

Risk Assessment for (activity/event/site): Hall Cross Academy 1 September 2021	Site or Location: Ridgewood School	Risk Assessment number: Issue No 9 COVID-19
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The Government published new operational guidance, in liaison with the Department of Health and Social Care (DHSC) and PHE on 27 August 2021. Hall Cross Academy will continue to implement a range of protective measures, alongside the provision for asymptomatic testing, to make school as safe as possible at this time for staff and students. Staff and students also have access to home testing kits to take tests twice a week until further notice.

Detailed consideration for this updated Risk Assessment has been given to:

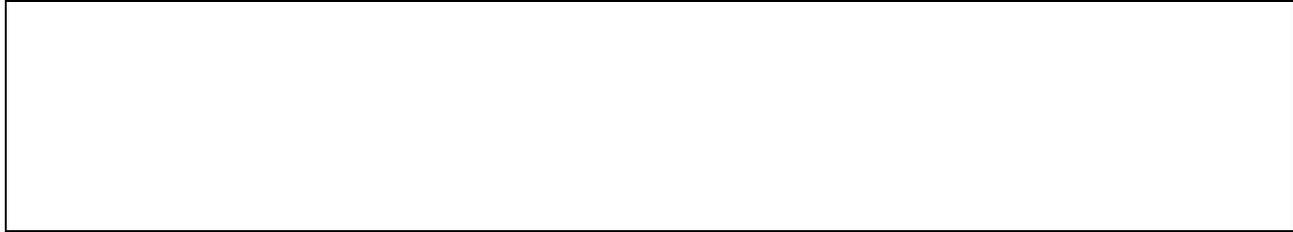
1. [Schools coronavirus \(COVID-19\) operational guidance](#)

The risk assessment continues to be based around four areas as recommended in the Independent Sage Report: School assessment; Teacher/staff assessment; Student assessment; Family/Carers Assessment. There are two pieces of information which Independent Sage recommends for infection control: local information on the R rate and notification of outbreaks for Principals; effective test, track, trace and isolate at a local level.

The risk assessment also adheres to the System of Controls. If we follow the system of controls, we will effectively reduce risks in school and create an inherently safer environment.

Prevention You must always: 1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2. Ensure face coverings are used in recommended circumstances. 3. Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. 5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6. Consider how to minimise contact across the site. 7. Keep occupied spaces well ventilated. **In specific circumstances:** 8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 9. Promote and engage in asymptomatic testing, where available

This Risk Assessment will be distributed to:		Governors		Staff		Review date:		
Risk Assessment completed by: Victoria Thomas School Business Manager				1 September		Daily in response to updates from the Government and Public Health England		
Number of students: 1900 (Year 7-13)	Staff: Student Maximum 1:32	Persons at risk for hazard: <ul style="list-style-type: none"> • Staff • Students • Other Site Users e.g., contractor/visitor • Public 	Risk Rating Table	Like likelihood	Likely	Medium	High	High
					Unlikely	Low	Medium	High
					Highly Unlikely	Low	Low	Medium
						Slightly harmful	Harmful	Extremely Harmful
Consequences								



SECTION A –School Assessment/School Premises

HAZARDS IDENTIFIED	No	Existing Controls	FINAL RISK RATING		
			LOW	MEDIUM	HIGH
Infection transmission - Screening	1	<ul style="list-style-type: none"> Staff and parents/carers have been notified that no one should attend work/school or come on site if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days. If they have symptoms, they should arrange to be tested for COVID-19. Staff and parents/carers have been notified that anyone told to isolate by NHS Test and Trace or by the Public Health Protection Team, has a legal obligation to self-isolate. If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in their normal sense of taste or smell (anosmia), they will be sent home and advised to follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>, which sets out that they should isolate and <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). The isolation period includes the day the symptoms started and the next full 10 days. If they receive a positive result they should self-isolate for at least 10 days. The isolation period includes the day the symptoms started and the next full 10 days. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. Staff have been informed of what to do if they have symptoms of COVID-19 whilst they are on site and what to do if a student has symptoms. Anyone with symptoms must still self-isolate immediately and follow government guidelines. If a staff member or student has a positive lateral flow test at home they must self-isolate until they receive the result of a confirmatory PCR test. If this is positive they must continue to self-isolate. 	x		

