COVID-19 Risk Assessment for The Academy School – FOR JANUARY 2022

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 regular 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 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		

E		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.		
E	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	There is no requirement for the school to adopt formal social distancing rules. However as far as possible and in as far as they do not affect the education of our pupils we will continue to undertake measures to prevent the transmission of COVID-19 but we will not be adopting "bubbles" as in 2020/2021. We will have contingency plans to react to any request by UKHSA, other public health bodies and DFE if requested. If so requested our plans would allow for 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 ⌷SEP⌷ • All classrooms to be cleared of unnecessary items to limit cross- infection ⌷SEP⌷as far as possible We will continue to adopt the policies below to reduce community transmission so long as they do not impede the effective educational provision of the school: - • Pupils asked to wash hands on arrival, before and after eating ⌷SEP⌷and at regular intervals in the day ⌷SEP⌷ • 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.		
		• 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		
		• Children in years 7 and 8 to be asked to wear masks during lessons and when moving around the school, outside of lessons, such as in corridors or communal areas		
		• Outdoor sports lessons are to be prioritized where possible		
		• Subject to ensuring that the rooms in the school are not too cold to maintain educational provision, all doors and windows to be opened to achieve maximum		

		ventilation		
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 (if applicable) and hygiene rules; "Catch it, bin it, kill it". • Regular updates of this while in class by teachers ⌐L¬SEP		

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 such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	Shared surfaces such as office photocopier, staff kitchen appliances, door handles etc will be cleaned following guidance "COVID-19: cleaning of non-healthcare settings".		
I	What precautions are being used to keep shared teaching equipment	• Pupils to use own writing materials and not to share		

	Risk	Control Measures	Outcome	Remarks / Re-assessment
	hygienic?	• 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?	School is in contact with Camden and local health protection officials as appropriate		

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?	No longer a requirement to inform the local health authorities if there is an individual case but the Head or one of the partners will inform local health protection team if necessary as recommended by Government Guidance.		
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 policies and procedures followed by the school. 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?	Parents have been told to inform the school if a child has travelled outside the UK within the last 14 days and needs to self-isolate.		
9	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and	• Pupils and staff asked to wash hands on arrival, before and after eating and at regular intervals in the day		

	staff?	SEP		
		• 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 SEP • 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 SEP		
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 are aware of procedures to reduce the spread of COVID 19 and staff requested to limit number of people in rooms especially the office and kitchen to reduce risk.		
13	How is registration throughout the	Registration of pupils while in school. Procedures for late arrivals to be agreed – staff member to		

	day managed?	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 rules?	No requirement for SD and 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.		
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 as this will allow travel to school at less busy time.		
18	Is there a system in place to deal	Head and Deputy Safeguarding Lead to manage		

	with bereavements, trauma, anxiety, behavioural issues?			

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	Yes		

	information known to all?			
4	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Yes – Child protection, First Aid and Good Behaviour Policy in particular also updated to reflect COVID 19 requirements.		
5	Have revised fire drills, registers, routes and assembly points been rehearsed?	Fire drills conducted each term to reflect current policies and procedures.		
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?	Certain administrative tasks are being performed off site.		
10	Are issues identified collaboratively where a pupil routinely attends more than one setting on a part time basis?	No pupils attend another 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. | | |

12	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.		
13	How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	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.		
14	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Yes		

15	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. SEP Parents to form a queue to the south of the Rosslyn Hill gates or Kemplay Road gates. 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.		

16	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	Restricted access to areas based on need		
17	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.		
18	Can staff manage, in any transition	Yes		

	phase, where both in school and remote learning need to be provided?			
19	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 ⌞SEP⌟ Strict no sharing of meals		
20	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 or school event where parents are invited.		
21	Have after school clubs been organized to reflect protective procedures?	After school clubs will follow policies and procedures similar to school.		
22	Have measures been put in place sufficient to allow extremely clinically vulnerable and clinically vulnerable pupils and staff including pregnant women to attend school and does the school	All relevant guidance will be followed and any concerns and issues will be addressed with the individuals affected.		

	follow medical advice for vulnerable staff and children and provide sufficient support?			
23	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.		
24	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 continually assessing the children to identify any psychological issues.		
25	Is Remote education available for those self-isolating?	Yes. Some lessons are streamed over Zoom and work sent daily and teachers ensure that it is completed.		

Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks/Re-assessment
1	Is there anyone supervising the	Yes although not necessarily onsite		

	normal medical staff?			
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 elimination purposes)	To be disclosed to office where applicable		

8	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	To be disclosed to office where applicable but now responsibility of NHS Test and Trace		
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 7 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, take a PCR test and are advised to self-isolate for 7 days. It is the responsibility of NHS Test and Trace and not the school to determine who should self-isolate. Staff and children should get tested if approached to do so by the public health authorities. • Where a child or staff member tests negative, they can return to school. • The school will inform public health authorities if there is a localized outbreak of COVID-19 among pupils at the school. Policies and procedures have been provided and explained to parents and staff and their importance emphasized. All positive test results of which the school is informed are recorded and centrally held.		
10	Have staff been advised to test themselves twice a week using Lateral Flow Tests ("LFTs") and were they trained in their use?	Staff were trained in the use of LFTs and advised to test themselves twice a week and to provide their results to the appropriate agencies and inform the school of any positive test immediately.		
11	Were procedures put in place for	Pupils in year 7 and 8 trained in how to test themselves and		

	the pupils in years 7 and 8 to be tested two times?	a schedule put in place for them to be tested 2 times at school at the beginning of term. Consent obtained from the parents for the tests to be undertaken at school upon their return and children and parents advised that they did not need to undertake the tests. The parents were informed of the advice to test their children twice a week.		
12	Do staff understand the meaning of close contact?	Definition of "close contact" explained fully to staff.		
13	Is there regular dialogue with those that have suffered from COVID-19 and/or isolated	Yes		
14	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.		
15	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.		

16	Is the use of hand sanitizer properly supervised given the risk of ingestion for younger children?	Yes		
17	Have staff been adequately trained in temperature testing and other precautions requiring new equipment?	Yes		
18	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 or having symptoms of COVID-19.		

19	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		
20	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	Yes, new thermometers purchased and PPE available		
21	If emergency services are called is there a well understood	Yes - unchanged		

	procedure?			
22	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	Head will undertake regular inspections		
23	Have links been established with local health protection teams?	The Headmaster and other members of staff to maintain regular liaison with local health teams		
24	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.		
25	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.		
26	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	Yes		

	inspected regularly and conforming to revised hygiene rules?			
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 emergency lighting and PAT?	Yes		
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 cleaning 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.		
13	Have new service agreements been agreed for contract staff, maintenance and grounds for a new working relationship?	New arrangements have been fully communicated and 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	Yes. Part of revised cleaning protocols.		

	appropriately?			
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		
20	Are pest control services recorded, deficiencies identified and actioned?	Yes		

Reviewed and updated January 2022