p>Children should bring their own equipment and not share it with others.</p> <p>Sanitiser spray and blue roll will be provided for cleaning before and after use of any classroom-based equipment, eg sewing machines and PE equipment. Practical equipment should only be used by one person during the session and sanitised after the lesson. PE equipment is sanitised at the end of each lesson. Any materials given out should then remain with the pupil or within a dedicated pupil receptacle (eg art folder). Quarantine time of 72 hours for equipment that is hard to clean.</p>		
Measures elsewhere	Med	<p>All staff meetings will adhere to 2 metre distancing with some meetings being facilitated on TEAMS.</p> <p>Workrooms will have a limited occupancy which will be displayed outside the room.</p>	Low	Staff
Measures for arriving at, and leaving the setting	Med	<p>There will be a staggered start to the day starting at 8:15am. At the end of the day there will be staggered end times.</p> <p>There will be different entrances and exits to be observed by pupils to the relevant year group venues and blocks.</p>	Low	SLT/Staff/Pupils
	High/Med	<p>For siblings who may arrive outside of their window they should report to their venue.</p>	Med/Low	Parents/Pupils

Travelling to the setting	Med	<p>Pupils should only walk to and from school with one other person.</p> <p>Pupils are permitted to cycle to school, and a supervised parking/retrieval system will be in place to allow them to safely store their bike in the bike racks.</p> <p>Parents should only come on to the site to drop their children off in a car in the morning</p> <p>Start and finished times will be slightly staggered and so it is important pupils and parents know how long it will take to get to school so they know their window for arrival.</p> <p>Different entrances and exits for bubbles.</p>	Low	Parents/Pupils
Remote Learning	Med	<p>We ask that all children arrive on time and are collected promptly to avoid extra movement around the school and contact with other children/staff. If a pupil is late they must report to the appropriate Pastoral Office</p>	Low	Parents/Pupils/Pastoral Team
	Low	<p>Maintain a broad and balanced curriculum for all pupils for those in school and at home.</p> <p>In case of bubbles having to self-isolate delivery of full curriculum remotely. Lessons delivered via Show My Homework and TEAMS.</p>	Low	SLT/Teachers
Behaviour Policy	Med	<p>The policy will be amended to promote adherence to the 'bubbles' with no mixing of year groups and a zero tolerance for acts such as spitting. It will be</p>	Low	RSLs/Pastoral Team

		<p>made clear that attendance to school is mandatory and that pupils should be punctual and follow staff directions at all times.</p> <p>Detentions will be run for 'bubbles' only and Timeout will also be for bubbles with pupils taken to their relevant Pastoral Office/Senior member of staff</p>		
Pupils with SEND / pupils accessing the centre	High	TAs and pupils including ASC pupils will be kept to bubbles within their year group and within the AEN area	Med	SENCO, AEN staff/TAs
Supply teachers/Peripatetic teachers	Med	<p>Supply teachers will only be booked where necessary but will be taken through the school protocols on arrival and be expected to adhere to them</p> <p>Peripatetic teachers will deliver one to one music lessons but not for woodwind instruments or singing. Practice rooms will be in the music rooms. Teachers will follow school protocols. Equipment will be cleaned in between lessons. Pupils will be collected and returned to class.</p>	Low	Cover Admin/Assistant Principal/Head of Music
Visitors to the school	Med	<p>The number of visitors to the school will be minimised. Meetings with staff pupils will only take place through prior arrangement.</p> <p>Visitors will be informed of school protocols and adhere to them including the wearing of face masks in communal areas and corridors and ensuring that in meetings they remain 2 metres apart from pupils or other members of staff. Visitors will be asked to sign in using the school's QR code via the NHS Track and Trace App.</p>	Low	Staff

Break/Lunchtime	High	Pupils in their bubbles will be able to use a designated outdoor space during breaks and lunchtime. Staff will be vigilant and separate any groups or gatherings.	Med	Staff/Pupils
Toileting	Med	Each bubble will have a set of toilets allocated in their area. Pupils should only use toilets in their breaks and toilets should be cleaned after break times. It will be accepted that some pupils will need to use toilets in lesson time.	Low	Staff/Pupils
Library	Med	Children will not use the school library and are encouraged to bring a reading book into school from home in their bag. The library will be used as a staff workroom.	Low	Staff
Lockers	Med	Pupils will be allocated lockers within their bubble area.	Low	Pupils
7. Keep occupied spaces well ventilated	High	Classrooms and work spaces will have doors and windows open for ventilation as much as possible. Air conditioning and fans are not permitted to be used. There needs to be a balance between increased ventilation while maintaining a comfortable temperature.	Med	Staff/Pupils

