



THE ABBEY SCHOOL

A BUSINESS & ENTERPRISE ACADEMY

Covid-19 Risk Assessment

Managing The Safe Return of All Students

September 2020

BE THE BEST YOU CAN BE

THE ABBEY SCHOOL RISK ASSESSMENT FOR RETURN FROM COVID-19

ASSESSMENT DATE: 24TH AUGUST 2020 REVIEWED: 7TH September 2020/6th November 2020/4th January 2021/1st March 2021/17th March 2021/17th May 2021/12th August 2021, 10th September 2021, 1st October 2021, 3rd November 2021 /4th January 2022/6th January 2022/14th January 2022/27th January 2022

NEXT REVIEW: 7th February 2022

AUTHORS: S. Finlan and C. Newton

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Column 4 KEY:	HIGH	High risk of serious injury possibly life threatening or permanent. Do not progress until controls implemented	MEDIUM	Medium risk of moderate injury. Maximum effort must be made to reduce risk further to enable LOW / GREEN ranking	LOW	Nominal risk of slight injury. Continue to monitor
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Transmission of virus through close contact with direct transmission (coughing and sneezing)	<ul style="list-style-type: none"> Anyone who is unwell with CV-19 symptoms does not attend school setting. Facilities available for staff/pupil handwashing. Staff and children follow the Catch it, Bin it and Kill it routine of good respiratory hygiene. 	<ul style="list-style-type: none"> Site team to check toilets are adequately stocked. Reminders to staff at each briefing. PPE provided for administering First aid or caring for a staff member / pupil who becomes unwell on site with CV-19 symptoms. Keep windows and doors open where safe to do so. Staff and students follow HANDS-FACE-SPACE routine of good hygiene 		RHS, SF & JL PH & Premises Team
Transmission of virus through indirect transmission (touch and surface contact)	<ul style="list-style-type: none"> All those with Covid symptoms, or who are in the clinically extremely vulnerable group should follow government guidelines. Anti bac gel at each entrance to the school and at each transition point – e.g. corridors and toilets. No shared use of cups, crockery, fabric resources, musical instruments that are blown, etc. Kitchen to provide risk assessment for cleaning and serving. Staff only to use communal social and office areas when social distancing and sufficient ventilation can be guaranteed. Classroom doors should remain open during lessons and a window be opened to support ventilation. To that end pupils may wear 	<ul style="list-style-type: none"> All surfaces cleaned and by the site team at the end of the day. Cleaning logs maintained in each area. Uniform and clothing kept on individual and not left lying around. Students can bring, packed lunches for eating in canteen CO2 monitors used to determine appropriate levels of ventilation. 		SLT, HoY PH & Premises Team

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	their suitable outdoor coat in lessons over their blazer at the discretion of the teacher.					
Social distancing protocol is not adhered to.	<ul style="list-style-type: none"> Staff briefing reminding staff of the rules, when required SLT to clearly communicate definitions of 'close personal contact' with staff members and be clear that they must not breach these parameters (constant 15 minutes within 2m, constant 1 minute within 1m) Pupils and staff reassured that transitory contact is a very low risk. Communicate drop off plan to all staff and parents and ensure protocol is adhered to including times and expectations. Amend behaviour expectations to reflect the importance of compliance to safety. Quickly identify all pupils and staff who must adhere to stringent distancing rules as a matter of vulnerability and deploy in school appropriately to minimise risk. Strict enforcement of one-way system. Space between the teaching area and pupils within classrooms to be at least 2m. 	<ul style="list-style-type: none"> Use external doors to classrooms and buildings rather than main entrances. Teachers should consider increasing use of light-touch marking within the setting of a usual lesson and should fulfil the school's marking policy in relation to marking of termly assessments. Pupils' planners can be signed by staff members, as appropriate, as long as the close personal contact guidelines are followed. Morning / family lunch line-ups in alphabetical order. 			SLT, HoY, Subject Leaders & Teachers	PH & Premises Team
Staff or pupils become symptomatic whilst in school	<ul style="list-style-type: none"> Home is telephoned immediately and parents must collect in line with social distancing protocol. 	<p>If a pupil is awaiting collection:</p> <ul style="list-style-type: none"> 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 pupil, with 			PH	

