

AVA Risk Assessment – Covid-19

This Risk Assessment is based on the recent scientific knowledge and Government publications about the spread of Covid-19

<p>Activity/Area: Y10 Return to Alde Valley Academy</p> <p>Reason: Stop the spread of the COVID-19 virus in the school/workplace. This is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates. The government’s plan includes the phased reopening of schools from 1st June 2020.</p> <p>Supporting documents (4): ‘The trusts approach to the phased reopening of schools, ‘Planning guide for secondary schools’, Coloured pla’ and ‘a letter from the headteacher’ support this risk assessment.</p>	<p>Name: Dan Mayhew</p> <p>Assessment Date: 4th June 2020</p> <p>Review Date: 2pm 15th June 2020</p> <p>Then 2pm 19th June 2020 or on the occurrence of an incident</p>
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Hazard	Risk	Initial Rating – L,M,H	Control Measures to Reduce Risk	Responsibility	Further Actions / Comments	Final Rating – L,M,H
1. Unwell children and staff.	Coronavirus may enter the school and spread to other children and staff.	High	<ul style="list-style-type: none"> Pupils will await to be registered and checked in socially distanced queues. Those that travel to school in a car or on a bus at the back gate and those that walk or cycle at the front gate. Pupils will be asked if they are suffering any symptoms of covid-19 or feel unwell. They will wash their hands for 20 seconds with soap and warm water and will be taken to their pod queue in the playground. Staff will be met on entry and will be asked if they are suffering any symptoms. Any positive responses will result in staff being sent home to await a covid-19 test. Children will be reminded of the Coronavirus safety precautions during the assembly at the start of every day. Any symptoms of Covid-19 reported or observed on arrival will result in the child being isolated and parents contacted to 	<p>Senior Leadership team.</p> <p>Head to allocate a senior member of staff to each station. Y10 staff will support this process.</p>	<p>A paper register will be completed as part of the check in process.</p> <p>Signage in the Bike sheds to reinforce one bike per rack. and social distancing.</p> <p>If a pupil or member of staff exhibits symptoms they will be sent home and the school closed pending the results of a covid test. This will be done in consultation of Public Health England.</p>	Medium

