



Model Health and Safety Risk Assessment

Academy / School		Leigh Academies Trust		Assessment No.		1	
Site		Marden Primary Academy		Location		Goudhurst Road, Marden TN12 9JX	
Subject of Assessment		COVID-19 Academy Employees, Students/ Pupils					
Assessed by		Tracy Thomas		Date		13.7.2020	
				Review date		On regular basis and when changes occur	
Details of workplace/activity		Teaching staff and employees working in classrooms and other areas of the Academy's premises				Persons Affected (Who may be harmed)	
						Academy Employees, students	
Hazards and Risks			Control Measures			Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
1.	National guidelines are updated regularly and school lapses in following advice		LAT refers to the most recent primary sources of information and UK Government guidance from which essential and relevant information is distributed each day via e-mail from the SLT.			Low	Continue to comply with up to date Government guidance

		<p>Ensure all employees are given sufficient training, information, instruction to enable them to comply with the required policy and procedures.</p> <p>Principals and all other employees must comply with LAT policy, procedures, risk assessments and associated risk controls and ensure that pupils and students are updated via assembly, during form time or by other effective methods as necessary.</p> <p>Any change in information is to be promptly shared with staff by email, risk assessments are reviewed under LAT change management process.</p>		
2.	<p>No control measures for minimising contact between individuals and social distancing.</p> <p>Employees, students and pupils not adhering to social distancing</p>	<p>All employees must follow UK Government guidelines and LAT policy and procedures for minimising the transmission of COVID-19.</p> <p>The overarching principle that must be applied is minimising the number of contacts between staff and children and staff with other staff.</p> <p>Social distancing: Ideally staff should remain at 2 metres distance in all circumstances since it lowers the risk of transmission.</p> <p>Staff should maintain distance from their pupils and stay at the front of the class and away from colleagues where possible.</p> <p>Staff rooms and shared staff spaces should be set up to support social distancing. Use of these spaces will be minimised.</p> <p>All adults should avoid close face to face contact and minimise time spent within one metre of anyone, with the</p>	Medium	<p>Review social distancing measures.</p> <p>Regular monitoring and review of the effectiveness of risk controls</p> <p>Update risk controls in line with current guidance</p> <p>Share best practice</p>

exception of staff working with pupils with complex needs or who need close contact care.

Separating groups of young children with the use of “bubbles” should still be implemented, using different rooms for different age groups. The feasibility of this approach should be reviewed in light of the resumption of the full range of curriculum subjects.

Social distancing with very young children is harder to maintain. It is therefore acceptable for them not to social distance within their group. Staff should implement the required measures as far as they are able, whilst ensuring that these children are kept safe and well cared for within their setting.

Small adaptations in classrooms should be considered such as seating pupils side by side and facing forward.

Unnecessary furniture may need to be removed to create more space.

Maintaining consistent groups is important, but group sizes may need to be increased.

Form sized groups: At primary school and at Key Stage 3 a form sized group, i.e. the size of full class is recommended, if it can be achieved.

Year group sized bubble: may also be implemented (e.g. Key Stages 4 and 5) if class sized groups are not compatible with a full range of curriculum subjects or the management of practical logistics.

All identified groups: Whatever their size, identified groups should be kept apart from other groups where possible to avoid transmission risk. Older children should be

encouraged to maintain social distancing within their groups. A record should be kept of all staff and pupils within each class/group to support test and trace processes.

Interaction between groups e.g within social spaces, should be limited to help minimise transmission risk and thus minimize numbers of pupils and staff who may need to self-isolate.

Teachers and other staff may operate across different classes and year groups. Social distancing of 2 metres between other staff pupils should be maintained where possible.

Teachers should move from class to class rather than students/pupils where possible.

Where extra-curricular or wrap around care is provided the academy will consider how it can operate this provision in line with usual protective measures. Where it is not possible to maintain bubbles used in the academy day it will use small consistent groups instead.