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	<ul style="list-style-type: none"> Staff member to wear a face mask and gloves when moving a child to an isolation area. Follow PHE/DfE published guidance regarding 'what to do if...' 	<ul style="list-style-type: none"> appropriate adult supervision if required. A window should be opened for fresh air ventilation if it is safe to do so. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. Personal protective equipment (PPE) must be worn by staff caring for the pupil. While they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Call 999 if symptoms are such that life appears at risk. 			
Pupil or staff have been in contact with a symptomatic individual	<ul style="list-style-type: none"> Follow government guidelines that advises taking a PCR test. Staff member or children do not need to isolate if they have been in contact with someone displaying new symptoms such as a cough or cold. 	<ul style="list-style-type: none"> Follow PHE/DfE published guidance regarding 'what to do if...' 		RHS, SF & JL	PH & Premises Team

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	<ul style="list-style-type: none"> Temperature taken of symptomatic person – if above 38 degrees inform Headteacher or SLT for that day. Follow good hand and respiratory hygiene at all times. Clean the immediate affected area and record on a cleaning log for that area. 					Office staff
Contact with a diagnosed case of CV-19	<ul style="list-style-type: none"> Advice talking PCR test in line with government guidelines. 					RHS, SF & JL
Danger to vulnerable staff and pupils with an underlying health condition.	<ul style="list-style-type: none"> Staff identified as clinically extremely vulnerable follow government guidelines. Staff with any recognised underlying health conditions to be given the opportunity to undertake an individual risk assessment, if requested. Staffing decisions led by government advice at all times. 	<ul style="list-style-type: none"> Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the guidelines on self-isolation and are tested. ALL NHS AND GOV.UK guidance to be followed at all times. Other vulnerable staff (without a shielding letter, such as pregnant staff) would be provided with an individual risk assessment and the school would make reasonable adjustments to working conditions as deemed appropriate. 				RHS, SF & JL
Plan insufficiently communicated or risk assessed.	<ul style="list-style-type: none"> Complete plan in good time. Identify all stakeholders who need to know info. Share plan on website and FB. 	<ul style="list-style-type: none"> All Government guidance is taken into consideration but the decision must be on the grounds of safety and not guidance or getting people to work. 				RHS, SF & JL

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		<ul style="list-style-type: none"> • Outbreak Management Plan created. 			
Pupil and staff well-being significantly harmed by impact of CV-19.	<ul style="list-style-type: none"> • Well-being plan written by week being team for first few week back in school. • Parent views taken into consideration and school communicate how these have been responded to. • Staff support line shared to all staff. • Praise and encouragement and high levels of compassion displayed at all times by all leaders. 	<ul style="list-style-type: none"> • Referrals for pupils / parents displaying sigs of emotional stress or mental health concerns. • Pastoral support team on call to provide check-ins at all times for home and school learners. • Staff well-being newsletter • Online curriculum delivered to meet the educational needs of pupils as much as possible, clearly following DfE guidelines. 		RHS, JL & SF	
Preparing buildings and facilities	<ul style="list-style-type: none"> • Premises and utilities have been health and safety checked and building is compliant. • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Other statutory inspections • Insurance covers reopening arrangements • Consideration given to premises lettings and approach in place. 	<ul style="list-style-type: none"> • Clear premises rota and appropriate training implemented. • Whole school checking rota in place. • Budget review to determine access to emergency funds • One way system put into in place to enter and exit the school. Signage put in place. • Lettings risk assessment completed 		SLT & PH	

