COVID-19 Risk Assessment for The Academy School – FOR JANUARY 2021

Overall Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-ssessment
A	Is government advice being regularly accessed, assessed, recorded and applied?	Yes. The advice is reviewed on a daily basis by the Headmaster and one of the partners.		
B	Are changes regularly communicated to staff, pupils, parents and governors?	As appropriate		
C	Is access to school controlled effectively and are visitor (if allowed) details recorded?	No parents will be allowed on site except with the express permission of one of the partners or Arthur Goldberg No parent events on site Deliveries to be made at the front door only rather than inside the building Children will be dropped off and collected from the school gates. A teacher will be responsible for receiving the child		

		and allowing him/her to leave. Staggered drop and pick up for class groups to limit adults at the gate. Parents will be reminded to maintain social distancing when dropping off and collecting their child. Only essential visitors to be allowed on site. Visitor details to be recorded, what they did and their contact details. No children to enter the office		

E	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	Because of the age of the children it is difficult to maintain social distancing consistently. The risks will be managed as follows: • The whole school will form one "bubble" as it is less than the size of a whole year sized "bubble" in a 3 form entry primary school • The school will be split into 4 class groups that will be kept consistent for the purposes of lessons. • Most lessons will be taught as classes, some as class groups • Staff will teach some or all of the classes but will maintain		

	distance with children and staff as much as possible and with other adults ideally 1 metre • There will be no assemblies or other meetings involving the whole school or many class groups unless essential for the provision of education • Pupils to be spaced out as far as possible. Rooms to allow for separation but not necessarily 1 metre Social Distancing • All classrooms to be cleared of unnecessary items to limit cross- infection as far as possible • Pupils asked to wash hands on arrival, before and after eating and at regular intervals in the day • No more than 2 children allowed in a bathroom area at any one time • Children to remain in limited number of classrooms as much as possible. Some subjects to be taught in shared rooms e.g. art. Shared rooms to be cleaned on surfaces used by children and staff between groups as far as possible. Pupils to wash hands with hand gel before and after lessons.	

		• Class groups to use outside space in a staggered manner where this is practical • 2 sittings of lunch in the Hall with class groups socially distanced • All desks forward facing to reduce transmission risk		
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	• Education of children and parents around the Social Distancing rules and hygiene rules; "Catch it, bin it, kill it". • Regular updates of this while in class by teachers		

G	Is there sufficient supplies of hygiene materials and are they well placed?	Handwashing and alcohol based hand sanitizer available throughout the school – in each classroom, at entrances and exits Tissues in each classroom Cloths and cleaning agents to be placed in each classroom		
H	Has the cleaning regime been regularly re- assessed and, if necessary, revised to high risk areas	Shared surfaces such as office photocopier, staff kitchen appliances, door handles etc will be cleaned during the school day, and at the end of the day following guidance		

	such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	"COVID-19: cleaning of non-healthcare settings".		
I	What precautions are being used to keep shared teaching equipment hygienic?	• Pupils to use own writing materials and not to share • List of items allowed to be brought in supplied to parent and pupils strictly not to share equipment. This should be limited to bags, lunch boxes, hats, coats, books, stationery and mobile phones (to be handed into the office on arrival).		
J	Are high risk areas being regularly monitored for hygiene?	Head and partners to monitor hygiene on a daily basis and recommend any changes.		
K	Are contingency plans in place for the transition to remote education including rapidly sharing decisions?	Yes – communication to staff via What's App and to parents by email.		
L	Are all the risks identified properly mitigated and regularly re-assessed?	Yes		

Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, facebook etc	Yes		
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Yes – Head and partners in constant communication with parents, pupils and staff. What's App provided direct feedback from staff.		

3	If there is an officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	Yes – Head to be ultimately responsible for all COVID matters		
4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	Yes – coordinated by the Head		

5	Have local authorities and health protection officials been engaged with prior to reopening?	Camden and local health protection officials will be informed before opening		
6	Is there a plan to inform local health protection team if there is a confirmed case immediately or if there is an overall rise in sickness over 14 days?	The Head or one of the partners will inform local health protection team in appropriate circumstances.		
7	Is there a system to communicate with parents and staff who are unable or have not returned to school for fear of infection and parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in the school?	Constant communication with parents and staff about the plans for reopening. Head or one of the partners communicate with any parent or member of staff who has concerns on an individual basis to explain what is being done and how it reduces risk.		
8	Who has travelled where: other than home and school? Is there a system to request whether a member of staff or pupil should be quarantining or self isolating?	Communication channel to be agreed to inform this		