<p>Infection transmission and Contracting COVID-19</p> <p>-</p> <p>Displaying symptoms of COVID- 19</p>	<p>2</p>	<p>If the staff member is displaying any of the key symptoms of COVID-19 whilst in school (new and persistent cough or a high temperature or has a loss of or change in their normal sense of taste or smell), they must go home to self-isolate immediately.</p> <ul style="list-style-type: none"> • They must register for a PCR COVID-19 test. • Staff must make themselves aware of what steps to take if they display symptoms. <p>In the instance of a child who presents with COVID-19 symptoms (new and persistent cough or a high temperature, or has a loss of or change in their normal sense of taste or smell):</p> <ul style="list-style-type: none"> • Their parent/ carer will be contacted to collect them. • Students will be isolated in the designated area away from all other students and staff with the designated trained First Aider (in full PPE) with the doors propped open until their parent/carer arrives. • Parent/Carer will pick their child up from school. • Parents will be informed to follow the ‘Staying at Home’ advice and notified of the need to book a test and inform school of the outcome. • In the event of more than two students having symptoms in any close contact group, a dynamic risk assessment will be carried out in liaison with the Principal. • A dynamic risk assessment will also be undertaken by the SLT Lead and Principal, as to any other areas which may need to be considered as being affected. <p>Actions:</p> <ul style="list-style-type: none"> • The school will follow the DfE guidance regarding other actions <i>following a positive test</i> of a student or staff member and Public Health England ‘Covid-19 cleaning in non- healthcare settings.’ • The risk assessment and protocols will be reviewed and updated as necessary, in light of the circumstances. Any changes will be communicated with staff, parents/carers and students as required. • Guidance will be followed from DfE and the Local Health Protection Team (HPT) / Outbreak Control Team and letters, provided by DfE/ Public Health Team, will be distributed accordingly. • Advice on additional swabbing of staff or students will be followed. • Where a student or staff member <u>tests positive for Covid-19</u>, the school will follow guidance given by DfE and the local health protection team on the actions that need to be taken. Each case will be dealt with on a case-by-case basis and will be informed by the latest public health advice. • If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves or the student/staff member subsequently tests positive. • Staff and students will be reminded to wash their hands thoroughly for 20 seconds and then dry them or sanitise their hands, if they have come into contact with someone with symptoms. 	<p>X</p>		
<p>Infection control:</p> <p>Outbreak of COVID-19</p>	<p>3</p>	<p>The DfE guidance will be followed:</p> <ul style="list-style-type: none"> • All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms (symptomatic) of coronavirus (COVID-19) and should get tested in this scenario. • Colleagues and the parent/carer of a student must visit NHS.UK (NHS testing and tracing for coronavirus website), to arrange their own PCR test, or contact NHS 119 via telephone if they do not have internet access. 	<p>X</p>		

<p>What will happen if there is a confirmed case of coronavirus (COVID-19) in the school?</p>		<ul style="list-style-type: none"> ● All schools have been provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff that have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits. ● Parents and staff have been informed they must inform Test and Trace and school immediately of the results of a test. ● Where the student or staff member tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school/work (as long as they do not have a fever). They could still, however, have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. ● Where the student or staff member tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should inform NHS Test and Trace immediately and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). <p>School is no longer required to track and trace any positive cases. This will be completed by the NHS when a test is confirmed as positive.</p> <p>From the 16th August students / staff who are identified as close contacts will not be required to self-isolate if any of the following apply</p> <ul style="list-style-type: none"> ● They are fully vaccinated ● They are below the age of 18 years and 6 months. ● They have taken part in or are currently part of an approved COVID-19 vaccine trial ● They are not able to get vaccinated for medical reasons. <p>Instead staff / students will be contacted by NHS test and trace and advised to take a PCR test.</p> <p>The school will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see Stepping measures up and down section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p>			
<p>Infection transmission within school due to staff or members of their household displaying symptoms</p>	<p>4</p>	<ul style="list-style-type: none"> ● Staff and parents/carers have been notified that no one should attend work/school if they have symptoms of COVID-19. ● Robust collection and monitoring of absence data, including tracking return to school dates is in place and chasing first day absence. First day absence for KS3-KS4 students will receive a phone call from the attendance team. ● Suspected symptoms of COVID-19 – see above for existing controls. ● School has a regularly updated register of students and staff with underlying health conditions; a copy of the letter has been seen and logged. ● A record of COVID- 19 symptoms in staff or students is kept. ● The attendance team and sends off the daily report to DfE outlining numbers of individual end of isolation dates in the ‘additional information’ box on the spreadsheet 	<p>x</p>		

