

<b>Academy</b>	Northfield Manor Academy
<b>Assessment</b>	Opening of schools fully for all pupils from September 2020
<b>Next Review Date:</b>	As deemed necessary as per Government / PHE / DfE / Trust
<b>Who could be harmed</b>	Trust pupils

#	Risk Factor	Potential Consequence
1	<b>Diagnosed with coronavirus</b>	Pupil infected with COVID-19
2	<b>Fitness to attend</b>	Due to an existing health condition a pupil is considered vulnerable  An pupil is showing symptoms of coronavirus
3	<b>Living with a person who is self-isolating,</b> a person who is at increased risk or a person who is defined on medical grounds as extremely vulnerable.	A pupils is living in the same household as someone with an existing health condition and is considered vulnerable
4	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s)  <b>- whilst travelling to school</b>	Close proximity to infected people  Breathing in droplets in the air  Touching contaminated surfaces
5	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s)  <b>- entering school building</b>	Close proximity to infected people  Breathing in droplets in the air  Touching contaminated surfaces

<p>6</p>	<p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) access and egress</p> <p><b>- staircases, lifts, pedestrian routes</b></p>	<p>Close proximity to infected people</p> <p>Breathing in droplets in the air</p> <p>Touching contaminated surfaces</p>
<p>7</p>	<p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) access and egress</p> <p><b>- classrooms</b></p>	<p>Close proximity to infected people</p> <p>Breathing in droplets in the air</p> <p>Touching contaminated surfaces</p>
<p>8</p>	<p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when using</p> <p><b>- eating and drinking facilities</b></p>	<p>Close proximity to infected people</p> <p>Breathing in droplets in the air</p> <p>Touching contaminated surfaces</p>
<p>9</p>	<p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) during</p> <p><b>- breaktime / lunchtime</b></p>	<p>Close proximity to infected people</p> <p>Breathing in droplets in the air</p> <p>Touching contaminated surfaces</p>

10	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when using <b>welfare facilities</b>  <b>- toilets and wash areas</b>	Close proximity to infected people  Breathing in droplets in the air  Touching contaminated surfaces
11	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when  <b>- exposed to parents</b>	Close proximity to infected parents  Breathing in droplets in the air  Touching contaminated surfaces
12	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when  <b>- exposed to school staff</b>	Close proximity to infected people  Breathing in droplets in the air  Touching contaminated surfaces
13	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) through working practice  <b>- Shared equipment</b>	Close proximity to infected people  Breathing in droplets in the air  Touching contaminated surfaces
14	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s)  <b>- whilst attending wrap-around care</b>	Close proximity to infected people  Breathing in droplets in the air  Touching contaminated surfaces
15	Increased risk to health due to <b>reduced first aid arrangements</b> caused through staff reductions (e.g. through isolation, travel restrictions and NHS)	Delays in administering point of injury medical treatment. N.B. The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

16	Diagnosed with coronavirus	Infected Other staff / pupils infected
17	<b>Safeguarding</b>	Unable to provide adequate safeguarding of children due to reduced staff.

**You should review your risk assessment if you think it is no longer valid or if there a**

Low	Less than 5
Medium	5-15
High	15+

	<b>Risk Assessment Author:</b>
	<b>Date:</b>
	<b>Version</b>
	<b>Level of Overall Risk (H/M/L)</b>

<b>Likelihood (1 to 5)</b>	<b>Severity (1 to 5)</b>	<b>Risk Rating</b>	<b>Risk Rating Low/Med/High</b>
3	3	9	Medium
5	5	25	High
4	5	20	High
4	5	20	high
4	4	16	high

5	5	25	High
5	5	25	High
5	5	25	High
5	5	25	High

5	5	25	High
5	5	25	High
5	5	25	High
5	5	25	High
4	5	20	high
4	5	20	High

3	3	9	Medium
3	5	15	High

Are there any significant changes to the hazards.




## Potential Control Measures

Anyone diagnosed with COVID-19 should not attend school setting for the required isolation period as per the latest government guidelines School to adhere to PHE guidance and track and trace if a positive test is reported.

The majority of pupils who were shielding will have this paused from 1st August and should be in school. Those who are deemed too high risk by their Dr should remain at home until told it is safe to return.

If a pupil is showing symptoms of coronavirus they should be sent home and told to follow government advice that they should self-isolate for a period of 10 days, booking for a test and anyone else in their household should self-isolate for a period of up to 14 days.

Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding is now permitted to return to school. They should follow stringent handwashing and safety guidance.

Pupils should be encouraged to walk to school where possible. Pupils should avoid travelling to school on public transport where possible.

Pupils should travel in separate vehicles to and from school wherever possible. In the first instance this will be our own vehicles. The only time that sharing of vehicles can be considered is when there is no option to do otherwise (i.e. a sibling) Guidance re distancing and face masks should be followed in these instances.

Drop-off times and collection may be staggered if entrances cannot permit suitable distancing measures to be possible.

On arrival all pupils to use alcohol based hand sanitizer at the entrance to the building.

Pupils are to use designate building entrances. Crossing in corridors should be avoided, and where possible, children should access classrooms or 'bubble areas' directly.

If they have to enter the school building, or queue to enter any part within, then adequate signage must be displayed showing distancing intervals such as distance posts or floor markings.

Only use lifts as a last resort

Implement one way systems on staircases if it permits.

Zoning to be considered to keep pupils in the same area.

Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation

Where possible consider one-way circulation

Pupils to be limited to class/ phase or year group bubbles as per guidance.

Pupil should only use their designated area and should not enter any other area unless for a specific intervention as per guidance.

Hand sanitizer to be provided at the entrance of each classroom to be used on entry by all pupils and staff

Pupils should use the same desk each day and have their own set of daily resources such as pens, pencils etc.

All classrooms are to be thoroughly cleaned each day follow the COVID-19: cleaning of non-healthcare settings guidance (<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>)

Where possible all spaces should be well ventilated using natural ventilation (opening windows).

Use outdoor space as appropriate for learning.

Lunchtimes to be staggered as much as possible so children are not moving around the school at the same time and there are limited groups in the dining hall at the same time.

Children should clean or sanitize their hands before entering and enter in the groups they are already in.

Allow sufficient time for cleaning before each class / group enters the dining hall if they are using the same tables/ chairs/ equipment.

If such measures are not possible some groups of children may use other areas such as classrooms/ outdoors for eating lunch.

Breaktimes to be staggered to avoid mixing of class/group/phase bubbles are appropriate.

Class / groups to use separate areas of the school site / playground if breaktimes run concurrently.

Any equipment should be kept within the designated 'bubble' and any outdoor play equipment should be used/cleaned in line with guidance.

Ensure toilets do not become overcrowded by limiting the number of children who use the toilet at one time.

Ensure paper towels and lidded bins are used and not hand dryers.

Children should use designated drop off/ entrance areas. Ensure doors are closed and parents hand children over in line with social distancing guidelines

Ensure that children and young people are in the same designated 'bubbles' or groups each day, and different groups are not mixed during the day or on subsequent days

Ensure that the same group of adults are assigned to each group and as far as possible during the week,

Clean surfaces that children and young people are touching, such as toys, books, desks, doors, light switches more regularly than normal.

Staff to frequently wash their hands with soap and water for 20 seconds and dry thoroughly as per government guidance on hand cleaning

Kitchen staff should remain within the kitchen facilities and not use other parts of the school site (except welfare facilities). Gloves should be worn when serving children

Site staff should work where possible outside or where children are not located.

Reception staff should remain within the reception area and distance where possible if leaving the office area.. The reception window/hatch should remain closed at all times.

Equipment to remain in the designated 'bubble'- class/group/phase and not move for areas to area.

Maintain good hygiene measures, regular handwashing

Wrap around care should be risk assessed separately to ensure where possible children remain in the same groups/phases as during the day, or if this is not possible, that they remain in the same 'wraparound' groups each day.

Schools should ensure adequate first aiders are onsite based on current guidelines

If any pupil develops symptoms during the day, they will sit in a ventilated area until parent arrive. They will use a designated toilet which will be closed and deep cleaned afterwards. They should follow guidance, self isolate and book a test.

If a positive test is received, the PHE and track and trace guidance should be followed.

Ensure staffing ratios are maintained for all children in school.

Ensure safeguarding processes for all children remaining maintained with clear logs and escalation as required by guidelines

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Sandra Pennington/Hayley Mapp

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01/09/2020

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Medium

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<b>Additional Individual school context Measures</b>	<b>Likelihood (1 to 5)</b>	<b>Severity (1 to 5)</b>
	3	3
	3	5
	2	5
Guidance re. travel sent to parents and carers in advance of school opening.  Year groups have separate arrival and departure times.	3	4
Year groups have staggered entry times at the start and end of the day and at break and lunch times.  Year groups maintain their own designated routes in and out of the building.	2	4

<p>No lifts.</p> <p>Staircases limited to one year group bubble.</p> <p>Year groups access classrooms (and the dining hall where necessary) via designated routes.</p>	<p><b>3</b></p>	<p><b>4</b></p>
<p>Pupils limited to class bubbles for learning.</p> <p>Pupils limited to year group zones when outside at playtimes.</p> <p>All pupil desks to face forwards.</p>	<p><b>3</b></p>	<p><b>4</b></p>
<p>Children not to queue for food in hall but to sit down on entering the hall in allocated seating.</p> <p>All pupil seating to face forwards.</p> <p>To enable groups to be limited in the hall, two year groups to eat in classrooms.</p>	<p><b>3</b></p>	<p><b>4</b></p>
<p>Pupils to keep to year group zones on the playground.</p>	<p><b>2</b></p>	<p><b>4</b></p>

Toilets limited to 2 pupils at a time.	4	4
Parents briefed on how safe handover.	2	4
	3	4
Equipment shared between year group classes e.g science equipment to be cleaned meticulously between uses.	2	4
Pupils in wrap-around care to maintain phase bubbles - Reception-Y2; Y3-4 and Y5-6.  Outdoor learning to be maximised.	4	4
SLT to carefully monitor first aid provision and respond as necessary.	3	5

SLT to inform parents as necessary. SLT to contact PHE and follow advice. All parents and carers provided with guidance and relevant contact details for this eventuality. Guidance to be provided again should individual cases occur.	<b>3</b>	<b>3</b>
	<b>3</b>	<b>5</b>




<b>New Risk Rating</b>	<b>Final Risk Rating</b> Low/Med/High/ Extreme
9	M
15	M
10	M
8	M
8	M

12	M
12	M
12	M
8	M

12	M
8	M
12	M
8	M
12	M
10	M

9	M
15	M