9	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	• Pupils and staff asked to wash hands on arrival, before and after eating and at regular intervals in the day • No more than 2 children allowed in a bathroom at any one time. Teacher to limit how many children leave for bathroom at any one time • All doors to be left open where practically possible to reduce contact areas - door guard to be used not a chair in case it blocks a fire escape		
10	Are face coverings worn for year 7 and above and for staff?	We follow the guidance. Face coverings are currently not worn as staff and the limited number of year 7 and 8 pupils can maintain social distancing throughout the site given the lack of corridors and confined communal spaces. Face coverings are worn by all visitors, parents or prospective parents, who come on site.		
11	Are visitors allowed on site?	Visitors, including prospective parents, are allowed on site if necessary for education purposes. Given the nature of our school it is not possible for prospective parents to have a full appreciation of the school unless they visit. Failure to allow visits would have a detrimental impact on the ability		

		of the school to provide education to any new pupils.		
12	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Yes – Parents and staff to be informed of policies and procedures and staff to be trained as required All staff to adhere to 2m distance from one another as far as possible and staff requested to limit number of people in rooms especially the office and kitchen to reduce risk.		
13	How is registration throughout the day managed?	Registration of pupils while in school. Procedures for late arrivals to be agreed – staff member to go to gate rather than child to report to office to facilitate SD and limit adults at gate		

14	Are transit spaces (corridors), social zones (playgrounds) configured to SD rules?	Ensure supervised entrance and exit to all rooms to ensure limited mingling of children from different groups and children maintain as much SD as possible.		
15	Are learning, games and recreational spaces configured to	SD of 2m may not be achieved but pupils will be spaced out as far as possible and grouping will be used to limit risk		

	SD rules?	Hall to be used by one group at a time with exception of lunch where 2 class groups will use it at the same time but each group socially distanced.		
16	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	Yes – staggered timetable to ensure limited mingling of groups at lunchtimes. Staggered end of day and use of both entrances to the school.		
17	Has consideration been given to alternatives to using public transport including staggering school start and finish times	Staggering of finish times to maintain SD. Children can arrive between 7:45 am and 8:00am maintained as this will allow travel to school at less busy time.		
18	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	Head and Deputy Safeguarding Lead to manage		

Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Have safeguarding, code or practice, and staff handbook policies been updated, regularly reviewed and shared?	Yes		
2	Have staff been adequately trained in COVID-19 related procedures, safeguarding, health and safety, well-being etc?	Staff training before the beginning of term on all the policies and procedures of the school that have been updated as a consequence of COVID-19 and in particular in the COVID-19 policy.		
3	Is the DSL and Deputy DSL easily contacted and their contact information known to all?	Yes		
4	Is there a COVID-19 specific policy	Yes – Child protection, First Aid and Good Behaviour Policy in particular also updated to reflect COVID 19		

	that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	requirements. Clearly set out that the ideal is for adults to maintain 1 metre distance.		
5	Have revised fire drills, registers, routes and assembely points been rehearsed?	Existing policy allows for social distancing of class groups.		
6	Are staff moving between classes and year groups maintaining a distance from pupils and other staff (ideally 2 metres between adults)?	Staff informed to maintain SD as far as possible without compromising the education and pastoral care being provided to the pupils. Head and other partners to monitor and review constantly.		
7	Are part time staff, peripatetic and other specialist staff moving between schools minimising contact and maintaining as much distance as possible from other staff?	All staff working in more than one location informed that they should maintain as much distance as possible while still providing a high quality of education and pastoral care to pupils.		
8	Have roles conducive to home working been identified?	One teacher is providing lessons over Zoom and certain administrative tasks are being performed off site.		
9	Are there controls for those pupils allowed to mix into wider groups for specialist training, wraparound care and transport?	Consistent class groups maintained as much as possible and pupils reminded of SD where this is not possible. No transport used across class groups.		
1	Are issues identified collaboratively where a pupil routinely attends more	No pupils attend another setting on a part time basis.		

0	than one setting on a part time basis?			
1 1	Have the needs of each age group and class been considered discretely in terms of support, activities and facilities?	School planning always considers the needs of age groups, classes and all pupils.		

1 2	How are new staff, pupils and volunteers inducted and has the registration and recruitment process been adapted to ensure compliance?	Yes. New staff and pupils will be given information regarding the approach of the school to limiting the spread of COVID 19 and the associated policies and procedures. All checks and recruitment procedures are fully complied with for each member of staff. Volunteers are checked, supervised, and supported as appropriate. SCR is regularly updated and required documents verified and recorded.		
1 3	Are sporting, play and SD rules clear to staff and puils and have been implemented?	Pupils to be instructed to stay an arms length apart where possible, to line up an arms length apart, to not share things like pencils and toys, no hugging, no kissing, sneezes to be caught in arms, tissues used to wipe noses etc to be binned. Hands washed on arrival, before lunch and after lunch, after use of the toilet. Opportunities for non contact sport, adventure play considered. Pupils are kept in consistent groups during sports lessons and cleaning and hygiene rules are fully implemented.		
1	Are drama, dance and music activities	Same as above. Risk assessments for all of these activities		

