

## Lydiard Park Academy

Risk assessment for: Returning to school in the Autumn Term, September 1<sup>st</sup> 2020, following Coronavirus Pandemic

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Agreed by Governors and CEO of The Park Academies Trust (Clive Zimmerman)

Date: 13th September 2020

**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
<b>Requirement that all people who are ill to stay at home</b>				
Guidance and Awareness <b>Control 8 Engage with the NHS Test and Trace process</b>	High	All parents and staff to be emailed with guidance: <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a> <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>	Med	Principal
Pupils and staff who become ill at school – <b>Control 9 Manage confirmed cases</b>	High	Pupils and staff sent home who display symptoms and told to self isolate for at least 7 days and should <a href="#">arrange to have a test</a> 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) should self-isolate	Med	Pastoral Team/SLT

<p><b>Prevention 7 Where necessary, wear appropriate personal protective equipment (PPE)</b></p>		<p>for 14 days from when the symptomatic person first had symptoms. The symptoms which require pupils to be sent home are:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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)</li> <li>• 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</li> </ul> <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 a room 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</p>		<p>Trained First Aiders/Pastoral Team</p>
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		cleaned thoroughly daily and as appropriate after use.		
<b>Active engagement with NHS Track and Trace and Local Health Protection Team</b>				
Guidance and awareness <b>Control 8 Engage with the NHS Test and Trace process</b>	Low	<p>The school will ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <p><a href="#">book a test</a> if they are displaying symptoms. If the person will have difficulty getting to a test centre the school will provide a home test kit.</p> <p>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</p> <p><a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p>	Low	Principal/Operations Manger
Management of confirmed cases of Covid19 amongst the school community <b>Control 10 Contain any outbreak by following local health protection team advice</b>	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</p>	Med	Principal/SLT/Operations Manager

		<p>have been in close contact with the person who has tested positive, advising them to self-isolate for 14 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>		
<p>Contain any outbreak following local health protection advice</p> <p><b>Control 10 Contain any outbreak by following local health protection team advice</b></p>	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>
<b>Reduction in contacts</b>				
<p>Provision of a broad and balanced curriculum whilst reducing the number of contacts</p>	High	<p>Year groups will be placed in ‘bubbles’ and allocated blocks for teaching. They will be allocated a set of toilets and a ‘venue’ for breaks and lunches. This will include the use of outdoor venues.</p>	Med	SLT/Staff/Pupils

<p><b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b></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 ICT rooms pupils may sit facing with screens between. In some DT lessons pupils will be required to use visors as they need to move around the room.</p>		
<p>Teaching and learning <b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b></p>	<p>High</p>	<p>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> <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 appropriately. Alternatively books can be left for 48 hours.</p> <p>Children should bring their own equipment to bring their own basic equipment.</p> <p>Group work can take place – no social distancing by pupils although pupils should be sat side by side</p>	<p>Med</p>	<p>SLT/Staff/Pupils</p>

		where possible, however staff remain two metres apart.		
Remote learning <b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b>		<p>School to follow guidance and advice on the introduction of Tiers. Maintain a broad and balanced curriculum for all pupils for those in school and at home.</p> <p><b>Tier 2</b> All staff will attend school. Pupils divided into 2 groups based on a 2 week rota (10 school days, 16 days in all). Vulnerable children and children of critical workers integrated into rota groups. Delivery of full curriculum remotely. Lessons delivered via show my homework, TEAMS.</p> <p><b>Tier 3</b> Limit on-site attendance to just vulnerable children and keyworker children. Follow DFE operational guidance that will confirm which year group bubbles should be prioritised.</p> <p><b>Tier 4</b> Limit attendance to just vulnerable/keyworker children.</p>	Low	SLT/Staff/Pupils
Staff to be kept apart <b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b>	High	<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>	Med/low	Staff  Staff

<p>Pupils arriving and leaving the site</p> <p><b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b></p>	<p>High</p>	<p>There will be a staggered start to the day starting at 8:20am with 10 minute intervals. 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 staff and pupils to the relevant year group venues and blocks.</p> <p>For siblings who may arrive outside of their window they should report to their venue.</p> <p>The pupils arriving early on the bus should report to their venue.</p>	<p>Med</p>	<p>Staff/Pupils/Parents</p>
<p>Behaviour policy</p> <p><b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b></p>	<p>Med</p>	<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 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>	<p>Low</p>	<p>RSLs/All staff/pupils</p>
<p>Pupils with SEND / pupils accessing the centre</p> <p><b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b></p>	<p>High</p>	<p>TAs and pupils including ASC pupils will be kept to bubbles within their year group and within the ASC/AEN area</p>	<p>Med</p>	<p>SENCO/TAs</p>
<p>Supply Teachers/Peripatetic teachers</p> <p><b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b></p>	<p>Med</p>	<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.</p> <p>Practice rooms will be in the music rooms.</p> <p>Teachers will follow school protocols.</p>	<p>Low</p>	<p>Cover admin/Assistant Principal</p>