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Emergency evacuations	<ul style="list-style-type: none"> Evacuation routes are confirmed, and signage accurately reflects these. 			PH	
Cleaning & waste disposal	<ul style="list-style-type: none"> Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place. Sufficient time is available for the enhanced cleaning regime to take place. Waste disposal process in place for potentially contaminated waste. 	<ul style="list-style-type: none"> Hand sanitiser available at the school entrance Lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made. All staff advised to leave the site by 17:30 time so that cleaning to be undertaken. 		PH	
Classrooms	<ul style="list-style-type: none"> Appropriate resources are available within all classrooms Sharing of equipment should be limited Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front. 	<ul style="list-style-type: none"> Premises team afternoon site walks to monitor classroom materials. 			
Staffing	<ul style="list-style-type: none"> Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT and office/admin staff. Including at least one of the following: <i>SLT member</i> <i>Designated Safeguarding Lead (DSL)</i> <i>SENCO</i> <i>Caretaker/site member</i> 	<ul style="list-style-type: none"> Check relevant staff qualifications and make sure updated accreditation is acted upon in a timely manner. Updated staff roles & responsibilities updated and distributed. Procedures for staff illness and personal absence reinforced for all staff. SLT staff well-being responsibility implemented. 		RHS, PH & SJS	

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	<p><i>Office staff member</i></p> <ul style="list-style-type: none"> • Approach to staff absence reporting and recording in place. All staff aware. • Risk assessments available, on request, for those staff who were previously working from home due to shielding when they have requested this (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified. • Plans to respond to increased sickness levels are in place. • Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts. • Approach to support wellbeing, mental health and resilience in place, including bereavement support • The approach for inducting new starters has been reviewed and updated in line with current situation. • Return to school procedures are clear for all staff. • Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. 		<ul style="list-style-type: none"> • Remote new staff induction undertaken to alleviate any concerns and provide relevant procedural information. 				
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Transport	<ul style="list-style-type: none"> Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible. 	<ul style="list-style-type: none"> Headteacher letter distributed. 		RHS	
Catering	<ul style="list-style-type: none"> Arrangements in place to safely provide food to CYP on site, including the requirement of universal free school meals. 			SLT & PB	
PPE	<ul style="list-style-type: none"> PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place. 	<ul style="list-style-type: none"> School procures appropriate PPE for first-aiders Temperature of visitors checked as appropriate by staff who have been provided with internal training. 		SLT & PH	
Response to suspected/ confirmed case of COVID19 in school	<ul style="list-style-type: none"> Approach to confirmed COVID19 cases in place: during school day. Staff made fully aware of: <i>Which staff members who should be informed/ take action.</i> <i>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated.</i> <i>Cleaning procedure in place.</i> <i>Arrangements for informing parent community in place.</i> 	<ul style="list-style-type: none"> School INSET session in September to cover these points. Constant reinforcement of strategies and adaptations throughout the year in staff briefing and through emails. 		SLT & PH	

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	<ul style="list-style-type: none"> Approach to confirmed COVID19 cases in place: outside of school hours <i>System in place to relocate CYP away from certain parts of the school to clean, if required.</i> <i>Cleaning procedure in place.</i> <i>Arrangements for informing parent community in place.</i> Process in place to engage with the Test and Trace and contract tracing process. <i>Refer to ECC and public health guidance for more information.</i> 						
Pupil Re-orientation	<ul style="list-style-type: none"> All students instructed to bring a water bottle each day. Water fountain cleaning arrangements in place. Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. Audit of the impact of COVID19 on families and whether any additional support may be required: <i>Financial.</i> <i>Increased FSM eligibility.</i> <i>Referrals to social care and other support.</i> <i>PPG/ vulnerable groups.</i> 	<ul style="list-style-type: none"> DSL and school councillor involved in putting programme together to deal with affected pupils and families. Vulnerable families contacted at the beginning of term. 				SLT and Head of Years	
Safeguarding	<ul style="list-style-type: none"> Consideration given to any CYP who may need support with their return to school and 	<ul style="list-style-type: none"> Appropriate enhances safeguarding training provided for staff. 				SLT & SAF	