<p>8. Ensure individuals wear the appropriate PPE where necessary</p>	<p>Low</p> <p>High</p>	<p>Face coverings are not classified as PPE. Most staff will not require PPE beyond what they would normally need for their work.</p> <p>Additional PPE will only be required for: A pupil who becomes ill with Covid-19 symptoms and a 2 metre distance cannot be maintained As part of the school’s asymptomatic testing regime</p>	<p>Low</p> <p>Med</p>	<p>Staff</p> <p>Designated First Aiders, Testing Team, Caretakers</p>
<p>9. Promote and engage in asymptomatic testing, where available</p>	<p>Med</p>	<p>The school will follow the guidance set out by the DFE and PHE</p>	<p>Low</p>	<p>Principal/Operations Manager/Testing Team</p>
<p><u>Systems of Control – response to any infection</u></p> <p>10. Engage with the NHS Test and Trace process</p>	<p>Low</p>	<p>The school will ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: book a test if they are displaying symptoms. If the person will have difficulty getting to a test centre the school will provide a home test kit. provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. They should inform the school of the result. self-isolate if they have develop symptoms, been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19), anyone in their household or childcare bubble develops symptoms, they are required to do so having</p>	<p>Low</p>	<p>Principal/Operations Manger</p>

		<p>travelled from certain countries, they have been advised to isolate by NHS test and trace or the PHE local protection team, which is a legal obligation.</p> <p>The Track and Trace QR code will be displayed in reception and visitors asked to sign in using QR code for the Track and Trace App.</p>		
11. Management of confirmed cases of Covid19 amongst the school community	High	<p>School will contact the local health protection team if they become aware that someone has tested positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. The health protection team will work with schools in this situation to guide them through the actions they need to take.</p> <p>Based on the advice from the health protection team, the school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.</p> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the school will keep a record of pupils and staff in each group through Arbor, and any close contact that takes places between children and staff in different groups</p> <p>A template letter which will be provided by the health protection team, which will be to sent to parents and staff. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p>	Med	Principal/SLT/Operations Manager

		We have 10 test kits in school that are only to be used in exceptional circumstances where an individual may have barriers to being tested elsewhere. Tests would only be carried out in the home by parents – not in school. Test kits are kept and distributed by the Operations Manager		
12. Contain any outbreak by following local health protection team advice	High	<p>If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and must continue to work with our local health protection team who will be able to advise if additional action is required.</p> <p>Based upon advice year groups or the whole school may be sent home.</p> <p>To assist in the testing regime instigated by the health protection team.</p>	Med	<p>Principal/SLT/Operations Manger</p> <p>Principal</p> <p>Pupils//Parents/Staff</p>
<u>Other Considerations</u>				
Clinically Extremely Vulnerable Staff	High	<p>The advice from the Government is that CEV staff are strongly advised to work from home at this time. The Trust will be supportive of those who are shielding. There is no expectation or request that those who fall under the CEV group should come into work.</p> <p>If, a member of staff in the CEV group considers your personal circumstances and chooses, with appropriate medical advice, to come into work, they may do so. However, they will be required to confirm in writing that this is entirely their choice and that their medical team have supported their decision. HR will review regularly to ensure that the</p>	Low	SLT/CEV staff

		<p>situation remains appropriate for the member of staff.</p> <p>CEV staff will be directed by their line manager in their work from home.</p>		
Clinically Extremely Vulnerable Pupils	High	Pupils whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place.	Low	SLT/ECV pupils
PE lessons	Med	<p>Pupils who have PE will wear their kit to school on PE days to avoid use of the changing rooms.</p> <p>Outdoor PE will take place with adjusted activities.</p> <p>PE equipment will be cleaned after use.</p> <p>The PE Department will follow the guidance used by each sport's professional body.</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework.</p>	Low	PE staff
Music lessons	Med	There will be no singing as a group and no choir practice. However, this can be done on the school field if pupils socially distance. There will be no brass or woodwind instrument practice.	Low	Music teachers/Peripatetic teachers
Catering	High	Bubbles will take lunch in their bubbles. Catering company to take orders and distribute meals to the different venues.	Med/Low	Operations Manager/Sodexo
Examinations	Low	Examinations in the sports hall will not take place at this time.	Low	Staff/pupils