			<p>collect the pupil. They will be advised to seek a test for the child, a negative test will be required for return to school.</p> <ul style="list-style-type: none">• At the end of the third session pupils will be brought back to the playground to their pod queue to be dismissed in an orderly fashion.			
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<p>2. Spread of the virus – transmission between children</p>	<p>Coronavirus spreads quickly when people are in large groups.</p>	<p>High</p>	<ul style="list-style-type: none"> ● Children are to work in small groups (maximum of 7 children) in their allocated room so that contact is reduced with others. Different groups must not be mixed during the day or on subsequent days. The same staff members will work with a particular group. ● Social distancing of 2 metres will be maintained. Staff to communicate maintaining the 2 metre social distancing to pupils and regularly reinforce this. ● Rooms will be kept well-ventilated. ● Children are to 'socialise' at a distance and eat in their small group. ● Children will access the building from the outside doors. They will bring all equipment needed from home and will not access the corridors unless going to the toilet one at a time. Pupils will take a wipe to clean all contact points and dispose of the wipe in the pedal bin. ● Pupils will store their equipment at their table. ● Equipment will not be shared. ● Unnecessary items/furniture will be removed from classrooms where there is space to store it elsewhere, especially any soft furnishings or items that have surfaces that are hard to clean. ● Children must stay at their desk unless given permission to move. Pupils will have an allocated table indicated by a laminated exam ticket. Seating plans will be fixed to the door of each Pod in in each Classroom ● Children will only use the allocated Pod toilet during lesson time one at a time. ● Clear signs and notices will be displayed including directional floor markings and a one-way system will be used where needed to maintain social distancing at all times. 	<p>Staff</p>	<p>Each group has been given an allocated area in which they must remain during the school day. Each group has been allocated a separate toilet for children and staff. Signs will be used to assist and remind as required.</p> <p>Staff will be allocated a restroom to ensure staff can easily maintain social distancing.</p> <p>2m markers and signs have been used to show and reinforce social distancing for all.</p> <p>The air conditioning will be turned off to further reduce the risk and windows and doors will be open where possible to aid ventilation</p> <p>Lunch will be eaten in the allocated space, children will bring a packed lunch from home or one will be supplied from school and all children will bring their own water bottle. (Water fountains will be turned off)</p> <p>An outside space will be allocated per group, if there is a need to share outside space with more than one group times will be staggered.</p>	<p>Medium</p>
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3. Transmission between staff	Staff using communal spaces may increase the risk of spreading infection	High	<ul style="list-style-type: none"> • Staff must keep a 2m distance from each other at all times. • All Staff in school will be allocated to a restroom. Cleaning equipment available for staff to use to regularly clean surfaces in this area. • System in place to ensure only one staff member accesses toilets at any one time. • Cleaning equipment available to wipe down surfaces after use. 	All Staff	<p>Cleaning materials will be distributed to staff toilets, staff rooms and each class room that is in use and any other communally used spaces. Signs will be used as a reminder.</p> <p>POD plan shows the allocation of staff to restrooms.</p>	Medium
4. Transmission between parents/carers	Parents communing in groups at the start and end of the school day may increase the risk of spreading infection.	High	<ul style="list-style-type: none"> • If children need to be accompanied to school, only one adult should accompany them and collect them at the end of the day. • Weekly welfare calls maintained to provide parents with a regular opportunity to talk to school staff • Parents will not be permitted to enter the site unless they have a pre-arranged appointment that can be arranged safely. • Any parents wishing to speak to the office must contact by phone or email first and will not be allowed ad-hoc access through the main door into the lobby area. 	SLT, all staff, parents and children	<p>Regular and clear communication with parents.</p> <p>Appropriate signage displayed to reinforce no access.</p>	
5. Transmission between children and adults	For personal care and first aid purposes, closer contact may be required between staff and children.	High	<ul style="list-style-type: none"> • Staff to maintain 2m distance from pupils at all times. Children's desks placed 2m from where the teacher teaches class and 2m from each other. • Much of teaching is group work delivered from the front of the class. Children work as directed by the teacher, reinforcing social distancing at all times. Support, answers given by the teacher from the front of the class to the whole group as necessary. Children mark their own work as appropriate. The Normal curriculum will not be followed. • Staff will be issued with their own hand sanitizer to be used when required. • Need to administer First Aid or personal care – staff member will wear mask, 	All Staff	<p>Each day will have a staff member with a 'grab bag' on call via the radio for all first aid.</p> <p>Each group must have access to face masks, aprons and gloves.</p> <p>A separate area and toilet have been identified and labelled in school for anyone showing any symptoms of Covid-19. Any accompanying staff member must wear full PPE (mask, gloves, apron and face shield) which will be provided in the room.</p> <p>Parents will be contacted via the office/pastoral staff as necessary.</p>	Medium

			apron and gloves when delivering First Aid.			
6. Children unable to follow safety measures	Pupils may become distressed by the highly structured and unfamiliar learning environments that they will necessarily have to adapt to.	High	<ul style="list-style-type: none"> Given that strict 2m distancing and rigorous hygiene measures are the only currently reliable protective measure that schools can implement to protect staff and pupils Staff will be fully aware of who they are working with and would need to be mindful of this at all times. Pupils presenting a known risk will be individually risk assessed Radios will be used to call for assistance if necessary. 	Staff	<p>Clear Communication with parents to explain risk assessments</p> <p>Keeping groups apart is top priority.</p> <p>Pupil medical lists /individual risk assessments shared with all staff dealing directly with pupils.</p> <p>Cleaning rota indicates specific cleaning schedule to ensure that the whole site is kept free from the virus.</p>	Medium
7. Child or adult develops symptoms in school.	Staff member or child appeared well on arrival but develops cough or sore throat.	High	<ul style="list-style-type: none"> Child will be immediately isolated in a designated room, supervised by a member of staff at a 2m distance. A window should be opened for ventilation. PPE should be worn if a distance of 2m cannot be maintained (e.g. if medical assistance needed). If the child needs the toilet whilst waiting to be collected, the toilet area they have used should be cleaned and disinfected after use. The staff member helping the child must wash their hands for 20 seconds immediately after the incident. Child is sent home and parents are advised to obtain a Covid-19 test for a child who should self-isolate for a minimum of 7 days or until a negative test result received (their household members should be told to self-isolate for 14 days). There will be immediate cleaning of surfaces that have been in child's vicinity 	All staff	<p>Room to be set aside specifically for isolation, that is not used for any other purpose.</p> <p>Process and contact details to obtain Covid-19 testing circulated to staff and parents.</p> <p>If a pupil or member of staff exhibits symptoms they will be sent home and the school closed pending the results of a covid test. This will be done in consultation of Public Health England.</p>	Medium

