

# COVID-19 Risk Assessment



School Name	Decide who may be harmed (insert ✓):					
Landau Forte Academy Greenacres	Students	✓	Contractors	✓	Visitors	✓
Department / Location (if applicable)	Staff	✓	Vulnerable People	✓	Volunteers	✓


Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L
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<p>Spread of Covid-19 through school and wider school community</p>	<p>H</p>	<p>Soap dispenser and hand towels within toilets are fully stocked at the start of each day. Regular checks are made throughout the day to ensure adequate supply.</p> <p>Handwashing techniques taught to all pupils. Where necessary, pupils are supervised to ensure correct hand washing procedures.</p> <p>Parents are informed of hygiene expectations and for the need to communicate this message in the home environment.</p> <p>All children told to wash their hands before coming to school, before going home, during school and when they get home.</p> <p>Classes are used to teach children hand washing techniques.</p> <p>Children wash hands before snacks (classroom) and before eating lunch.</p> <p>Lettings to external groups have been ceased.</p> <p>Teachers and classroom assistants monitor the visible health of pupils and ensure parent emergency contact numbers are kept up to date.</p> <p>Public Health Advice on Covid-19 handwashing – Catch it, Bin it, Kill it posters around school buildings.</p> <p>Pupils with existing medical conditions should already be known to the school.</p> <p>Vulnerable children (e.g. with underlying health conditions that may be affected by the current threat) are identified and actions regarding isolation/seclusion are discussed and agreed with parents.</p> <p>Parents are told they can send their hand wipes and sanitisers into school with pupils.</p> <p>Parents are informed of the importance of the government advice on catch it, bin it, kill it</p> <p>Parents have been informed on the use of face coverings.</p> <p>Meetings of external parties which involve a number less than 30 are now permitted (Hall only) unless government enforce lockdown guidelines. Parties will be informed of any closures regarding these measures.</p> <p>Any members of staff with underlying health issues or those within vulnerable groups are told to make their condition known to the school. They should seek and act on the advice of their GP/Consultant/Midwife or current government advice.</p> <p>High contact situations such as assemblies are not arranged.</p> <p>Regular disinfection of toys and other play equipment which pupils are in regular contact with.</p> <p>Reference to the latest advice and guidance for ventilation and cleaning will always take place and procedures implemented, or modified as necessary.</p>		<p>Posters relating to hand washing and social distancing displayed around school.</p> <p>Gel sanitiser available on entry to school and in the hall at lunch time.</p> <p>Classroom bin bags to be replaced at lunchtime. Bags to be placed in a second bin bag to reduce infection risk before being placed in the main bin.</p> <p>Children placed in year groups to form a social bubble as small children cannot maintain social distancing at all times.</p> <p>Playgrounds, lunch sittings, toilets and entrance gates have been allocated for each social bubble.</p> <p>Parents have been reminded of the social distancing rules when travelling to and from school. Parents have been advised to wear face coverings when entering the school premises</p> <p>External parties will follow all guidelines set out by the school/government policy.</p>	<p>L</p>

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				<p>Staff with underlying health issues have been asked to seek on-going medical advice while the pandemic continues.</p> <p>Additional risk assessments have been carried out if needed.</p> <p>Children that fall into the shielding group will not be returning until their consultants feel it is safe.</p> <p>All assemblies and gathering outside of their bubble have been cancelled until further notice. The staff meeting will take place via Zoom.</p> <p>Equipment is safe to use within a bubble as long as it is cleaned regularly.</p> <p>Equipment moving between bubbles should be cleaned thoroughly and quarantined for a period of time if possible.</p> <p>Small toys to be soaked in cleaning solution and air dried in tuff spot.</p> <p>Pencils and equipment to be wiped at the end of the day.</p> <p>Surfaces to be cleaned frequently and a deep clean after each group.</p>	