Uniform	Low	It is expected that all pupils will adhere to the school uniform policy. The guidance states that uniform does not need to be cleaned any more often than usual nor does it need to be cleaned using methods any different to normal.	Low	Pupils/Parents
Fire evacuation	Med/Low	In the event of a fire alarm, children and staff will leave the building with staff maintaining a 2 metre distance from pupils. The fire assembly point is the MUGA, where registers will be checked. Designated staff will be given the responsibility of removing door wedges where holdbacks are not in place. Paper registers taken to muster point so these can be used for any fire evacuation register purposes.	Low	All pupils All staff PSAs/Operations Manager
Use of lifts		The lifts will be used by staff and pupils who require them in their venues. They will be included in the cleaning regime.	Low	Operations Manager/Cleaners
Positive Handling	Medium	On the rare occasion where we need to enforce positive handling of a child for their safety or the safety of others, a member of staff may have to come into direct contact with a child. If this is the case, parents will be informed. Both parties to wash hands as soon as possible. Record incident as per usual procedure. In the first instance, if the child is in the classroom, all other children will be taken out of the class and contact with the child will only be made if they pose a serious threat to themselves.	Low	Team Teach trained staff Pupils Parents
Events for parents	High	Parents will not be permitted in the school building. If there is a safeguarding concern we would ask that parents telephone or email the school. There will be no events for parents until guidance is relaxed further.	Low	Parents

Parent contact details in case of emergency	Med	Parents will be frequently reminded to ensure primary and secondary contact details are up to date and registered with the school office.	Low	Parents/Admin
Session 6 Clubs	High	PE Session 6 will run on a daily basis based upon year group bubbles. Academic session 6 sessions will be limited to Year 11. Homework club will be run for bubbles only and on selected days.	Low	Principal/RSLs/PE staff
Well being				
Staffroom/Work room	High	Staff who want a break in a relaxed environment should use the staffroom. Those who want to have a purposeful work environment should use the library or a work room (dependent upon occupancy). Staff should maintain a 2 metre distance from each other.	Med/Low	All school staff
Mental Health and Well-Being – Pupils	High/Med	<p>Visual reminders will be displayed to remind children of appropriate contact.</p> <p>Pupils will have access to the Pastoral team where required. The Pastoral offices for a particular year groups will be relocated to the bubble blocks. Pupils with increased significant risk factors that are concerned should be given the opportunity to discuss their concerns and the measures the school is putting in place to reduce risks should be explained.</p> <p>There is the option of the School Counsellor and Trailblazers for additional emotional support.</p>	Med/Low	Teachers/Pupils
Mental Health and Well-Being – Staff	High/Med	Staff are encouraged to discuss any concerns with their line manager or HR - SLT will be on site and encourage staff to discuss any questions or concerns. Staff with increased significant risk factors that are concerned should be given the opportunity to discuss	Med/Low	Staff

		<p>their concerns and the measures the school is putting in place to reduce risks should be explained.</p> <p>Pastoral Team have access to formal supervision.</p> <p>All staff in the Trust have access to DAS Zurich Municipal Counselling service This is free to Trust staff and confidential.</p> <p>Guidance for pregnant employees will be followed because pregnant women are considered CV. Further guidance can be sought from guidance and advice on COVID-19 and pregnancy from the Royal College of Gynaecologists. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk.</p> <p>Staff working 1:1 with children will sit 2m apart shoulder to shoulder where possible. All adults will remind each other.</p> <p>Staff supporting 1:1 children who cannot adhere to sneezing/coughing advice will be encouraged by their line manager to wear a face mask.</p>		<p>SLT</p> <p>All staff/HR</p> <p>SLT/HR</p> <p>Staff</p> <p>TAs</p>
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COVID-19 SWIFT RESPONSE PLAN

Actions if a pupil or staff member present symptoms of COVID-19



Pupil or member of staff displays Covid-19 symptoms as outlined above.

Send home and advise to have a test
Household members do not need to isolate

If test is negative, return to school
If test is positive move to confirmed 'case scenario'.

Actions if there is a confirmed case of COVID-19 in school



Pupil or staff member tests positive for COVID-19.

Individual receives medical advice and/or treatment.
School to report case to PHE and take action based upon their advice.

If other cases detected within school, report to PHE, who will investigate and advise. This may result in 'bubbles' being sent home.