

COVID-19 Risk Assessment: September 2021

Site / school name:	Manor Park Academy		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Staff ▪ Catering staff ▪ Cleaners ▪ Pupils 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General childcare / wrap-around care & education provision during COVID-19 including social-distancing and minimising contacts. ▪ Cleaning and sanitisation ▪ Food and catering services provision ▪ Property maintenance and statutory compliance ▪ General site occupancy and site movement ▪ Personal hygiene 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment ▪ Catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises 		
What are the hazards?	<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus. 		
Who might be harmed and how?	<ul style="list-style-type: none"> ▪ Staff, pupils, contractors, and visitors may catch COVID-19 via direct or indirect contact with carriers whilst on site. ▪ Potential for spread to other family members / persons. 		
Name of person completing this risk assessment:	Rachael Dobbie	Date of completion:	19 th July 2021
Risk assessment approved by:		Date of approval:	
Date risk assessment to be reviewed by:	September 2 nd 2021	Risk assessment no:	1

Risk Consideration Priority Matrix

	Risk consideration that if not managed has the potential for severe impact on a school, for which the Trust requires information on its management controls to be detailed as part of the school risk management review.
	Risk considerations that, if not managed, may have some impact on the school and should form part of the school risk management review.
	Risk consideration that do not present a significant risk but could form part of the school risk management review.

Key Changes in Approach

Mixing & Bubbles

- At Step 4 we will no longer recommend that it is necessary to keep children in consistent groups ('bubbles').
- As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.

Tracing Close Contacts & Isolation

- From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.
- From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.
- Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.
- 18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.
- Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

Face Coverings

- From Step 4, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas
- From Step 4, face coverings are also no longer recommended to be worn on dedicated transport to school or college and are no longer legally required on public transport.
- If you have an outbreak in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils 6 staff and visitors, unless exempt). You should make sure your outbreak management plans cover this possibility.

Stepping Measures Up & Down

- You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area.
- Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.
- If you have several confirmed cases within 14 days, you may have an outbreak.
- You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.
- The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local Authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings - or a small cluster of settings – as part of their outbreak management responsibilities.

Control Measures

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

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Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p><i>Description of the prioritised areas of risk and issues identified by the Trust as requiring consideration as part of this Risk Assessment Process.:</i></p>	<p><i>Please identify and describe how each risk consideration factor has been reviewed, rationalised and applied (or achieved differently / improved upon) at school level and what management arrangements have been put in place.</i></p>	<p><i>Identify and describe any additional actions or management arrangements that will need putting in place, over and above those already implemented, in order to ensure that risks are mitigated and managed effectively.</i></p>	<p><i>Identify any residual risks and issues that require further action and / or support and apply a RAG rating colour as per the matrix at the end of this document.</i></p>
Hand Hygiene			
<p>Ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. The school has maintained good supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable and frequent sanitisation of pupil's hands on arrival / before going into classrooms, before changing rooms, following breaks, before / after meals, following the use of toilets etc.</p>	<ul style="list-style-type: none"> ▪ Hand sanitizer will be used by all children on entry to, and exit from, their classrooms. ▪ Children will wash their hands with soap after using the toilets. 	<ul style="list-style-type: none"> ▪ All in place 	<ul style="list-style-type: none"> ▪
Respiratory Hygiene			
<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with enough tissues and bins available in the school to support pupils and staff to follow this routine.</p>	<ul style="list-style-type: none"> ▪ All bins are covered ▪ All classes have access to tissues ▪ Teachers will remind children what good respiratory hygiene looks like 	<ul style="list-style-type: none"> ▪ All in place 	<ul style="list-style-type: none"> ▪
Use of PPE			
<p>Most staff in schools will not require PPE beyond what they would normally need for their work. Notwithstanding, the school has suitable arrangements in place to follow the guidance on the</p>	<ul style="list-style-type: none"> ▪ Full PPE to be worn when assisting children with symptoms. 	<ul style="list-style-type: none"> ▪ All in place – new RA emailed 28th November following new guidance. 	<ul style="list-style-type: none"> ▪

Use of PPE in Education, Childcare and Children's Social Care Settings which includes information on the use of PPE for COVID-19.	<ul style="list-style-type: none"> Staff and visitors must wear facemasks in communal areas. Masks in classrooms not advised by DfE. 		
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Cleaning Regime

