

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
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 wherever possible • Where possible, 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 • Brief visitors on essential safety information 	<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 • Required visits will be arranged to take place outside of school hours wherever possible and/or during lesson times • Where you need to meet maintain a distance of 2m as a measure to minimise risk where possible 	<ul style="list-style-type: none"> • Remote meetings in use • Pg. 6 / 7 Procedures - Staff handbook
	Deliveries	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Governor meetings held remotely

		<ul style="list-style-type: none"> • Stop all non-essential services/activities • Hold meetings via video / teleconference facilities where possible 	
	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 where possible • If using public transport, a protective face-covering must be worn • If using designated school transport, individuals encouraged to take hand 	<ul style="list-style-type: none"> • Guidance issued to staff/ parents <p>https://extranet.dft.gov.uk/safer-transport-campaign/schools/</p> <p>https://www.lincolnshire.gov.uk/council-services/schools-education-1/5?documentId=427&categoryId=20128</p> <ul style="list-style-type: none"> • Pg. 3 Student / Parent Handbook • Student / Parent Charter

		<p>sanitiser, use a protective face covering and, where possible, sit at least 2m apart from other travellers</p> <ul style="list-style-type: none"> • 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 • If assistance is required for students using public or school transport, parents are reminded to request this as they normally would • Parents/carers who need to drop off and pick up students will be informed through messages and signage of the protocols in place to minimise contacts 	
	Students	<ul style="list-style-type: none"> • Number of students attending each day to comply with government guidelines • Year groups organised to limit contact with other Year groups • Introduce staggered timings to school day to reduce contact between students • Handwashing at outdoor sinks, supervised by staff, formally scheduled at the start of the school day, and at the end of break and lunch, before opening the doors to enter the buildings • Help will be available for any pupils who have trouble cleaning their hands independently • Students will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, 	<ul style="list-style-type: none"> • Guidance issued to parents • Pg. 1, 2, 3, 4, 5 Procedures - Staff handbook • Pg. 2, 3, 4 Student / Parent handbook

		coats, books, stationery, sanitiser and hand wipes	
	Staff	<ul style="list-style-type: none"> • Wash hands regularly for at least 20 seconds. Catch coughs/sneezes in a tissue and wash your hands again • Maintain a 2-metre distance where possible from colleagues/ students/ parents/ visitors as a measure to minimise risk • Keep up to date with government guidance at https://www.gov.uk/coronavirus 	<ul style="list-style-type: none"> • Guidance issued to staff • Staff homeworking • Pg. 1, 2, 3, 4, 5 Procedures - Staff handbook
	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
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 • Where possible use email to request photocopying by Reprographics staff 	<ul style="list-style-type: none"> • Guidance issued to staff and protocols in place • Pg. 1,2,3,4,5,6,7, Procedures - Staff handbook • Pg. 2, 3, 4 Student / Parent handbook

		<ul style="list-style-type: none"> Buildings should be limited to designated areas for usage when not fully accessed, so that all those working in them keep a 2m distance where possible, supporting the thorough cleaning regime required 	
	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, 3 Student / Parent handbook
	Students	<p>Classrooms</p> <ul style="list-style-type: none"> Desks to be arranged to ensure students do not face one another. Where this is not possible e.g. D&T rooms, protective screens will be used Ensure that classroom resources, including textbooks are only shared within bubbles Capacity of individual classrooms is set by the number of student desks in place and this number will not be exceeded Students will use wipes to sanitise their desk at the start of their lesson <p>Teachers encouraged to:</p> <ul style="list-style-type: none"> Plan lessons such that students do not need to leave their seat Place all resources and worksheets on student desks prior to lesson to remove need for teacher to circulate 	<ul style="list-style-type: none"> Guidance issued to parents and students and protocols in place Pg. 3, 4 Procedures - Staff handbook Pg. 3, 4 Student / Parent handbook Student / Parent Charter <ul style="list-style-type: none"> Pg. 3, 4 Procedures - Staff handbook