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	<ul style="list-style-type: none"> consultation has been undertaken with the family and other agencies involved. Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission. Parental access to the school site restricted. Only allowed on an appointment basis. Site security enhanced to support this. 	<ul style="list-style-type: none"> BAME pupils and staff to be provided with individual RAs on request. Updated Child Protection Policy in place. PPE available for all trained staff when administering any form of first aid. 			
Curriculum / learning environment	<ul style="list-style-type: none"> Whole school approach to adapting curriculum (S/M/L term), including: Wellbeing curriculum. Recognising 'non-curriculum' learning that has been done. Capturing pupil achievements/ outcomes. Utilising the DFE 'catch-up' funding and programmes. 	<ul style="list-style-type: none"> PE, Science, DT and Art Subject Leaders to research and implement guidance. Elements such as extra-curricular activities / science experiments can now take place following regulatory body advice, this RA and including an added specific risk assessment. Implementing appropriate cross-curricular Afl to determine knowledge gaps and adapt curriculum accordingly. Student behaviour policy reviewed and reflects the current circumstances. 		SLT & Subject Leaders	

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		<ul style="list-style-type: none"> Structure in place for effective remote or blending learning in case of a spike in the virus. 			
CYP with SEND	<ul style="list-style-type: none"> Approach to provision of the elements of the EHCP including health/therapies in place. Annual reviews. 	<ul style="list-style-type: none"> New requests for assessment considered. 			
Attendance	<ul style="list-style-type: none"> Promoting and supporting attendance for all pupils determined, including those who may be anxious. Support for parents where rates of persistent absence were high before closure. 	<ul style="list-style-type: none"> Attendance team, DSL and SLT involved in enhanced parental contact in relevant cases. 		Attendance Team, DSL, SLT, Heads of Year.	
Governors/Governance	<ul style="list-style-type: none"> Governors made on their role in the planning and full opening of the school, including support to leaders. Approach to communication between Leaders and governors made clear and understood. Governors prepared for start of school year (clerking, etc). 	<ul style="list-style-type: none"> Meetings and decisions that need to be taken are prioritised. 			
School events, including trips	<ul style="list-style-type: none"> The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. 	<ul style="list-style-type: none"> SLT member i/c of trips to monitor closely. Trips only to happen in the short term when completely necessary from an educational perspective and fully comply unambiguously with all government guidelines. 		PRS	

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Finance	<ul style="list-style-type: none"> Additional costs incurred due to COVID19 are understood and clearly documented. Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM. Consideration given and research undertaken for any support that may be brokered through working together, for example, partnerships, trusts etc. 	<ul style="list-style-type: none"> No international visits considered. Loss of income audited and implications understood, including the impact of lettings and the financial implications of possibly not restarting. Clarity on impact of reintroduction or re-contracting services, such as: <i>Cleaning.</i> <i>IT support.</i> <i>Catering.</i> 		KFD, AT	
Extra-curricular provision	<ul style="list-style-type: none"> Discrete risk assessment and full parental consent required. 	<ul style="list-style-type: none"> Reviewed termly; future decisions based on DfE guidelines 			
Covid Contingency Levels	<p>The school's Outbreak Management Plan will be implemented should the PHE infection level threshold be exceeded within the school. This is based around the 3 following levels, with Levels 1 and 2 accounted for in this risk assessment :</p> <p>Here is a concise summary of these relevant risk assessment levels:</p> <p>1) All classrooms ventilated by open door and window with staff / pupils advised to take LFTs twice weekly. Facemasks optional for staff, pupils and visitors</p>	<p>Self-isolation policy revised to include latest DfE guidelines:</p> <ul style="list-style-type: none"> If a staff member has Covid-related symptoms, then they should take a LFT at the next available opportunity (on top of the current 3x weekly tests) If the LFT is positive, then the staff member should self-isolate and a PCR test should be taken asap (within 48 hours max, as a negative result would be invalid after that point) 			

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ASSESSMENT DATE: 24TH AUGUST 2020 REVIEWED: 7TH September 2020/6th November 2020/4th January 2021/1st March 2021/17th March 2021/17th May 2021/12th August 2021, 10th September 2021, 1st October 2021, 3rd November 2021 /4th January 2022/6th January 2022/14th January 2022/27th January 2022

NEXT REVIEW: 7th February 2022

AUTHORS: S. Finlan and C. Newton

N.B.: The staff member is responsible for ensuring the accuracy of comments made in this risk assessment.