Staff or contractors engaged in cleaning are provided with suitable PPE and are competent to undertake their cleaning duties. Risk assessments are in place for cleaning activities and chemicals not accessible to staff or pupils. Please refer to the Estates guidance on cleaning	<ul style="list-style-type: none"> Contractors to provide appropriate PPE for cleaning staff. Cleaning products stored in a cleaning cupboard in line with COSHH regulations. Risk assessments completed by the cleaning contractor: We Clean. 	<ul style="list-style-type: none"> All in place 	<ul style="list-style-type: none">
The school has in place suitable cleaning programme to take into account the increased cleaning of commonly used items such as handles, counters, IT equipment etc.	<ul style="list-style-type: none"> iPads and laptops will be anti bac wiped in between use. Additional cleaner at mid-day to continue. 	<ul style="list-style-type: none"> Buy anti-bac wipes suitable for iPads and laptops Contact We Clean to arrange continuation of cleaner at mid-day. 	<ul style="list-style-type: none">
Cleaning is undertaken at a time where minimal disturbance is likely, reducing the risk to building occupants.	<ul style="list-style-type: none"> Cleaning in classrooms is done after school. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Staff or pupils with medical / intimate care needs have been assessed and relevant consents in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE when required (e.g. where 2m social-distancing cannot be maintained). Guidance from LA has been provided to manage pupils with intimate care needs.	<ul style="list-style-type: none"> Intimate care plans in place for all children who need them. Training in medicines arranged by SENDCo. 	<ul style="list-style-type: none"> EYFS team to identify any new starters who require an intimate care plan. SENDCo to train any staff in use of medications when required. 	<ul style="list-style-type: none">

Ventilation

Suitable arrangements are in place to ensure good levels of ventilation throughout the school day whilst not compromising security or safeguarding.	<ul style="list-style-type: none"> All windows to be open at all times. 	<ul style="list-style-type: none"> All in place 	<ul style="list-style-type: none">
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Symptomatic or COVID-Positive Individuals

<p>Suitable arrangements are in place for such individuals (and affected siblings):</p> <ul style="list-style-type: none"> To not come into school (to quarantine) To be sent home if symptoms develop whilst in school. For those sent home to avoid public transports and be collected by a family member 	<ul style="list-style-type: none"> Parents will be advised that symptomatic children will need a PCR test and will have to self-isolate until the results are received. If symptoms develop in school, a child will wait in the small room next to the REACH2 hub with an adult they know from school outside the room on the sofa – door to the room to remain open. Room next to REACH 2 hub to be cleaned (with antibacterial spray or wipes) by the adult waiting with child immediately after the child has gone home. 	<ul style="list-style-type: none"> Letter to parents explaining updated procedures. 	<ul style="list-style-type: none">
<p>In the case of a COVID-19-symptomatic child awaiting collection; provide, if possible:</p> <ul style="list-style-type: none"> A suitable room where they can be isolated behind a closed door (if this is not possible, then establish an area which is at least 2 metres away from other people. Depending on the age / needs of the child and if required, appropriate adult supervision (wearing appropriate PPE if close contact is necessary). An open window for ventilation. <p>If they need to go to the bathroom while waiting to be collected, they should use a separate facility if possible. The facility used must be thoroughly cleaned and disinfected before use by anyone else.</p>	<ul style="list-style-type: none"> Small room next to REACH2 Hub will be the isolation room. Child will be supervised from a distance of over 2m and all windows will be open. Staff member supervising will wear PPE. Disabled toilet next to the REACH2 hub will be the designated toilet for the symptomatic child. Out of use sign to be put on the toilet if it is used and then it will be cleaned at the end of the day. 	<ul style="list-style-type: none"> All in place 	<ul style="list-style-type: none">
Asymptomatic Testing			
<p>Whilst there is no requirement for primary school pupils to be tested over the Summer period; schools have suitable arrangements in place to step-up testing measures in response to changing local circumstances</p>	<ul style="list-style-type: none"> Parents can collect lateral flow tests from school if necessary. Set up testing centre in the REACH2 Hub if necessary. 	<ul style="list-style-type: none"> Communicate this to parents when necessary. Order more lateral flow tests if necessary. Staff rota for testing if it is done in school. 	<ul style="list-style-type: none">