		Equipment will be cleaned in between lessons. Pupils will be collected and returned to class.		
Visitors to the school <b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b>	Med	The number of visitors to the school will be minimised. Meetings with staff pupils will only take place through prior arrangement. 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.	Low	All staff
PE lessons <b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b>	Med	Pupils who have PE first thing will attend in their kit and those who have pe last session will leave in their kit. There will be extensive fogging of the PE changing rooms. Outdoor PE will take place with adjusted activities. The PE Department will follow the guidance used by each sport's professional body. PE equipment will be cleaned after use.	Low	PE staff
Music lessons <b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b>	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 <b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b>	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



Lunchtime and breaktime <b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b>	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/pupil
<b>Hygiene, Health and Safety</b>				
Temperature checking	As per guidance	As per guidance, there will be no temperature checking of pupils as they arrive in school. We may take the temperature of a pupil or member of staff if they feel unwell. Parents to inform the school if they do not give permission for this.	As per guidance	Staff/Pupils Parent verbal consent
Robust Handwashing <b>Prevention 3 Clean hands thoroughly more often than usual</b>	High	Children will be encouraged to wash hands thoroughly and frequently. Children will be asked to wash hands or sanitise their hands before and after lunch. There may be other times of day when children need to wash hands and will be asked to do so. 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. 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.	Low	Pupils  All staff  Staff/Parents/Pupils
Robust Respiratory Hygiene <b>Prevention 4 Ensure good respiratory hygiene by promoting the 'Catch it, Bin it, Kill it' approach</b>	Med	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.	Low	Pupils All staff

		Some children suffering from hay fever may prefer/be encouraged to wear a mask to avoid social isolation.		
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
Ventilation		Classrooms and work spaces will have all doors and windows open for ventilation as much as possible.	Med/Low	All Staff
Enhanced cleaning regime <b>Prevention 5 Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</b>	High	The building will be cleaned every evening and periodically every day by daytime cleaning staff. An enhanced cleaning schedule has been agreed. There is fogging regime where rooms will be fogged every seven days. I pads and computers and photocopiers, guillotines, laminators etc and any other commonly used equipment will be cleaned before and after use. Rooms which will be used by consecutively by different bubbles will be cleaned between usage.	Med/Low	Cleaners  All staff  All pupils  Cleaners
Toileting <b>Prevention 5 Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</b>	Med	Each bubble will have a set of toilets allocated in the 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	All pupils All staff
Water bottles	Med/Low	Teachers must remind children to take home their water bottle at the end of each day for cleaning.  These must be kept in their bag when not in use.	Low	All Staff All pupils

<p>Use of equipment <b>Prevention 5 Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</b></p>	<p>High</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>	<p>Med/Low</p>	<p>All staff</p>
<p>Use of masks <b>Prevention 2 Where recommended, use of face coverings in schools</b></p>	<p>Some guidance in case of local requirements</p>	<p>The wearing of face masks will be mandatory for staff and pupils in corridors and indoor communal areas 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), Face masks must be a plain disposable or plain washable mask. A small plastic bag should be brought to school to keep the mask in when in class. Disposable masks need to be disposed of at home. A child can only wear a mask in class if specific prior agreement is made with the school. If a member of staff opts to wear a mask in class it will be a clear visor to enable teaching.</p>	<p>Low</p>	<p>Staff and pupils</p>
<p>Fire evacuation <b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b></p>	<p>Med/Low</p>	<p>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 points are in the tennis court, astro turf pitch field, tarmac areas where registers will be checked.</p>	<p>Low</p>	<p>All pupils  All staff</p>

		<p>Designated staff will be given the responsibility of removing door wedges where holdbacks are not in place</p> <p>Paper registers taken to muster point so these can be used for any fire evacuation register purposes.</p>		PSAs/Operations Manager
<p>Use of lifts</p> <p><b>Prevention 5 Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</b></p>		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
<p>Positive Handling</p> <p><b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b></p>	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	<p>Team Teach trained staff</p> <p>Pupils</p> <p>Parents</p>
<p>Library</p> <p><b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b></p>	Med	<p>Children will not use the school library and are encouraged to bring a reading book into school from home in their bag.</p> <p>The library will be used as a staff workroom.</p>	Low	<p>Teachers</p> <p>Parents</p>
<p>Lockers</p> <p><b>Prevention 6 Minimise contact between individuals</b></p>	Med	Pupils will be allocated lockers within their bubble area.	Low	<p>All staff</p> <p>Pupils</p>