			<p>and their equipment is removed and stored safely.</p> <ul style="list-style-type: none"> • Member of staff who develops symptoms goes home and arranges to be tested for Covid-19. They self-isolate for 7 days minimum or until a negative test result is received (family members for 14 days). • There is immediate cleaning of surfaces that have been in their vicinity and cover is provided. 			
8. Confirmed case in school		High	<ul style="list-style-type: none"> • Where a child or staff member tests positive for Covid-19, the rest of their class or group will be sent home and advised to self-isolate for 14 days. • Parents of all children and all staff are advised that there has been a positive test in school and what action has been taken as a result. • The relevant class space and any other areas occupied by the infected person will be closed off until they have been thoroughly cleaned and all surfaces disinfected. • If other cases are confirmed in other parts of the school, Public Health England will conduct a rapid investigation and advise the school on what action to take. 	All Staff	<p>If a pupil or member of staff exhibits symptoms they will be sent home and the school closed pending the results of a covid test. This will be done in consultation of Public Health England.</p> <p>Pupil test request through NHS.UK or by ringing 119</p> <p>Staff member test school requests a priority test through the portal.</p>	Medium
9. Protection of 'Vulnerable Groups'	<p>People in identified 'Vulnerable' groups are at higher risk from serious infection or death from Covid-19.</p> <p><i>'The exposure of vulnerable groups must continue to</i></p>	High	<ul style="list-style-type: none"> • Staff and children in the 'extremely vulnerable' groups who have received a shielding letter will work from home until further notice. • Due to the conflicting scientific opinion – pregnant staff will work from home. • Staff and children in other 'vulnerable' groups (with certain pre-existing medical conditions) will be protected by the observance of strict social distancing, use of PPE where necessary and optimum hygiene measures in school. 	SLT All Staff	<p>SLT considers those in 'vulnerable' groups when assigning tasks in school.</p> <p>Covered in Equality Impact Assessment.</p>	Medium

	<i>be reduced from normal levels' (Our Plan to Rebuild – p20)</i>		<ul style="list-style-type: none"> • These staff when in school will be assigned tasks that minimise their contacts. • Generic risk assessment completed for pupils with anxiety issues related to covid-19 			
10. Lunchtimes/ Breatimes	Children will need to maintaining social distancing whilst on a break or eating lunch		<ul style="list-style-type: none"> • Children will be able to 'socialise' in their fixed group whilst maintaining social distancing. • Children will remain in their pod groups even when socially distanced at breaktime • Pupils will only use the toilet during lesson time under the supervision of the teacher. • Water fountains will not be in use. 		<p>Pupils bring their own drinking water and will be encouraged to sip and not gulp. Each room will be given a box of water bottles to be given to pupils if needed</p> <p>There will be no lunch breaks in phase 1 as pupils will leave at 1pm.</p>	
11. Poor hygiene/ handwashing	Handwashing procedures may not be followed and will cause the virus to spread.	High	<ul style="list-style-type: none"> • Strict hand washing regime in place, children wash hands on arrival, and at key transition points during the day. • Signs up in working areas and toilets. • Children practise daily how to wash their hands with their designated staff member. • On return from the toilet pupils will also use the hand sanitiser to ensure their hands are clean. • Children will be taught the catch it, bin it routine if they cough or sneeze. 	Teachers	<p>Any child refusing to follow procedures will be sent home immediately.</p> <p>Each classroom will have a supply of tissues, hand sanitiser and a pedal bin with a lid.</p> <p>Hand washing technique is equally important when using hand sanitiser.</p>	Low
12. Cleaning	The virus contaminating surfaces.	High	<ul style="list-style-type: none"> • Children and staff wash or sanitise their hands frequently, and at the change of any activity. Directed by staff. • Children will be allocated a fixed table and chair in their class group. Superfluous furniture to be removed if possible. • Common surfaces that are touched during the day (e.g. door handles, surfaces in toilets) will be regularly 	Teachers and pupils	<p>Ensure new cloths and PPE are used when cleaning. Please refer to the separate 'Cleaning and Caketaking Risk Assessment.'</p> <p>There will be cleaning staff available during the school day to carry out cleaning.</p>	Medium