Confirmatory PCR Tests			
Suitable arrangements are in place to ensure that any individuals with a positive LFD test result self-isolate pending the outcome of a PCR test within 2 days.	<ul style="list-style-type: none"> This will be communicated to all staff and parents. 	<ul style="list-style-type: none"> Reminder in September, October & November. 	<ul style="list-style-type: none">
Test & Trace			
Confirmation that the school has a sound understanding of Trust COVID-19 reporting protocols and the NHS Test & Trace process and, in respect of the latter, that relevant information has been passed on to staff and parents / carers.	<ul style="list-style-type: none"> Updates for staff in September's INSET. Information will be sent to parents via the letter mentioned in the previous point. 	<ul style="list-style-type: none"> September INSET Inclusion on parent letter as above 	<ul style="list-style-type: none">
Clinically Extremely Vulnerable Children			
Suitable arrangements are in place to enable all CEV pupils to attend school with the exception of those under paediatric or other specialist care who have been advised by their GP or clinician not to attend.	<ul style="list-style-type: none"> 1 CEV pupil on role. Frequent contact with Mum. New teacher to communicate with previous teacher to ensure a sound understanding of the child's needs and how they have been met to date. 	<ul style="list-style-type: none"> RD to check new teacher has a secure understanding in September – secure understanding demonstrated by child's teaching team. 	<ul style="list-style-type: none">
Admitting Children into School			
Suitable decision-making protocols are in place to refuse pupil-admission where it is necessary to protect others in the school population from possible infection with COVID-19. Such protocols must take account of all the circumstances and current public health advice prevalent at the time.	<ul style="list-style-type: none"> Remain up to date with current public health advice. Children showing symptoms will not be admitted on site and any who develop symptoms must be collected by someone from home as soon as possible. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
School Workforce			
Staff in schools who are CEV should currently attend their place of work if they cannot work from home. Suitable arrangements and risk assessment processes are in place to ensure that CEV staff are able to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.	<ul style="list-style-type: none"> No staff who are CEV. Risk assessments will be put in place for any new staff who are CEV or become pregnant. 	<ul style="list-style-type: none"> Monitor for developments. 	<ul style="list-style-type: none">

The school has suitable arrangements in place to encouraging vaccine take-up and which enables staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time.	<ul style="list-style-type: none"> All staff welcome to attend vaccine appointments when necessary. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Contractors			
Suitable arrangements are in place to ensure that key contractors (and relevant visitors) are aware of the school's control measures and ways of working.	<ul style="list-style-type: none"> RA to be emailed to all contractors prior to their visit. 	<ul style="list-style-type: none"> Office standard procedures to email RA to contractors. 	<ul style="list-style-type: none">
COVID-19 Outbreaks			
The school has a suitable Outbreak Contingency Plan outlining how it would operate if there were an outbreak in the school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.	<ul style="list-style-type: none"> Plans have been reviewed against the DfE contingency framework and a separate Outbreak Contingency Plan has been produced for the school (based on the Trust template). 	<ul style="list-style-type: none"> Undertake regular reviews of the Outbreak Contingency Plan in the context of both the evolution of the school's own operating / management procedures and any changes in Government Guidance. 	<ul style="list-style-type: none">
Other Risks / Issues for School Leaders to Address:			
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

Overall Risk / RAG Rating Matrix

Likelihood	Description	Score
Low	No significant risk or low risk items that are well managed with no impact on school activities.	1
Medium	Some minor risk items identified but management processes are in place within the school or Trust to manage them.	2
High	Significant risk items identified that require rectification or are potentially beyond the school's capability to manage.	3

Record of Risk Assessment Reviews (please add rows as required)

Review Date:	2/9/21	Reviewed by:	R Dobbie	Comments / Notes:	<ul style="list-style-type: none"> No significant numbers of Covid cases in school – procedures to remain the same.
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Review Date:	31/10/21	Reviewed by:	R Dobbie	Comments / Notes:	<ul style="list-style-type: none"> No significant numbers of Covid cases in school – procedures to remain the same.
Review Date:	28/11/21	Reviewed by:	R Dobbie	Comments / Notes:	<ul style="list-style-type: none"> Updated in light of new government guidance due to Omicron variant.
Review Date:		Reviewed by:		Comments / Notes:	<ul style="list-style-type: none">
Review Date:		Reviewed by:		Comments / Notes:	<ul style="list-style-type: none">