

STG-COVID-19 RISK ASSESSMENT

Risk Assessment (risks, hazards and ways of avoiding them)

| Risk Type | Issue/Hazard | Measures to Minimise Risk | Actions and comments |
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| Introducing virus into school environments from outside | Visitors to reception areas | <ul style="list-style-type: none"> • Rearrange any non-essential appointments • Request that individuals communicate with the Academy via telephone or email. • Maintain a distance of 2m as a measure to minimise risk • Ensure good ventilation of office type environments • Clear signage and instructions on entry and/or website (the way supermarkets and other organisations have done) | <ul style="list-style-type: none"> • Visitors not permitted unless essential • Pg. 2 Procedures - Staff handbook |
| | Visitors for meetings | <ul style="list-style-type: none"> • Continue to/consider other opportunities to use technology for meetings e.g. video / teleconference facilities. • Rearrange any non-essential meetings • Where you need to meet maintain a distance of 2m as a measure to minimise risk | <ul style="list-style-type: none"> • Remote meetings in use • Pg. 6 / 7 Procedures - Staff handbook |
| | Deliveries | <ul style="list-style-type: none"> • Stop orders being made for all but essential items • Any essential deliveries to be dropped outside the door, where possible | <ul style="list-style-type: none"> • Purchasing essential items only |
| | Volunteers | <ul style="list-style-type: none"> • Brief volunteers on essential safety information. • Stop all non-essential services/activities. • Hold any meetings via video / teleconference facilities | <ul style="list-style-type: none"> • Governor meetings held remotely |

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| | Travel | <ul style="list-style-type: none"> • Individuals advised not to travel to school if they, or anyone else in their household, have a temperature or are unwell or are showing any other COVID-19 related symptoms • Staff and students encouraged to follow government guidance on social distancing when travelling to and from school • Individuals encouraged to wash or sanitise hands before journeys to and from school • Staff and students encouraged to plan ahead and use the most direct route to and from school • Staff and students encouraged to walk, cycle, or travel by car for their journey to school • Individuals from different households discouraged from travelling to school together • School transport will be provided as close to the start and end of the school day as possible to reduce exposure time for students • School transport will be organised to support social-distancing by having fewer students on vehicles • Drivers on school transport will indicate where students should sit in order to maintain social distancing • If using public or school transport, individuals encouraged to take hand sanitiser, use a protective face covering and sit at least 2m apart from other travellers • In situations where it is not possible to keep 2m apart, such as getting on and off transport, individuals are advised to avoid physical contact and to face away from others | <ul style="list-style-type: none"> • Guidance issued to staff/ parents https://extranet.dft.gov.uk/safer-transport-campaign/schools/ https://www.lincolnshire.gov.uk/council-services/schools-education-1/5?documentId=427&categoryId=20128 • Pg. 2 Procedures – Staff Handbook • Pg. 4 Student / Parent Handbook • Student / Parent Charter |
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| | | <ul style="list-style-type: none"> • If assistance is required for students using public or school transport, parents are reminded to request this as they normally would | |
| Students | | <ul style="list-style-type: none"> • Only provide access to Year 10 and Year 12 students with remaining year groups supported with remote learning package • Number of students attending each day to comply with government guidelines • Year 10 cohort split into 4 discrete 'bubbles' to limit contact groups • Year 12 students across the Sleaford Joint Sixth Form to remain on one single site throughout the day and leave as soon as lessons are completed • Introduce staggered start to school day to reduce contact between students • Handwashing at outdoor sinks, supervised by senior staff, formally scheduled at the start of the school day, as well as the start and end of break and lunch, before opening the doors to enter the buildings • Students encouraged to change their clothes daily. Uniform requirements relaxed, in order to facilitate this for families | <ul style="list-style-type: none"> • Guidance issued to parents • Pg. 2, 4, 5 Procedures - Staff handbook • Pg. 2,3,4,5 Student / Parent handbook |
| Staff | | <ul style="list-style-type: none"> • Avoid unnecessary travel, all staff to work from home where possible and in agreement with their line manager • Wash hands regularly for at least 20 seconds. Catch coughs/sneezes in a tissue and wash your hands again. | <ul style="list-style-type: none"> • Guidance issued to staff • Staff homeworking • Pg. 2, 4, 5 Procedures - Staff handbook |

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| | | <ul style="list-style-type: none"> • Maintain a 2-metre distance from colleagues/ students/ parents/ visitors as a measure to minimise risk • Keep up to date with government guidance at https://www.gov.uk/coronavirus | |
| | Cleaning | <ul style="list-style-type: none"> • Increase cleaning regimes of regularly contacted areas e.g. door handles, desks, toilets etc. • Ensure thorough cleaning of buildings before they reopen. • Ensure compliance with infection control guidance around cleaning regimes. | <ul style="list-style-type: none"> • Cleaning increased and appropriate protocols in place • Pg. 3 Procedures - Staff handbook |

