

DPA Covid 19 Risk Assessment – September 2021

Who might be harmed: Staff, Students, Visitors, Contractors.

| Hazard | Controls to be put in place | Who will be responsible? | When the controls need to be in place by | Additional Notes (Staff Checking) |
|---|--|--------------------------|--|-----------------------------------|
| Contact with someone suffering from coronavirus | <p>There is full compliance with the 9 PHE system control measures and the current government guidance is being followed.</p> <p>Everyone will be told not to come into school if they need to self-isolate under current guidance. Regular reminders and information will be given to all stakeholders about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> | MMA | 7/6/21 | LM: SCU |
| | <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Any person displaying symptoms will be placed in MR2 until collected.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection | MMA/First Aider | 7 th June 2021 | LM: SCU |
| | <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up. A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> | JBU/Haywards | 1/9/21 | |
| | <p>If the student requires the bathroom whilst waiting to be collected they should be directed to a separate</p> | JBU/Haywards | 1/9/21 | |

DPA Covid 19 Risk Assessment – September 2021

| Hazard | Controls to be put in place | Who will be responsible? | When the controls need to be in place by | Additional Notes (Staff Checking) |
|--------|--|--------------------------|--|-----------------------------------|
| | bathroom (Reception Toilet) which should then be closed until a deep clean can be undertaken. | | | |
| | <p>If the school becomes aware that a student or a staff member has tested positive for coronavirus, the school will contact the local health protection team and local authority.</p> <p>Students and staff who have been contacted by NHS Test and Trace will be asked to take a PCR test and to self-isolate until the results have been confirmed.</p> | SCU/CMC | | |
| | If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team and local authority to decide if additional action is needed. Any advice given by the team will be followed | SCU/CMC | | |
| | <p>If a student or a member of staff visits a country where the government requires that they quarantine for a period of time then the school will not permit them to attend school during the period of quarantine. Further information can be found here https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</p> | GBA/SCU | | |
| | <p>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</p> <p>The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work</p> | SCU/CDA | | |
| | Dialogue is held with Professional Associations/Trade Unions on the school's approach to staff returning to work | CMC/NCA | | |
| | Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. | | | |

DPA Covid 19 Risk Assessment – September 2021

| Hazard | Controls to be put in place | Who will be responsible? | When the controls need to be in place by | Additional Notes (Staff Checking) |
|--|---|--------------------------|--|--|
| | <p>Parents/carers who need to drop off and pick up students will be told through messages and signage:</p> <ul style="list-style-type: none"> Parents must not attend the school site unless agreed contact via telephone or email with The academy asks that all visitors report to reception, reminding them that if they are displaying any C19 symptoms then they should make contact via telephone or email. Parents will reception not be invited onto site if not necessary. The protocols for minimising adult to adult contact That only one parent/carer should attend for any agreed appointment, although others can attend remotely | | | |
| | <p>Students and staff will be asked to undertake two Lateral Flow tests each week to identify asymptomatic cases carrying high viral load. Students will undertake on site testing prior to being readmitted in September 2021</p> | Staff/Students | 1/9/21 | |
| Spreading infection due to touch, sneezes and coughs | <p>Handwashing facilities will be provided. Sanitiser has been placed in every room, all entry points to the academy and staff and students are encouraged to clean their hands frequently.</p> | All Staff | | |
| | <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> | JBU | | |
| Spreading infection through contact with coronavirus on surfaces | <p>Enhanced Cleaning Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> Bannisters | JBU | 1 st September | <p>Haywards Day Cleaner</p> <p>Checklist be used and available (LM: MES)</p> |

DPA Covid 19 Risk Assessment – September 2021

| Hazard | Controls to be put in place | Who will be responsible? | When the controls need to be in place by | Additional Notes (Staff Checking) |
|--------|---|--------------------------|--|-----------------------------------|
| | <ul style="list-style-type: none"> • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Telephones • Outdoor play equipment <p>Areas of the school that are used by students will be cleaned thoroughly at the end of the day. A daily has been prepared for high contact areas. Regular cleaning will take place on a daily basis</p> | | | |
| | Bins for tissues will be emptied throughout the day | JBU | | |
| | <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use hand sanitiser to cover all parts of their hands • Clean their hands on arrival, using the sanitiser provided, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school</p> | All Staff | | |
| | Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out. | JBU | | |
| | Resources will not be shared. | Class Teachers | 1/9/21 | |

DPA Covid 19 Risk Assessment – September 2021

| Hazard | Controls to be put in place | Who will be responsible? | When the controls need to be in place by | Additional Notes (Staff Checking) |
|---|--|--------------------------|--|---|
| | here. Staff will be rigorous about hand washing and respiratory hygiene | | | |
| Spreading infection due to excessive contact and mixing between students and staff around and outside of the school | For students who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these students safe. | KFE/MPU | | |
| | Rooms will be accessed directly from outside where possible Staff will be reminded to maintain social distancing in the staff room Visitors will be restricted to essential only. Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors. | All Staff | | |
| | Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. | All Staff | | |
| | Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. | Class Teachers | 1/9/21 | CO2 monitors will be provided when received from the government to identify rooms with poor ventilation |
| | The use of lifts will be avoided unless essential. Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste. These will be emptied daily | JBU/MES | 1/9/21 | |
| | Outdoor space will be used for exercise and breaks, and for education where possible. Learning activities for which there is a greater risk of infection are identified and relevant staff informed | CMC | | |

DPA Covid 19 Risk Assessment – September 2021

| Hazard | Controls to be put in place | Who will be responsible? | When the controls need to be in place by | Additional Notes (Staff Checking) |
|--|--|--------------------------|--|-----------------------------------|
| Individuals vulnerable to serious infection coming into school | <p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and students are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff). Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Individual risk assessments will be completed with the individual.</p> | CMC | 1/9/21 | |
| Mental health of staff adversely effected | <p>Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</p> <p>Staff briefings and training have included content on wellbeing. Staff have been signposted to useful websites and resources.</p> <p>The trust has an EAP scheme in place with information displayed in the staff room</p> | All Staff | Ongoing | |
| Stakeholders experience loss | <p>The school has access to trained staff who can deliver bereavement counselling and support.</p> <p>Support is requested from other organisations when necessary</p> <p>School counsellor to be available</p> | SCU/CDA | 1/9/21 | |