<b>and maintain social distancing wherever possible</b>				
Bike Parking <b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b>	Med	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.	Low	All staff Pupils
<b>Parents and carers</b>				
Drop off and pick up congestion <b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b>	High	Parents should only come on to the site to drop their children off in a car in the morning  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.  Different entrances and exits for bubbles.  Members of SLT will be present to ensure distancing rules are adhered to.	Low	Parents  Pupils/Parents
Events for parents <b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b>	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  Staff  Principal

Parent contact details in case of emergency <b>Control 9 Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b>	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
Congestion around the site <b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b>	Med	Parents and children will be encouraged to walk or cycle to school where possible to limit congestion around the school perimeter.	Low	Parents Pupils
Session 6 Clubs <b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b>	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
Late arrivals and pick ups <b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b>	Med/Low	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.	Low	Principal/RSLs
<b>Well being</b>				
Staffroom/Work room <b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b>	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

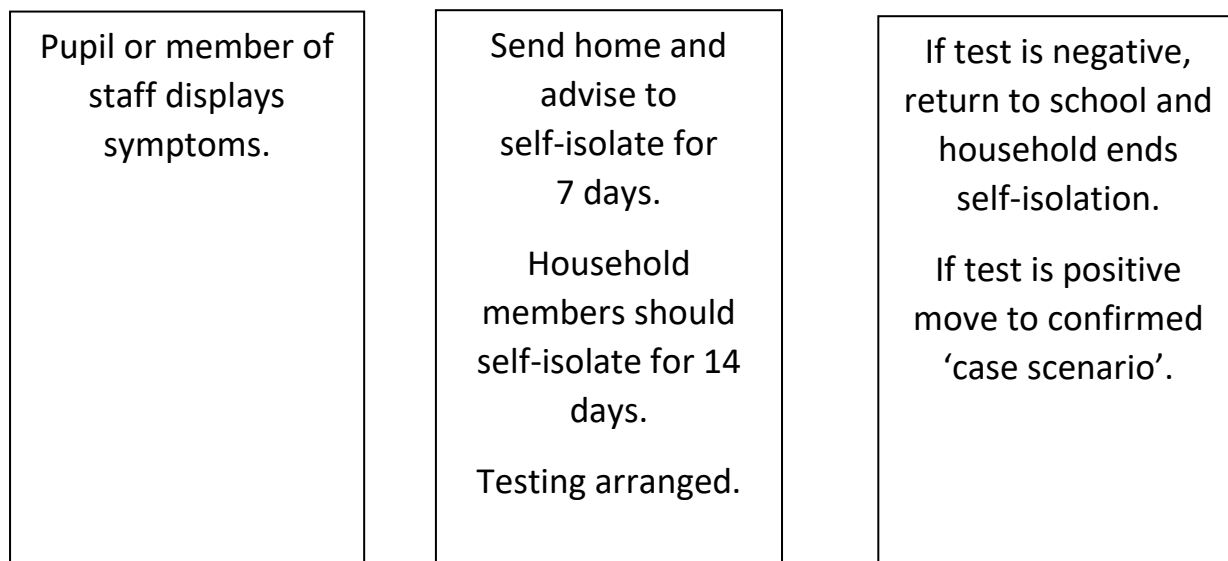
<p>Mental Health and Well-Being – Pupils</p>	<p>High/Med</p>	<p>Visual reminders will be displayed to remind children of appropriate contact.</p> <p>Pupils will have access to the Pastoral team where required. The Pastoral offices for a particular year groups will be relocated to the bubble blocks. Pupils 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>	<p>Med/Low</p>	<p>Teachers Pupils</p>
<p>Mental Health and Well-Being – Staff <b>Prevention 6 Minimise contact between individuals and maintain social distancing wherever possible</b></p>	<p>High/Med</p>	<p>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 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>Regular emails and messages of encouragement to be sent via email and or TEAMS.</p>	<p>Med/Low</p>	<p>All staff</p> <p>SLT</p> <p>All staff</p> <p>SLT</p> <p>Teachers</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>		
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# COVID-19 SWIFT RESPONSE PLAN

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



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