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| Spreading the virus within buildings | Virus passed to others on hands | <ul style="list-style-type: none"> • On entering the school wash hands with soap and water for at least 20 seconds • Wash hands on a regular basis • Avoid sharing stationery and other equipment • Build in regular healthy practice of hand washing with students • If you hot desk/share desks and/or computers/other equipment, wipe the area before and after use with a cleaning wipe. • Buildings should be limited to designated areas for usage when not fully accessed, so that all those working in them keep a 2m distance, supporting the thorough cleaning regime required. | <ul style="list-style-type: none"> • Guidance issued to staff and protocols in place • Pg. 2,3,4,5,6,7, Procedures - Staff handbook • Pg. 2, 4, 5, 6, 7 Student / Parent handbook |
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| | Virus passed to others with a sneeze or cough | <ul style="list-style-type: none"> • Catch any coughs or sneezes in a tissue, bin it and wash your hands (or in your elbow if you have no tissue and then wash hands, etc.) • Try not to touch your face and eyes | <ul style="list-style-type: none"> • Guidance issued to staff and protocols in place • Pg. 2,3,4 Procedures - Staff handbook • Pg. 2,5 Student / Parent handbook |
| | Students | <p>Classrooms</p> <ul style="list-style-type: none"> • Do not use shared stationery, like scissors or glue • Capacity of individual classrooms is set by the number of student desks in place and this number will not be exceeded • No students to be sat at desks closer than 2m • Organise seating plans with name cards to allow students to go directly to their seats on entering the classroom • Remove all excess desks and chairs from classrooms so that the 2m distant desks are clear on entry and so that the space between them is as open as possible to support safe movement on entry and exit • Plan lessons such that students do not need to leave their seat, thereby keeping them 2m apart • Place all resources and worksheets on student desks prior to lesson to remove need for teacher to circulate • Teachers to remain in their teacher zone at the front of the class and not circulate around the room | <ul style="list-style-type: none"> • Guidance issued to parents and students and protocols in place • Pg. 3, 4 Procedures - Staff handbook • Pg. 4, 5 Student / Parent handbook • Student / Parent Charter |

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| | | <ul style="list-style-type: none"> • No text books to be used on student desks <p>ICT Equipment</p> <ul style="list-style-type: none"> • Employ seating plans in ICT rooms to ensure that no computer is used by more than one student per day • No laptops to be used by students without prior authorisation from the Principal. Authorisation will only be granted where the use of laptops would reduce the overall risk to staff and student well-being. In such circumstances, the procedures for the use of laptops will be the same as those applied to desktop computers. <p>Practical lessons</p> <ul style="list-style-type: none"> • No student practicals to take place in science • Use videos to demonstrate practical techniques so that students can remain seated • In subjects where equipment needs to be shared, refer to subject-specific risk-assessments (see full subject list in Actions & Comments column) <p>Movement & Social time</p> <ul style="list-style-type: none"> • Mark corridors with tape at 2m intervals to promote social distancing | <ul style="list-style-type: none"> • Pg. 3, 4 Procedures - Staff handbook • Pg. 4 Procedures - Staff handbook • Subject specific risk assessments: P.E., Technology, Art, Music • Pg. 2,5,6,7 Procedures - Staff handbook |
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| | | <ul style="list-style-type: none"> • Introduce and clearly signpost a comprehensive one-way system to be adhered to by staff and students alike • Pin open all doors within corridors and doors to avoid the need for students to touch any of them and to support the free flow of students • Stagger movement times, breaks and lunches to support the free flow of students 2m apart • Support students to maintain their social distance during breaks and lunch with suggested activities and very high levels of staff supervision • Student 'bubbles' to be allocated specific outside areas for their exclusive use during social time • In wet weather, students will sit on the floor in the New Sports Hall, ensuring that they remain socially distanced • Picnic tables will be "cordoned off" to prevent use • Water fountains will be disconnected to prevent use • No eating to be allowed in classrooms or the Sixth Form study area – only in the canteen and outside • Trays to be sanitised by canteen staff before being issued directly to students • Handwashing at outdoor sinks, supervised by senior staff, formally scheduled at the start of the school day, at the start and end | <ul style="list-style-type: none"> • Pg. 2, 4, 6, 7 Student / Parent Handbook • Pg. 6, 7 Student / Parent Handbook • Pg. 6 Procedures – Staff handbook • Pg. 2, 5 Procedures – Staff handbook |
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| | | <p>of break and lunch, and at the end of the day before students leave the school site</p> <p>Toilets</p> <ul style="list-style-type: none"> • Students will be allocated a specific toilet to use during the school day to prevent crowding at social times • Staff will supervise entry to toilets during social/ break times • External toilet doors will be pinned open • When washing hands after using the toilet, students will be instructed to leave the water running until they have dried their hands and to then use the paper towel to turn off the tap <p>PPE</p> <ul style="list-style-type: none"> • Supply all students with a washable face mask and encourage them to wear it on the way to school and throughout their day at school • Offer all students a plastic visor to wear with or without their face mask • Cleaning wipes and gloves will be made available throughout the Academy | <ul style="list-style-type: none"> • Pg. 4 Student / Parent Handbook • Pg. 3 Procedures – Staff handbook • Pg. 1,2, 3 Procedures – Staff handbook |
| | Staff | <ul style="list-style-type: none"> • Regularly clean your work area including phones, keyboards and mouse using gloves | <ul style="list-style-type: none"> • Guidance issued to staff and protocols in place |