Other measures:

Signage: Where LAT has implemented wayfinding signage within the Academies these should be followed.

Keeping groups apart: large gatherings such as assemblies and collective worship with more than one group will not take place.

Timetabling: to ensure movement around the school is minimised.

Social distancing supervision: to be put in place at student / pupil toilet blocks break and lunch times.

		<p>Designated toilets for groups of students and staff to be allocated.</p> <p>Ensure supervision of students / pupils at break and lunch times to ensure social distancing is adhered to at all times. Consider staggering lunch breaks and break times to accommodate social distancing whilst dining.</p> <p>Inform parents and carers of the measures being taken by the academy and ensure they follow academy procedures including arrangements for drop off and pick up, such as not congregating in the playground and at the academy gates, and should not enter the nursery or reception settings as far as possible.</p> <p>Academy behaviour policy will be reviewed with consequences identified for poor behaviour related to movement around the site and the new hygiene rules.</p> <p>The academy will support staff and pupils who exhibit enhanced social, emotional and mental health concerns, providing access to additional services where appropriate.</p>		
3.	Precautionary hygiene measures, not being followed in classrooms and other areas of the Academy.	<p>All members of staff and students / pupils must adhere to good personal hygiene measures and clean their hands thoroughly and more often than usual using soap and running water or hand sanitiser.</p> <p>Staff are to remind students/pupils on a regular basis to follow the Academy hygiene measures in particular when they arrive at school, returning from breaks, when they change rooms and before eating. Hygiene measures also include:</p> <p>Follow the approach of “catch it, bin it, kill it”:</p>	Medium	<p>Monitor and review hygiene measures on a regular basis to ensure they are up to date and working</p> <p>Display relevant information and guidance on notice boards in classrooms and public areas</p>

		<p>Cover coughs and sneezes with a tissue. Immediately dispose of the tissue in a bin and wash hands or use hand sanitiser.</p> <p>Ensure sufficient supplies of tissues and bins to support this approach</p> <p>Waste from bins used for this purpose are to be treated as contaminated waste</p> <p>Younger children and those with complex needs to be given help to get this approach right and that they understand that it is how the school will operate.</p> <p>Avoid touching eyes, nose and mouth with unwashed hands and remind pupils/students</p> <p>Follow social distancing advice at all times in the classroom and around the Academy</p> <p>Keep windows open in the classroom to ensure good ventilation and fresh air where possible</p> <p>Fire doors may only be kept open if they have a doorguard system in place to prevent fire spread</p> <p>Pupils, students and employees to sanitise their hands on entering and leaving the premises</p> <p>Water fountains will be out of use during the pandemic period.</p> <p>Water bottles are to be filled from a running tap after lunch for the afternoon as required. A member of staff only should turn the tap on, all student's pupils will fill the water bottle or cup from the water flow. A member of staff will turn the tap off once complete, wash their hands and then</p>		
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		<p>sanitise the tap. The tap will then be touched twice by the same member of staff reducing the need for students/pupils to touch.</p> <p>Sanitisers will be available around the academy and students/staff will use them on a regular basis.</p> <p>Nursery and reception staff are to be supplied with PPE, apron, mask, gloves for personal hygiene in relation to dealing with pupils.</p> <p>Where necessary staff will follow their normal practice when changing nappies and caring for babies more generally, provided the child is not showing symptoms of coronavirus (COVID-19). This includes continuing to use the PPE that they would normally wear in these situations, for example aprons and gloves.</p>		
4.	Measures for arriving to and departure from school not adhered to.	<p>Where patterns of arrival allow, consider staggered starts or adjusting start and finish times to keep groups apart whilst arriving or leaving school.</p> <p>The academy will have a process for removing face coverings when pupils and staff who use them arrive at the academy. This will be communicated clearly to both groups.</p> <p>Where dedicated school transport is provided the academy will support measures to manage how pupils are grouped on transport, queuing and boarding takes place and use of face covering by children over the age of 11.</p>	Medium	
5.	School equipment being used without cleaning regime/isolation procedure in place	Staff and students/pupils should have their own pencils and pens and other very frequently used equipment that are not shared.	Medium	