		<ul style="list-style-type: none"> To continue to try and keep the site as safe as possible, we now have an onsite Testing Centre and provision on site for asymptomatic cases and provision to provide twice weekly home testing kits for staff and students. 			
<p>Infection Transmission and Contracting COVID-19 Virus</p> <p>-</p> <p>As a result of not being actively engaged with NHS Test and Trace</p>	5	<ul style="list-style-type: none"> Jude Hall(HR) and Laura Evans(PA) are responsible for liaising with the DfE and local Public Health Doncaster. We will ensure that when we communicate with parents, if they are collecting their child with COVID-19 symptoms, that they are clear about the need to immediately book a PCR test. 	X		
<p>Infection Transmission and Contracting COVID-19 Virus</p> <p>-</p> <p>As a result of hand and respiratory hygiene and cleaning not being enhanced or maintained</p>	6	<p>Enhanced hand hygiene will be promoted with staff and students – wash hands more often than normal and thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or hand sanitiser ensuring that all parts of the hands are covered. Students and staff will be directed to wash their hands/sanitise at key times throughout the day, including specifically:</p> <ul style="list-style-type: none"> on entry and exit to and from the classroom they are in, at the start and end of the lesson. wall sanitisers dispensers have been purchased to be based outside classrooms. Teachers will make time in lessons to sanitise on entry and exit from the classroom. before eating and after eating break and lunch. on exit from and return to buildings throughout the day. before leaving the washroom/toilet. after coughing/sneezing. Sanitising wipes and tissues will be provided in all classrooms. Staff have been directed to contact the Site Team if they do not have enough stock in the classroom. Hand washing signs will be clear and visible in all toilet facilities. Regular checks will take place on antibacterial hand wash and paper towels to ensure they are well stocked. <p>Promoting respiratory etiquette and hygiene with staff and students:</p> <ul style="list-style-type: none"> ‘Catch it, Bin it, Kill it’ is promoted. Signage is in all areas. Tissues advised for coughs and sneezes; accessible in classrooms. Tissues to be binned in the specific bin for tissue waste in each classroom - dedicated bin marked for “Tissues only”. Staff to ensure the bins are only used for tissues Cleaning staff will empty the bins each evening. Staff and students are encouraged not to touch their mouth, eyes and nose. <p>Enhanced cleaning regimes will be in place:</p>	X		

		<ul style="list-style-type: none"> Students will hand sanitise on entry to and on exit from lessons. Sanitiser will be available in all classrooms. Time must be given in the lessons to do this. Cleaning is carried out in light of Public Health guidelines. Guidance on processes for deep cleaning after a confirmed COVID-19 case will be followed. A cleaning schedule is in place to ensure that cleaning is generally enhanced and includes each area being cleaned daily. Cleaning will be concentrated on surfaces touched frequently such as work surfaces, tables, door handles, light switches, and computer keyboards and mouse. Where possible, additional cleaners will rotate, and clean areas touched frequently throughout the day <p>Face Coverings</p> <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. However, if staff or students choose to wear face coverings this will be encouraged and supported.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they be worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p>			
<p>Infection Transmission and Contracting COVID-19 Virus</p> <p>-</p> <p>As a result of air conditioning or air handling systems</p>	7	<ul style="list-style-type: none"> Staff in offices/workrooms/classrooms are encouraged to open the windows in the morning and close them before leaving at the end of the day, to ensure good ventilation. Note - in cooler weather windows just need to be open enough to provide constant background ventilation and can be opened more fully during breaks to purge the air in the space (if required). Staff or students must not stand on any furniture to open or close windows. If the window cannot be reached safely, it must be left. The site team must be informed by the teacher that it is still open. Heating will be used as necessary in rooms to support comfort levels to be maintained. The DFE are providing CO2 monitors and once they have arrived will be distributed accordingly following consultation with the site team. 	x		
<p>Poor health and safety of adults or students</p>	8	<ul style="list-style-type: none"> Designated First Aider in place during the hours of 8:00am – 4.00pm All staff are aware of and follow first aid responder protocols. The Designated First Aider contact numbers will be shared with staff. Suitable first aid kit and defibrillator are accessible in Faraday building and Student Services. All staff to be aware of the medical requirements of students e.g., inhalers, epi pens, diabetes and follow Health Care Plan, if applicable. If a student is injured in any way or presents ill with anything other than COVID-19 symptoms, then they, only if they can, are to make their way to the medical room. If not, the First Aider will need to be called to come to them. <p>Due to increased guidance for students who are sick whilst they are at school the following needs to take place:</p> <ul style="list-style-type: none"> In the case of more than one student being ill (not showing COVID 19 symptoms) or injured, the appropriate rooming and required supervision will be agreed by a member of SLT. 	x		