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| | | <p>and cleaning wipes provided throughout the Academy</p> <ul style="list-style-type: none"> • Wash hands regularly for at least 20 seconds. Catch coughs / sneezes in a tissue (or in your elbow if you have no tissue) and wash your hands again. • Maintain a 2-metre distance from colleagues/members of the public • Staff will have access to a specific outside space during social times to help them maintain social distancing • Keep up to date with government guidance at https://www.gov.uk/coronavirus | <ul style="list-style-type: none"> • Pg. 6 Procedures – Staff handbook |
| Spreading the virus from the office into the Community | Spread of germs | <ul style="list-style-type: none"> • Students and staff wash hands before leaving the office/school • Continue to follow Government advice on social distancing | <ul style="list-style-type: none"> • Guidance issued to staff, students and parents, and protocols in place • Pg. 2, 5 Procedures – Staff handbook • Pg. 2 Student / Parent Handbook |
| Illness/ symptoms identified | Staff member / pupil or household member becoming ill | <ul style="list-style-type: none"> • FOR ALL SUSPECTED INSTANCES OF COVID-19 IT IS ESSENTIAL TO REFER TO THE MOST RECENT GOVERNMENT GUIDELINES AT www.gov.uk/coronavirus • In the event of a pupil, staff member or member of their household becoming ill, the school / Line Manager/ HR Office must be contacted and informed. • In the event of a pupil or staff member becoming ill whilst at school with a new, | <ul style="list-style-type: none"> • Guidance issued to staff and protocols in place • Pg. 7, 8 Procedures – Staff handbook • Student / Parent Charter |

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| | | <p>continuous cough or a high temperature, or with a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance. Such individuals will be advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.</p> <ul style="list-style-type: none">• Parents will be advised to refer any pupils who are symptomatic. If anyone in the household develops a fever, or a new continuous cough, or a loss of, or change in, their normal sense of taste or smell (anosmia), they are advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).• If a child with suspected COVID-19 symptoms is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, and with appropriate adult | |
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| | | <p>supervision. Windows will be opened for ventilation.</p> <ul style="list-style-type: none">• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.• PPE will be worn by staff caring for the child 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).• If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves or the child subsequently tests positive• Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.• Where the child, young person or staff member tests positive, the rest of their 'bubble', and all staff associated with them, will be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. | |
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| | | <ul style="list-style-type: none">• If a student or member of staff is contacted as part of the 'Test & Trace' programme (due to contact with an individual being tested for suspected COVID-19 infection) they must follow the specific guidance given at the time. Initially these individuals do not need to self-isolate, but they must avoid individuals who are at high-risk of contracting COVID-19, for example, because they have pre-existing medical conditions, such as respiratory issues. They must also take extra care in practising social distancing and good hygiene and in watching out for symptoms.• If the person who was originally tested returns a positive test result for COVID-19, the NHS Test and Trace service will ask them to share information about their close recent contacts and those who need to self-isolate will be contacted by the NHS Test and Trace service. They will receive a formal notification (either a phone call, letter, email or text message) setting out how long they need to self-isolate for. The period of self-isolation will be for 14 days from the point of most recent contact with the person who has tested positive for coronavirus.• <u>Any confirmed or suspected cases will be reported in line with RIDDOR requirements</u>• In line with HR procedures, all staffing absences including self-isolating staff must be notified to the HR Office | |
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| | | <ul style="list-style-type: none"> • Where possible and appropriate keep in touch with staff members who are in self-isolation and include them in communications • This guidance has been taken directly from the current national guidance and will be closely monitored and adapted in line with future changes to national guidance | |
| | Caretaking/ cleaning staff | <ul style="list-style-type: none"> • Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. • Wherever possible, wear disposable gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. • Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. • If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron. • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly. | <ul style="list-style-type: none"> • Principal requested to notify Estates colleagues of all suspected cases so the protocols in the column to the left can take place (staff and students) |