		<p>Classroom based resources and equipment shared with the bubble should be cleaned regularly along with frequently touched surfaces. In settings for younger pupils soft toys and toys that are hard to clean (such as those with intricate parts) from all pupil areas.</p> <p>Resources shared between bubbles such as PE equipment, sport, sciences and art should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused out of reach for 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment will be cleaned more frequently.</p>		
6.	Employees feeling unwell with symptoms of COVID -19	<p>Employees, students and contracted workers who feel unwell should not come into school and follow LAT's absence policy amended to take account of COVID-19 the Government's guidance on self-isolating.</p> <p>Principal will:</p> <p>communicate to staff the importance of following LAT policy procedures and risk assessment at staff briefings</p> <p>remind staff of the LAT sickness policy</p> <p>Inform the Principal immediately of contact with anyone who has symptoms of COVID-19</p>	Medium	Continue to monitor any case of COVID – 19 and in line with Government policy and procedures and track and trace
6.	A student / pupil has become unwell with COVID-19 symptoms and it is necessary for them to be isolated within the Academy isolation room	Staff to be aware of COVID-19 symptoms: New continuous cough, high temperature, loss of or change in sense of taste or smell.	Medium	Continue to ensure Government guidelines and LAT policy and procedures and risk assessment

		<p>Inform the Principal the student / pupil has become unwell and take them to a designated area (previously identified available room where a student / pupil can be isolated until further notice)</p> <p>Parents should be informed immediately and asked to collect their child. Parents must be advised to follow UK government guidance on stay at home guidance for confirmed or possible coronavirus infection which sets out that they must self isolate for at least 7 days and arrange to have a test. Other members of their family including siblings should self isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a student / pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>Student / pupil to be supervised by a non-vulnerable adult – to sit 2 metres away. The room should be isolated. Avoid touching people, surfaces, or objects and advise to cover their mouth and nose with a disposable tissue.</p> <p>If a distance of 2 metres cannot be maintained the non-vulnerable adult should wear appropriate PPE.</p> <p>Area where the student has been sitting to be cleaned after the student has vacated.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible.</p>		
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7.	<p>Schools have been made aware that someone who has attended the school has tested positive for COVID-19</p>	<p>The academy should contact the local health protection team. The team will also contact schools directly.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period when they were infectious and ensure that they are required to isolate.</p> <p>The health protection team will work with schools and guide them through the actions they need to take.</p> <p>The academy will also notify appropriate members of the trust executive team so that additional support can be provided as required and cases can be monitored.</p>	Medium	<p>Continue to follow government guidelines and advice from health protection team</p>

8.	Fire evacuation and social distancing measures not being adhered to	Employees and pupils to follow emergency evacuation measures as determined by the Academy Business Manager and LAT policy and procedure. Social distancing should be adhered to where possible	Low	Evacuation to be monitored to ensure social distancing measures can be adhered to
9.	RIDDOR	Continue to follow the Trust policy on reporting and completing Accident forms	Low	Continue to follow accident and incident procedures
10.	First Aid – lack of number of first Aiders and equipment to protect them and others	Ensure a suitable number of First Aiders are in place and equipment. See COVID – 19 First Aid risk assessment	Low	Refer to First Aid RA and First Aiders
11.	Lack of communication and understanding of control measure with employees	Ensure regular briefings and updates on a daily basis to Employees	Low	

Please note:

This risk assessment written with reference to information and guidance from Public Health England (PHE), Department for Education (DfE), Health and Safety Executive (HSE) and where relevant other Industry guidance.

This risk assessment should be reviewed regularly and updated if there changes in the matters to which it relates and in accordance with the LAT change tracker procedure.