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Suspected or confirmed case in school (staff or pupil develop Covid-19 symptoms whilst in school building, or later on that day). Symptoms of Covid-19 are a high temperature or a new, continuous cough or anosmia.	H	<p>Contact relevant agencies e.g. DFE, PHE.</p> <p>Close the classroom for a period of 72 hours where the member of staff or pupil has only had restricted access to that area. If person displaying the symptoms had access to a number of rooms other than for transitional purposes, then all areas accessed are isolated for 72 hours. Cleaning is completed after 72 hours and before reoccupation of the classroom.</p> <p>Where the pupil may have spent their school day in a number of classrooms, all rooms are closed.</p> <p>Staff are informed.</p> <p>Parents are informed using a pre-agreed statement.</p> <p>Reference is made to PHE advice on what to do if someone develops symptoms of Covid-19 in a school or other educational setting.</p> <p>Words have been prepared for communication to the school community.</p> <p>External groups who have access to the building are notified of any school closure.</p> <p>School meals transporters are notified in the event of school closures.</p> <p>Up to date position on closure is communicated via the school website and by text message to parents.</p>		<p>The medical room has been cleared and will act as an isolation room for this period. A limited number of staff allowed to enter this room to reduce infection to other areas of the school. PPE (including visor) must be worn when dealing with a child with suspected covid-19.</p> <p>PPE is distributed to areas of the school for use for close contact, i.e. changing a child and if a child is unwell. Visors have been provided for when a child is showing Covid 19 symptoms.</p>	L  Medical room is M
Suspected or confirmed case in staff member or pupil or staff with a family connected to the school. No symptoms of Covid-19 displayed within the school or later that day.	H	<p>Whole family is told to self-isolate for a period of 14 days in line with Government guidance.</p> <p>PHE website is consulted for most up to date guidance.</p> <p>Normal system of work in relation to cleaning is maintained with particular attention to high contact areas toilets, door handles, telephones &amp; grab rails.</p> <p>Headteacher maintains regular contact with the family.</p>		Appointment for testing to be arranged. Medical advice will be followed as to when they can return to work.	L
Teaching Staff Shortage	M	<p>Use of NISTRA register to employ substitute teachers.</p> <p>Combining classes is considered.</p> <p>Where pupil/teacher ratios exceed DFE recommendations– partial closure for certain classes or part time / AM / PM classes are introduced.</p> <p>Text alert service used to notify parents of any exceptional closures due to insufficient staff cover.</p> <p>Notify DFE in the event of an exceptional closures.</p>		<p>If additional staff are required part time staff to be offered the cover first, to reduce infection from other schools.</p> <p>If a large number of staff are off then certain year groups may not be able to attend school on that day.</p> <p>Classes can only be combined within a year group as social bubbles need to be maintained.</p>	L

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Facilities/Administrative Staff Shortage	H	Organise cover arrangements Classroom Assistants to provide temporary cover for reception/administration. Encourage parents to only contact school in the event of an emergency. Reassign support staff to core health & safety functions within the school.		School admin and site teams have been split in to two groups that do not come into contact with each other. If one team has to isolate the school can continue to operate.  If both teams are isolating then SLT will cover.	L
School kitchen closure resulting in no school meals provision	H	The ability for school meals provider to deliver meals from another kitchen to be investigated. Headteacher to liaise with school meals service. Text alert sent to parents to provide packed lunch.  In the case of pupils in receipt of free school meals, school makes alternative arrangements to out-source meals provision.		Sheets of Perspex have been placed in front of the hatch to give protection to the kitchen staff, this will decrease the possibility of transfer between the staff and school.  If the team have to isolate an alternative team will need to be sought.	L
Staff and pupils exposed to Covid-19 during school trips	M	All trips have been cancelled.			L
Risk Rating Guidance: H= High M= Medium L= Low TBA = To Be Assessed - Assessment of the likelihood and/or impact of injury and/or damage. Initial assessment has been undertaken. Complete the residual assessment based on your control measures/findings/additional actions, etc.					

Other Hazards Identified	Additional Control Measures to be Put in Place				
Any other foreseeable hazards that are associated with the activities being carried out to be listed here.	<i>Where you have identified other hazards, record the additional control measures you are going to put in place to mitigate these below:</i>				
<b>Date of Assessment:</b>	22st August 2020	<b>Carried out by:</b>	L Bridge	<b>Signature:</b>	
<b>Date of next review:</b>	2 January 2021	<b>Carried out by:</b>	L Bridge	<b>Date Review Completed:</b>	2nd November 2020
<b>Also refer to these other relevant risk assessments or safety advice documents:</b>					