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| Staff member/student re-entering the work place/school after period of self-isolation | Staff member / student | <ul style="list-style-type: none"> • A 7-day isolation period for individuals who have been symptomatic • Any other member of the household must self-isolate for 14-days (see table and flowchart) • Keep up to date with the latest government guidelines: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance | <ul style="list-style-type: none"> • Guidance issued to staff and protocols in place |
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| Vulnerable groups at risk - students | <p>Students with safeguarding and welfare needs, including</p> <p>Looked after children (LAC)</p> <p>Young carers (young people)</p> | <ul style="list-style-type: none"> • All pupils from these groups are eligible for a childcare place so as to ensure more support to families and to ensure protection for these vulnerable children • FSM vouchers in line with the national scheme provided for eligible families in collaboration with the Sleaford Larder • FSM (hot or cold lunch) should be provided for those pupils attending the childcare settings. • Schools daily submit individual child registration data to the LA. | <ul style="list-style-type: none"> • Guidance issued to staff and protocols in place |
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| | <p>who are caring for a parent who may be disabled or a sibling)</p> <p>Disabled children (not all disabled children have an Education Health Care Plan)</p> | | |
| Vulnerable groups at risk - staff | Extremely clinically vulnerable – including those living with someone in this category | Staff who fall in this group must not attend work and arrangements made for homeworking where this is possible. | <ul style="list-style-type: none"> Guidance issued to staff and protocols in place |
| | Clinically vulnerable - including those living with someone in this category | <p>Staff falling into this group will be supported to continue working from home where possible. Where attendance in school may be required and/or the individual may wish to return, a risk assessment will be undertaken to ensure that individual employees can work safely in school in accordance with government guidelines.</p> <p>For those staff living with somebody in this category, whilst current guidance does not specify</p> | <ul style="list-style-type: none"> Guidance issued to staff and protocols in place |

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| | | any additional measures needed, the Academy will go above and beyond and undertake a risk assessment as outlined above. | |
| | Other groups | The Academy are aware that there a number of factors such as pre-existing health conditions, age, gender and ethnicity which mean that the risk from Covid-19 infection is not the same for all individuals. Anyone who has concerns about their own specific level of risk should contact the school/HR to discuss an individual risk assessment. | |

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| Low morale | Reduced student well-being | <ul style="list-style-type: none"> • Pastoral support teams will make regular contact with parents and students • Pastoral support teams will provide online assemblies to promote well-being • Life Skills Team will provide activities via the website and social media to promote well-being | <ul style="list-style-type: none"> • Guidance issued to staff and protocols in place • Pg. 1, 5, Student / Parent Handbook |
| | Reduced well-being of staff | <ul style="list-style-type: none"> • Inform all staff of current situation on a regular basis • To listen and consider all staff concerns and address these where possible • Peer support for staff in place, HR advice, OH Service and Staff Wellbeing Mentor role available to all staff • Heads of Department to draw up rotas with consultation and sensitivity • Staff to immediately inform manager if unwell, any symptoms are shown | <ul style="list-style-type: none"> • Guidance issued to staff and protocols in place • Pg. 6, 7 Procedures – Staff handbook |

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| | | <ul style="list-style-type: none"> • Where staff have agreed to take on additional duties and responsibilities, Heads of Department to support them in their new roles • Maintain regular contact with staff who might be working from home or self-isolating | Pg. 5 Procedures – Staff handbook |
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| Academy reputation | Lack of communication | <ul style="list-style-type: none"> • Communication to provide regular updates on the Internet and via other appropriate media streams and methods | <ul style="list-style-type: none"> • Communication in place |
| | Reduction in service | <ul style="list-style-type: none"> • Staff are classified as critical workers so should be able to access a school or childcare place if childcare is a concern / impacting on ability to attend / undertake work • Consideration to be given to solutions to enable all staff to continue working. For example working from home where operationally possible and/or supporting a different working pattern • If you can work from home, check you have all necessary equipment and systems are enabled (managers will direct if you can work from home) • There are some simple steps you can take to reduce the risks from display screen work: <ul style="list-style-type: none"> ○ breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity ○ avoiding awkward, static postures by regularly changing position ○ getting up and moving or doing stretching exercises | <ul style="list-style-type: none"> • Guidance issued to staff and protocols in place |

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| | | <ul style="list-style-type: none">○ avoiding eye fatigue by changing focus or blinking from time to time● Check your school email for regular updates on the situation | |
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