

COVID-19 Risk Assessment 1

Landau Forte Academy Amington	Decide who may be harmed (insert ✓):					
	Students	✓	Contractors	✓	Visitors	✓
Version 8 - 050321	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</p>	<p>H</p> <p>Soap dispenser within toilets are fully stocked at the start of each day. Regular checks are made throughout the day to ensure adequate supply.</p> <p>Hand dryers used for hand drying.</p> <p>Handwashing techniques taught to all pupils. Where necessary, pupils are supervised to ensure correct hand washing procedures.</p> <p>Stringent hand washing or hand sanitisation takes place on entry and leaving the building.</p> <p>Stringent hand washing or hand sanitisation takes place periodically throughout the day.</p> <p>Staff and Students are reminded of government hand washing guidance (https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands).</p> <p>Staff have access to PPE if it makes them feel more comfortable in the school setting.</p> <p>Sanitisers are provided in any area where washing facilities are not readily available.</p> <p>Pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it, and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues are available throughout the premises.</p> <p>Staff are reminded of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus.</p> <p>Posters, leaflets and other materials are displayed prominently. (These are available from https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19).</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, and when they get home.</p> <p>Hand sanitiser used throughout the day.</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>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 children into school with face coverings, hand wipes and sanitisers.</p> <p>We recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>In addition, we now also recommend that face coverings should be worn in classrooms.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/967139/Schools_coronavirus_operational_guidance.pdf</p> <p>Staff are asked to wear face masks throughout the academy in line with the Government Guidance.</p> <p>Meetings which involve significant numbers of external parties are postponed.</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>Regular disinfection of equipment which pupils are in regular contact with.</p>	<p>Clear protocols are set which dictate the actions and behaviours of all students and adults on site.</p> <p>Regular briefings to all staff on site.</p> <p>Students return to the Academy where they will be taught in bubbles.</p> <p>Students to have staggered start and end of day.</p> <p>Students to receive guidance on all safety measure in tutor time.</p>	<p>L</p>
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Cleanliness	H	<p>There is frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches and in the reception area, using appropriate cleaning products and methods.</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>Rigorous checks are carried out by the site team to ensure that the necessary procedures are being followed.</p>			L
Social Distancing	H	<p>The number of persons attending the premises on any given day is reduced to enable compliance with the 1-metre (3 foot) gap recommended by the Public Health Agency (https://www.publichealth.hscni.net/news/covid-19-coronavirus & https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people).</p> <p>Work schedules are reviewed, including start & finish times/shift patterns and the use of home-working, to reduce number of people on site at any one time.</p> <p>Classrooms are redesigned to allow social distancing to be in place.</p> <p>Conference calls are used instead of face to face meetings wherever possible.</p> <p>Markings on entrance to the building and in corridors demonstrate social distancing expectations.</p> <p>Student arrival and departure times are staggered to minimise volume of students using site entrances.</p> <p>Sufficient rest breaks are provided at staggered times for staff.</p> <p>Staff are told that social distancing is also to be adhered to in the staff room and in outdoor areas.</p> <p>Staff are reminded on a daily basis of the importance of social distancing, both in the workplace and outside of it.</p> <p>Senior staff are told to make checks to ensure this is adhered to.</p>		<p>Clear protocols are set which dictate the actions and behaviours of all students and adults on site.</p> <p>Regular briefings to all staff on site.</p>	L
Contraction of COVID-19 by Touch	H	<p>Where Risk Assessment identifies wearing of gloves is a requirement of the job, an adequate supply of these will be provided.</p> <p>Staff will be instructed on how to remove gloves carefully to reduce contamination and also how to dispose of them safely.</p> <p>Staff are reminded that wearing of gloves is not a substitute for good hand washing.</p>			L

People Display COVID-19 Symptoms	M	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • Book a test if they or their child are displaying symptoms. • Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • All children can be tested • provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) • Schools should ask parents and staff to inform them immediately of the results of a test: <p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating.</p> <p>if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating in-line with current Government guidance.</p>		<p>Covid19 tests to be requested for person displaying symptoms.</p> <p>School will contact Public Health England for guidance.</p>	L
Staff and pupils exposed to Covid-19 during school trips	M	All trips have been cancelled.			L
Facilities/Administrative Staff Shortage	H	<p>Organise cover arrangements</p> <p>Classroom Assistants to provide temporary cover for reception/administration.</p> <p>Encourage parents to only contact school in the event of an emergency.</p> <p>Reassign support staff to core health & safety functions within the school.</p>		Explore the option to share support staff with neighbouring schools or other schools in the Trust.	L
Teaching Staff Shortage	M	<p>Use of NISTRA register to employ substitute teachers.</p> <p>Combining classes within bubbles 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>EduLink 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>		Explore options with neighbouring schools or other schools in the Trust.	L
Stress	H	The leadership team promote mental health & wellbeing awareness to staff and offer whatever support they can to help (see https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing & www.hseni.gov.uk/stress).			L

Having missed significant face-to-face learning, pupils will have fallen behind in their progress during school closures and Achievement gaps will have widened	H	<p>The school has developed and implemented a comprehensive 'catch-up' plan which identifies the learning gap for individual and groups of pupils in terms of curriculum and knowledge. This will include revised schemes of work, prioritised key elements of the curriculum, engagement in the National Tutoring Programme and additional planned intervention programmes.</p> <p>Gaps in learning are assessed and addressed systematically in teachers' planning.</p> <p>Home and remote learning continue and will be calibrated to complement in-school learning and address gaps identified.</p> <p>Middle leaders ensure that exam syllabi are covered.</p>			
Pupils moving on to the next phase in their education do not feel prepared for the transition	H	<p>A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues.</p> <p>There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition.</p> <p>Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts facilitated by post 16 providers.</p>			
Staff are not equipped or trained to deliver remote learning	L	<p>All staff are inducted in the use of MS Teams.</p> <p>All staff have equipment to deliver online learning from their classrooms and from their homes.</p> <p>All staff receive support and training to ensure that pupils learning at home and at school follow the school's curriculum plans.</p>			
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>				
Date of Assessment:	05/03/21	Carried out by:	A Deen	Signature:	
Date of next review:	05/04/21	Carried out by:	A Deen	Date Review Completed:	

Also refer to these other relevant risk assessments or safety advice documents:

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