		<ul style="list-style-type: none"> Follow directions given by emergency services if in attendance. 			
Infection transmission - as a result of partaking in physical activity	10	<ul style="list-style-type: none"> We will continue to follow the measures in our system of control that we have had in place for PE lessons and also in line with NGB guidance. Team sports will only be provided that are listed on the <u>return to recreational team sport framework</u>. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors) distancing between students and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Face coverings must not be worn in practical PE lessons. 	x		
Infection transmission - Dining Hall	12	<ul style="list-style-type: none"> Parents/carers informed biometrics or pin number will continue to be used; a cashless system will continue to be in place for the foreseeable future; payments will need to be completed through parent pay. The dining tables will be cleaned before and after use, and during if required. Water can be purchased in the canteen during break and lunchtime. 			
Infection transmission - Toilets	13	<ul style="list-style-type: none"> There will be separate toilets for students and staff. Staff and students must wash their hands thoroughly for at least 20 seconds after using the toilet and dry their hands thoroughly. All toilets in use will be regularly stocked with soap, paper towels. Hand sanitiser stations will be restocked on a regular basis. 	x		
Infection transmission - Faculty Staff Rooms	15	<ul style="list-style-type: none"> It is for subject teams to manage the Faculty workspaces . This will mean being considerate to each other and ensuring staff have access to spaces to work on a fair and consistent basis. Staff must wipe down the keyboard and mouse before and after using any computer for hygiene purposes. Ensure the window is open in the office and closed at the end of the day. If there is more than one person in an office, please keep the door open but ensure it is locked on everyone’s exit. Vacant classrooms can be used – wipe down the computer keyboards and the mouse before and after use. Food can be eaten in Faculty rooms, but staff must wipe down all surfaces after use. 	x		
Infection transmission - Staff Briefing	16	<ul style="list-style-type: none"> Staff briefings on a Friday will continue to be virtual 	x		
Infection transmission -	17	<p>Visitors</p> <ul style="list-style-type: none"> Reception must be made aware of any pre-arranged visitors, prior to the meeting. Local immunisation providers, who provide immunisation programmes on site will continue as they are essential for children’s health and wellbeing and can also provide benefits for staff. Anne Briggs will share further information on this, as required. 	x		

Visitors and Contractors		<ul style="list-style-type: none"> ● Contractors - prior to visits by contractors, discussion regarding requirements and controls, including regular hand and respiratory hygiene, will take place with the relevant Senior Team member/Site Manager. ● Deliveries to the site - drivers will enter through the staff carpark entrance and they will be met by the Site Team. ● All visitors/contractors to the site will be signed in and out following the school protocols. 			
Infection transmission – reception and admin offices	18	<p>The 2 reception areas will always be covered by a member of administration staff: School phones, keyboards, mouse, and walkie-talkies must be cleaned at the start and end of the day, with antibacterial wipes, if used by the <i>same</i> member of the admin team all day.</p> <ul style="list-style-type: none"> ● If other staff members use the phone/walkie talkie/ keyboards, mouse, they must clean them before and after use. ● Strictly staff or students must not congregate around reception or in the admin offices. ● All equipment and surfaces must be cleaned before and after use in any reception areas which are covered by another member of staff during the school day e.g., lunchtime. 	x		
Underlying health conditions/ feelings of anxiety, making staff worried to return	19	<ul style="list-style-type: none"> ● Staff have been asked to contact HR if they have any concerns or consider themselves High Risk so an individual Risk assessment can be carried out. ● Staff are advised to speak to their HOD/HOF if they have any well-being concerns and these will then be addressed by the Deputy Headteachers. 	x		
Risk assessments for staff	20	<ul style="list-style-type: none"> ● All staff to be covered by the measures in this document with regards to infection control. ● Staff who are pregnant (clinically vulnerable category), will be advised to follow all the advice regarding the essential measures. A risk assessment will be conducted by J Hall, as it is usually, in line with the Health and Safety at Work Regulation 1999.RCOG has published occupational health advice for employers and pregnant women. This will be followed and monitored for updates. ● Since 1 April 2021, those who were clinically extremely vulnerable (CEV) (as identified by GP/Hospital) are no longer advised to shield. It is very important any colleague in this group continues to take extra precautions to protect themselves and follows practical steps set out in the CEV guidance to minimise risk of exposure to the virus. All CEV colleagues have been prioritised for vaccination. These colleagues must take personal responsibility to inform their line manager of any concerns in their well-being, which will be monitored. ● Clinically vulnerable (CV) staff can continue to attend school and must follow the system of controls in this risk assessment to minimise the risk of transmission. Staff who live with those who are CV can attend school but should ensure they maintain good prevention practice whilst in school and at home. 	x		
Increased risk to our BAME community	21	<ul style="list-style-type: none"> ● All staff to be covered by the measures in this document with regards to infection control. ● Measures in place including: <ul style="list-style-type: none"> ➢ Communication of expectations and protocols. ➢ Regular lines of communication between staff and line managers; SLT and staff. 	x		