		<ul style="list-style-type: none"> • Remain in their teacher zone at the front of the class and not circulate around the room <p>ICT Equipment</p> <ul style="list-style-type: none"> • Students will use wipes to sanitise keyboards before using them <p>Practical lessons</p> <ul style="list-style-type: none"> • 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 • 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 	<ul style="list-style-type: none"> • Pg. 3 Procedures – Staff handbook • Subject specific risk assessments: Science, P.E., Technology, Art, Music • Pg. 2, 3, 4, 5, 6 Procedures - Staff handbook • Pg. 2, 3, 4 Student / Parent Handbook • Pg. 4 Student / Parent Handbook
--	--	---	--

		<ul style="list-style-type: none"> • Student 'bubbles' to be allocated specific outside areas for their exclusive use during social time • Water fountains will be disconnected to prevent use • No eating to be allowed in classrooms • Trays to be sanitised by canteen staff before being issued directly to students • Handwashing at outdoor sinks, supervised by staff, formally scheduled at the start of the school day and at the end of break and lunch <p>Toilets</p> <ul style="list-style-type: none"> • 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 • 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 <p>Students with complex needs</p> <ul style="list-style-type: none"> • Any pupils with complex needs or who need close contact care and where 	<ul style="list-style-type: none"> • Pg. 2, 4, 5, 6 Procedures – Staff handbook • Pg. 2, 3, 5 Procedures – Staff handbook • Pg. 3 Student / Parent Handbook • Pg. 2, 3 Procedures – Staff handbook
--	--	--	--

		distance cannot be maintained will have the same support as normal. Staff will be rigorous about hand washing and respiratory hygiene	
	Staff	<ul style="list-style-type: none"> • Regularly clean your work area including phones, keyboards and mouse using gloves and cleaning wipes provided throughout the Academy • 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 • Where possible maintain a 2-metre distance from colleagues/students/members of the public • Staff use of staff rooms will be staggered to limit occupancy and limited to specific purposes only • Keep up to date with government guidance at https://www.gov.uk/coronavirus • Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene 	<ul style="list-style-type: none"> • Guidance issued to staff and protocols in place • Pg. 6, 7 Procedures – Staff handbook

Spreading the virus from the office into the Community	Spread of germs	<ul style="list-style-type: none"> • Students and staff to 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, 3 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 line with government guidance, the Academy will contact the East Midlands Health Protection Team for instructions following any suspected instance of COVID-19 • <u>Any confirmed or suspected cases will be reported in line with RIDDOR requirements</u> • In line with existing HR procedures, all staffing absences including self-isolating staff must be notified to the HR Office via the appropriate staff absence reporting procedure • Where possible and appropriate keep in touch with staff members who are in self-isolation and include them in communications 	<ul style="list-style-type: none"> • Guidance issued to staff and protocols in place • Pg. 7 Procedures – Staff handbook • Student / Parent Charter <p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-midlands-hpt</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>
	Caretaking/ cleaning staff	<ul style="list-style-type: none"> • Cleaning an area with normal household disinfectant after someone with suspected 	<ul style="list-style-type: none"> • Principal requested to notify Estates colleagues of all suspected cases so the

		<p>coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.</p> <ul style="list-style-type: none"> • 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 	<p>protocols in the column to the left can take place (staff and students)</p>
<p>Staff member/student re-entering the work place/school</p>	<p>Staff member / student</p>	<ul style="list-style-type: none"> • Keep up to date with the latest government guidelines: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 	

after period of self-isolation			
--------------------------------	--	--	--

Vulnerable groups at risk - students	Students with safeguarding and welfare needs	The Academy will continue to follow government guidance	
Vulnerable groups at risk - staff	Vulnerable individuals – including those living with someone in this category	The Academy will continue to follow any shielding guidance in place Individual risk assessments will be undertaken to ensure that individual employees can work safely in school in accordance with government guidelines.	<ul style="list-style-type: none"> • Guidance issued to staff and protocols in place
	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	

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 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 • Staff to immediately inform manager if unwell, any symptoms are shown • 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 	<ul style="list-style-type: none"> • Guidance issued to staff and protocols in place • Pg. 7 Procedures – Staff handbook
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 / 	<ul style="list-style-type: none"> • Guidance issued to staff and protocols in place

		<p>impacting on ability to attend / undertake work</p> <ul style="list-style-type: none"> • 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 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 ○ avoiding eye fatigue by changing focus or blinking from time to time • Check your school email for regular updates on the situation 	
--	--	---	--