4	applying SD rules?	have been reassessed in the light of COVID.		
1 5	How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	SD to be followed during staff meetings as far as possible. Photocopier to have sanitising wipes and instructions beside it to wipe before use. Any desk used by staff to be cleaned after use where practical.		
1 6	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Yes		
1 7	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	Parents not allowed on site so member of staff stand 1m into site and receives child Parents to form a queue to the south of the school gates or back gates, respecting 1 metre SD rule. Once the parent has dropped off or collected their child the parent or parent and child should leave by walking up Rosslyn Hill or Kemplay Road. Visitors, contractors informed of entry and exit procedures.		

18	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	Restricted access to areas based on need		
19	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	To be implemented All classrooms to be cleared of excess furniture and soft furnishings. All non-essential teaching materials to be cleared. Limited resources on display and clean desk policy adhered to by all. Individual and frequently used equipment such as pencils and pens not to be shared by pupils and staff. Other shared classroom based resources to be regularly cleaned. Desks and pupils on tables to be spaced out as far as possible in the space constraints. Limited staff in each workspace All desks and tables forward facing.		
20	Are there sufficient hygiene stations throughout the school?	Hygiene provision throughout the school with hand sanitizer dispensers in all of the classrooms and all toilets/washrooms having sufficient soap at all times for pupils, staff and visitors to wash their hands thoroughly in		

		accordance with guidance.		
21	Can staff manage, in any transition phase, where both in school and remote learning need to be provided?	Yes		
22	Are meal times de-conflicted, reflecting SD in the hall whilst providing sufficient nourishment?	Two separate sittings for lunch in the Hall with class groups kept separate for each sitting. Hall to be cleaned between each setting or children to eat meals in classroom Strict no sharing of meals		
23	Are any educational visits organized in line with protective measures and COVID-19 measures in place at destination?	Full risk assessment including specific COVID related risks to be undertaken prior to any educational visit.		
24	Have after school clubs been organized to reflect protective procedures?	After school clubs, when reopened, recognize that the school as a whole is a "bubble".		
25	Have measures been put in place sufficient to allow extremely	All relevant guidance will be followed and any concerns and issues will be addressed with the individuals		

	Risk	Control Measures	Outcome	Remarks/Re-assessment
	clinically vulnerable and clinically vulnerable pupils and staff including pregnant women to attend school and does the school follow medical advice for vulnerable staff and children and provide sufficient support?	affected.		
26	Have those with particular characteristics and an increased COVID risk been identified and supported?	Measures adopted to note vulnerabilities of staff and pupils and to take appropriate action.		
27	Have measures been put in place to address and equip pupils to respond to COVID-19 related issues and provide pastoral and extra-curricular support for pupils to rebuild friendships and social engagement?	Teachers have been fully appraised of the needs of the children. The use of whole day zoom lessons have kept friendships and social engagement going during the lockdown. The school counselor will be assessing the children to identify any psychological issues.		

Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks/Re-assessment

1	Is there anyone supervising the normal medical staff?	Yes although not necessarily onsite		
2	Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, and normal medical issues?	Yes		
3	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared in light of changing requirements as a result of COVID-19?	Incorporated within COVID 19 and revised First Aid policy and procedures		
4	Is the medical room (s) properly equipped? Are patients signed in? Is this area regularly cleaned?	Yes. There is a separate record made in the medical files of all children and staff exhibiting COVID-19 symptoms.		
5	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	No requirement for PPE for pupils and staff, just for application of first aid to those exhibiting symptoms but staff and pupils allowed to wear PPE if they would like. PPE available for designated member of staff who will look after pupil as set out in First Aid policy. Training will be put in place for all first aiders on duty		
6	Is the school aware of all pre-existing conditions?	Yes		
7	Who has tested positive for COVID-19 and is it recorded? (for	To be disclosed to office where applicable		

	elimination purposes)			
8	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	To be disclosed to office where applicable		
9	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath? Is the procedure of isolating and sending staff and pupils home for 10 days and arranging a COVID-19 test understood if anyone becomes unwell in school? Are there procedures for recording test results of pupils and staff and who has been sent home?	Will be recorded. • If a child or staff member develops symptoms compatible with coronavirus, they should be sent home and are advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and children should get tested in this scenario. Testing is now available to all children and staff if requested. • Where a child or staff member tests negative, they can return to school and the fellow household members can end their self isolation • Where the child or staff member tests positive, the school will inform the public health authorities and follow their advice. The other household members of the class do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms. The policy and procedures have been provided and explained to parents and staff and their importance emphasized. All test results of which the school is informed are recorded and centrally held.		