Column 4 KEY:	HIGH	High risk of serious injury possibly life threatening or permanent. Do not progress until controls implemented	MEDIUM	Medium risk of moderate injury. Maximum effort must be made to reduce risk further to enable LOW / GREEN ranking	LOW	Nominal risk of slight injury. Continue to monitor	
1. HAZARDS / WHO COULD BE HARMED / HOW	2. EXISTING CONTROL MEASURES		3. PROPOSED ADDITIONAL ACTIONS		4. RISK LEVEL	5. ACTION OWNER	6. ACTION COMPLETE

	<p>2) Facemasks compulsory in indoor communal areas and busy corridors, continued classroom ventilation.</p> <p>3) Compulsory wearing of face coverings in all communal areas and classrooms, extra-curricular activities suspended, limit on visitors to school extended to include everyone other than supply teachers and interviewees, revert to Outbreak Management Plan risk assessment.</p> <p>Obviously, face coverings are not required for those who are exempt and have provided the necessary evidence.</p>		<ul style="list-style-type: none"> • If a PCR test can't be sourced within 48 hours of the positive LFT, one still needs to be completed for absence certification purposes • If the PCR test is negative, then the staff member should return to work immediately • If the PCR test is positive, then the staff member should continue to self-isolate • 'All' PCR test results (email) and 'positive' LFT results (photo) should be sent to vbolton@abbeyschoolfaversham.co.uk immediately upon receipt. • Self-isolation initially lasts for 6 days, with Day Zero being whichever comes first out of the date of the first positive LFT <u>or</u> the first day of Covid-related symptoms being exhibited • Staff will be required to take a LFT at 7am on both Day 6 and Day 7 • If both of these LFT results are negative, then the staff member will return to school on Day 7 (for example if Day Zero was 30th December, then a LFT would be taken on the morning of 5th and 				
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			<p>6th January, with a return to work on 6th January if both negative). School should be informed in the usual manner if either test is positive in order for cover planning</p> <ul style="list-style-type: none"> • If either of the Day 6 and Day 7 LFT tests are positive, then the staff member will continue to test at 7am on a daily basis until two consecutive negative results are obtained, with a return to work on the day of the second negative result • The staff member should return to work on Day 11 regardless of any test result • If a staff member is still unwell following two consecutive negative results from Day 6 then they should remain in isolation. If illness persists past Day 10 then we strongly advise that medical advice is sought • If not unwell, then a self-isolating teacher should continue to deliver online lessons where relevant and provide appropriate cover work. If the teacher is unwell then these tasks are completed at their 				
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			<p>discretion. If the staff member is unable to undertake either of these tasks, then the cover team and line manager should be informed in the usual manner</p> <ul style="list-style-type: none"> Parents/pupils will be given the option to follow the above staff policy or to complete the full 10-day self-isolation period. 			
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LIKELIHOOD	LIKELY (3)	MEDIUM RISK (3)	HIGH RISK (6)	EXTREME RISK (9)
	UNLIKELY (2)	LOW RISK (2)	MEDIUM RISK (4)	HIGH RISK (6)
	HIGHLY UNLIKELY (1)	TRIVIAL RISK (1)	LOW RISK (2)	MEDIUM RISK (3)
		SLIGHTLY HARMFUL (1)	HARMFUL (2)	EXTREMELY HARMFUL (3)
	SEVERITY			