			<p>cleaned and disinfected throughout the day. (as per cleaning schedule)</p> <ul style="list-style-type: none"> • Deep clean of all occupied spaces in school by cleaning team at the end of each day. 			
13. Sharing resources	Children may pick up the virus by sharing resources.	High	<ul style="list-style-type: none"> • Each child must use only their own resources. • Children are frequently reminded not to share resources by staff members and will not use computers or iPads in school. 	Teachers	<p>Any child refusing to follow procedures will be sent home immediately.</p> <p>Staff will have their own allocated set of board pens and a board cleaner.</p> <p>The photocopier, printing and stationary areas will be marked to say one at a time only. Equipment will need to be wiped down before and after use and hand sanitiser will be provided. No children will use the equipment. (See Photocopier protocol)</p>	Low
14. Clothing	There is a possibility that Coronavirus may linger on clothing.	Medium	<ul style="list-style-type: none"> • Share with parents, children and staff that clothing worn in school should be changed on arrival at home as the virus may be carried on clothing for a period of time. 	Staff and parents.		Low
15. Maintaining supplies	The school runs out of hygiene and cleaning supplies.	Medium	<ul style="list-style-type: none"> • Headteacher will carry out regular stock takes of cleaning equipment. • Office staff to monitor supplies and re-order as necessary. • All staff to be responsible for reporting shortages to office staff ASAP. 	Staff, caretaker, Office Staff	In the unlikely event of a supply shortage, any soap, shampoo or washing up liquid can be used to wash hands.	Low
16. Aggression and contamination	Specific children may contaminate staff, or other children, through close contact	High	<ul style="list-style-type: none"> • Children who pose a high-risk of the identified behaviour will not be permitted into school unless the child has a social worker. • An individual risk assessment will be written for any child known to exhibit 	Teacher and TA	<p>Upon identification of early warning signs, the child is sent home to one of the emergency contacts provided to the school.</p> <p>In the unlikely event a child or staff member has been</p>	Medium

	physical aggression, biting and/or spitting.		<p>these behaviours, before they can be admitted into school.</p> <ul style="list-style-type: none"> The risk assessment the school undertakes will identify the child's potential triggers, strategies and early signs which indicate the child is not managing. 		<p>contaminated, they will remain at home in isolation for 14 days.</p> <p>The headteacher reviews risk assessment in consultation with PHE and will consider closure of the school.</p>	
18. Staff Shortages	Too many staff are unwell at one time or are self-isolating to maintain staffing levels in the school.	Medium	<ul style="list-style-type: none"> Staff will work in the school in fixed groups to reduce contact and the risk of multiple staff being infected at one time. 	Senior leadership	<p>In the event of staffing shortages, other staff may be re-deployed or certain groups of children asked to stay home until the issue is resolved.</p> <p>The Headteacher reviews the risk assessment with the unions and may consider closure of the school.</p>	Low
19. Excessive mental pressure	Threat of the virus may cause staff and pupils increased levels of anxiety.	High	<ul style="list-style-type: none"> There will be considerable time devoted to talking to pupils as they return, listening to their concerns and reassuring them. Staff will take advice from SLT as appropriate if they have specific concerns about the mental health of any pupil and consider Safeguarding procedures as appropriate. Heads of faculty will keep a regular check on the mental state of the staff that they manage and the emphasis will be on supporting each other and encouraging honesty and expression of any concerns. Staff have access to the Wellbeing service, where needed. Pastoral support can be arranged for pupils in need. 	Staff, Team Leaders.	<p>Heads of Faculty to share significant general concerns with senior leaders.</p> <p>Senior leaders to review risk assessment as necessary.</p>	Medium
20. Other considerations			<ul style="list-style-type: none"> Use paper towels to dry hands after washing and turn off hand dryers. With parental permission have E45 cream available for the children to use to prevent sore hands due to increased washing. If a child has medication that needs to be kept in a fridge staff must maintain social distancing rules. 		<p>Paper towels and dispensers will be put in each toilet along with anti bac soap and a pedal bin with a lid.</p> <p>E45 cream will be put in each classroom.</p>	

			<ul style="list-style-type: none"> • Classrooms and areas of the school not currently being used should have the doors closed and should not be entered unless absolutely necessary. doors locked where appropriate? • Office staff should maintain social distancing rules. • Procedure for a socially distanced fire drill will be addressed during morning assembly during the first week. 		<p>Keyworker POD pupils will be reminded of fire drill procedures through a morning briefing to reinforce key safety information.</p> <p>This will be communicated to staff in the staff meeting on 12/06/2020</p>	
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Emergency contacts:

Public Health England Emergency Telephone number (case notification) 0300 303 8537 (option 1) or email eoecrc@phe.gov.uk (non-urgent questions)

Suffolk County Council 01473 263942. (Education and Learning Contact)

Waveney Valley Trust Emergency Contact: 01508 520600