10	Do staff understand the meaning of close contact?	Definition of "close contact" explained fully to staff.		
11	Is there regular dialogue with those that have suffered from COVID-19 and/or isolated	Yes		
12	Do staff know that the area around a person with symptoms must be cleaned with normal household bleach after they have left to reduce risk of infection?	Yes. Advice contained within policies and procedures and explained to staff.		
13	Have staff and pupils been trained in "catch it, bin it, kill it" and other hygiene rules? Are younger children and those with complex needs supported in their understanding of the hygiene rules? Are pupils aware of behaviours that may increase the risk of droplet transmission?	Yes. This will be part of regular explanations to staff and pupils.		
14	Is the use of hand sanitizer properly supervised given the risk of ingestion for younger children?	Yes		
15	Have staff been adequately trained in temperature testing and other precautions requiring new	Yes		

	equipment?			
16	Will regular contact be maintained with those that have suffered from COVID-19 and/or isolated at home?	Headmaster and/or partners and staff will maintain contact with all those suffering of having symptoms of COVID-19.		

17	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	Medical room to be used		
18	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	Yes, new thermometers purchased and PPE available		
19	If emergency services are called is there a well understood procedure?	Yes - unchanged		
20	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene	Head will undertake regular inspections		

		Control Measures	Outcome	Remarks / Re-assessment
	rules and the use of PPE?			
21	Have links been established with local health protection teams?	The Headmaster and other members of staff to maintain regular liaison with local health teams		
22	Do the appropriate members of staff know about visits to GPs/nurses/dentists and local surgeries?	Parents inform the school nurse of doctor and dentist appointments and she maintains a close liaison with the parents of any child who is ill or not attending school.		
23	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked?	Only essential visits will be allowed and social distancing will be enforced and policies and procedures explained and properly implemented.		
24	Do medical staff have the appropriate PPE, cleaning materials and training?	Yes		

Support Staff Risk Assessment

Risk	Control Measures	Outcome	Remarks / Re-assessment

1	Are support staff briefed on changes regularly?	Yes		
2	Do support staff have the appropriate PPE, cleaning materials and training?	Yes		
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Yes		
4	Are all security and access systems regularly checked, updated and re-coded?	Yes		

5	Have reconfigured areas, zones and routes hampered fire exits and routes?	No		
6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	Yes		

Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	Yes		
2	Are there sufficient hand washing and hand sanitiser "stations" for all pupils and staff to clean their hands regularly?	Wall mounted hand sanitisers to be placed in classrooms, office etc. Hand sanitizer bottles available throughout the school.		
3	Are fire doors propped open to limit use of door handles and increase ventiliation?	Fire doors used in accordance with fire policy.		
4	Gas supply, venting and valves?	Yes		
5	Have air conditioning ducts and units been checked and reviewed?	Yes		
6	Electrical tests up-to-date including	Yes		

	emergency lighting and PAT?			
7	Water testing for temperature and flow in date for test?	Yes		
8	Fire alarm panel, system and extinguishers in date and serviced?	Yes		
9	Has the limiting of use of as many rooms as possible been considered?	Staff have been advised to limit the use communal spaces such as the office and kitchen and not to congregate in these spaces particularly if there is anyone else in them. Staff encouraged to use outside space as much as possible.		
10	Are there sufficient drinking supplies and hydration in the Hall and around the school?	Yes		
11	Is there sufficient claening capacity to meet the revised hygiene rules?	Yes		
12	Have the cleaners received revised instructions and training for appropriate cleaning and disposl of PPE?	Cleaners are fully aware of revised policies and procedures.		
1	Have new service agreements been agreed for contract staff, maintenance	New arrangements have been fully communicated and		

3	and grounds for a new working relationship?	agreed to ensure that the Government guidelines are met.		
14	Are there sufficient cleaning staff to meet new Government guidelines?	Yes. Resources have been reviewed in light of new requirements.		
15	Are there procedures in place to ensure that areas contaminated with bodily fluids are cleaned appropriately?	Yes. Part of revised cleaning protocols.		
16	Is appropriate PPE including aprons, gloves and face coverings available and used and disposed of correctly?	Set out in revised cleaning protocols and will be monitored by the Head and partners of the school.		
17	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	No laundry washing facilities		
18	Are there measures in place to ensure that suppliers are following SD, hygiene measures, and arrival times	Liaison with all suppliers to ensure Government guidelines are followed. In particular suppliers not allowed on site during the school day unless absolutely necessary.		
19	Have waste procedures been reviewed?	Yes		
2	Are pest control services recorded,	Yes		

0	deficiencies identified and actioned?			

Reviewed and updated January 2021