		<ul style="list-style-type: none"> ➤ Updates from Public Health England. ➤ Individual staff risk assessments to be updated on return and reviewed regularly, as requested. ➤ Follow the guidance from Local Authority. 			
Health and Wellbeing	22	<ul style="list-style-type: none"> ● Connections with staff via phone calls, email and briefings ● Welfare calls from designated safeguarding lead. ● Regular contact with Line Managers or members of their teams. ● Counselling available for staff with high levels of anxiety. ● Support for staff in normalising their feelings. ● All new staff, ECT (formerly NQT), ITT and PGCE students will have designated mentors who are already staff at Hall Cross academy to support them in their new positions in the school. ● COVID safe briefing , via email and in staff meetings, have been shared with staff to reiterate and share expectations of the measures that are in, or are being put in place, to reduce the risk in school for staff and students. 	x		
School protocol at this time is not adhered to and COVID-19 guidelines are breached leading to safeguarding and serious health and safety concerns	23	<ul style="list-style-type: none"> ● All staff are aware of the protocol if they have suspected COVID-19 symptoms. When contacted, the teacher who is identified on the cover list for this situation, must immediately go to the teaching room of the teacher involved. ● ID badges must always be worn by staff. ● Staff receive and read each updated version of the Risk Assessment which is updated in line with any changes by DfE/Government. They must contact Jude Hall if they have any questions for clarification. With each new Risk Assessment standards and expectations protocols are shared with staff which are monitored within Faculty Teams and by SLT. ● All staff are regularly reminded of their personal responsibility under the Health and Safety legislation to maintain a safe working environment. ● Students whose behaviour is poor, or fails to meet the expected safety standard, therefore putting others' safety at risk, will be challenged in line with the school's behaviour system. ● Any safeguarding concerns with a student, should be reported via CPOMs and will be dealt with as per the Child Protection Policy. ● All staff are to continue to follow the school remote learning policy, statutory guidance 'keeping children safe in education' and 'safeguarding and remote education during Covid-19' to support 1. keeping students and staff safe online and 2. students' remote education. 	x		
Infection Transmission and Contracting Covid-19 Virus	24	<p>Actions to promote the importance of, and the signage in place to remind students and staff of:</p> <ul style="list-style-type: none"> ● hand hygiene protocols ● respiratory etiquette and hygiene 	x		
Vulnerable students	26	<ul style="list-style-type: none"> ● Welfare calls are made to vulnerable students by designated staff if they are self-isolating. ● Students with disabilities will use designated disabled toilets. 	x		

		The Government guidelines show there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.			
Feelings of anxiety, making students feel: - worried to be in school - behind in their studies after self-isolating - out of a routine on their return from self-isolating	28	<ul style="list-style-type: none"> We acknowledge that some students since March 2020 have been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may have led to an increase in social, emotional and mental health concerns and some children, particularly vulnerable groups such as children with a social worker, previously looked-after children who left care through adoption or special guardianship, and young carers, needing additional support and access to services such as educational psychologists, social workers and counsellors. Additionally, provision for children who have SEND may have been disrupted as a result needing to self-isolate and there may be an impact on their behaviour. We are continuing to work with local services (such as health and the local authority) to ensure the services and support are in place to support student welfare at this time after their experience of prolonged self-isolation during the national lockdowns. We continue to take steps to ensure that isolating students to access their remote education on Google classroom 'Contact Us' facility on the school website allows parent/carer to seek further clarification of provision for their son/daughter if required. 	x		
Infection Transmission - Students getting to and from school	29	<ul style="list-style-type: none"> Students have been asked to arrive at school and go home either by foot, cycle or in a car. If students do have to use public transport, they are recommended to wear a face covering (unless exempt). 	x		