



Academy

SCHOOL: George Grenville Academy

NAME OF ASSESSOR: Emma Killick

DATE OF ASSESSMENT: 02.11.21

TYPE: Model School Assessment Re-opening COVID 19

This risk assessment takes into account the latest Government Guidance dated 27<sup>th</sup> September 2021 [guidance for the full opening of schools](#).

What are the Hazards ?	Who might be harmed and how?	What are you already doing? (Current control measures, including those for people at special risk)	What further action is necessary? (Further Control Measures)	Action by whom	Action by when	Done	Risk Factor		
							L	C	R
Exposure to COVID-19 in School and to wider school	School Staff/ Teachers/ Parents/ Visitors to School	<p>Senior Leadership Team to check the latest Government guidance on a daily basis and keep staff updated. <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-othereducational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-othereducational-settings</a></p> <p>Signage in toilets for good handwashing <a href="https://www.teachingpacks.co.uk/free-hand-washing-posters-for-schools/">https://www.teachingpacks.co.uk/free-hand-washing-posters-for-schools/</a></p> <p>Good handwashing technique taught to pupils and staff. Staff and pupils to wash hands more frequently including:-</p> <ul style="list-style-type: none"> <li>• before leaving home</li> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and activities</li> <li>• before food preparation</li> <li>• before eating, including snacks</li> <li>• before leaving school</li> <li>• After coughing or sneezing</li> <li>• Hand Sanitiser can be used but should not be a replacement for good hand washing.</li> </ul>	Staff to wipe down handles and doors after breaks and lunches.	Staff	Ongoing		1	3	3
			Temperatures to be taken upon entering the building during registration. Staff to have temperatures checked daily by team leaders.	Staff	Ongoing				
			KS1/EYFS and KS2 timetabled to have separate break times, lunch times <b>and assemblies</b> where possible to reduce contact.	EK/CR	01/09/21	✓			
			Visitors during the day to have temperatures taken and visiting adults to wear masks inside, especially if entering a classroom or communal area.	Staff /Office	Ongoing				
			Session in each class on first day back on importance of handwashing and how to do this properly (age appropriate) as well as other hygiene practices e.g. catch it, kill it, bin it.	Teachers	02/09/21				
			Drop off and pick up to be arranged to reduce contact points. Teachers on doors and TAs in	EK/CR	01/09/21	✓			

		<p>Regular checks made to ensure a good supply of soap and disposable handtowels are available at hand washing areas and toilets. Extra supplies purchased.</p> <p>Ensuring we have a good supply of disposable tissues in each classroom and enough to top up regularly, as well as lidded bins</p> <p>Daily cleaning schedule in place.</p> <p>Site Manager/office to ensure communication of requirements to suppliers and enforce compliance on school grounds / property.</p> <p>Each classroom to have anti-viral spray and cloths that are changed each day to disinfect equipment in case a child coughs or sneezes on it. Red cloths for toilets and coloured cloths for tables etc.</p> <p>Lateral Flow Testing available to all staff twice a week.</p>	<p>classrooms and children allowed in from 8.30 to 8.40.</p> <p>Nursery line up on playground and picked up by team.</p> <p>EYFS – outside class doors Year 1 – Reception shared area (Year 1 door) Year 2 – Door by Cloakroom Year 3 – Children’s kitchen door Year 4 –Main Reception Year 5 – Door by bike shelter Year 6 – Door by The Study</p> <p>Any visitors will have their temperature checked before entering and be asked to wear face masks, use hand sanitiser and social distance where possible.</p> <p>All staff/visitors to wear masks when moving in indoor communal areas and where social distancing cannot be achieved.</p> <p>New cloths purchased</p>	<p>Office</p> <p>Office / staff</p> <p>JW/EK</p>	<p>Ongoing</p> <p>Ongoing</p> <p>01/09/21</p>				
Children with EHCP	School Staff/ Teachers/ Parents/ Pupils Visitors to School	<p>Additional controls in place for pupils with behavioural issues.</p> <p>Appropriate PPE will be available if biting/spitting is an issue face/eye/mouth protection would also be required.</p> <p>A First Aid box accessible in team areas and with relevant equipment and supplies.</p> <p>Reduced timetables are considered for children who are struggling with the expectations.</p> <p>A first aid box given to every classroom.</p> <p>Children who will not have their temperature checked with the ear thermometer, will be sent home as a precaution if their temperature reaches 37.8° + rather than 38°. Parents advised to call 119 for further advice.</p>	<p>Any external visitors entering school to support children under EHCP requirements to be given a copy of this risk assessment</p> <p>All TAs (including nursery) to receive first aid training so first aid can be administered to each class.</p> <p>SENCO or training SENCO on duty at all times either in school or remotely.</p> <p>Individual risk assessments created for children who need individual behaviour plan or have an EHCP.</p>	<p>CR/EB</p> <p>JW/EK</p> <p>CR/EB</p> <p>CR/ Teachers</p>	<p>Ongoing</p> <p>20/10/21</p> <p>Ongoing</p> <p>10/09/21</p>	1	2	2	





What are the Hazards ?	Who might be harmed and how?	What are you already doing? (Current control measures, including those for people at special risk)	What further action is necessary? (Further Control Measures)	Action by whom	Action by when	Done	Risk Factor		
							L	C	R
Suspected case of COVID-19 in School	School Staff/ Teachers/ Parents/ Visitors to School	<p>If someone displays symptoms of COVID whilst onsite (continuous cough, temp, lack of smell/taste then they (and any family members) will go home and follow the Government guidance on staying at home <a href="https://www.gov.uk/government/publications/covid19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19infection">https://www.gov.uk/government/publications/covid19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19infection</a></p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to the medical room and cared for by SLT.</p> <p>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).</p> <p>If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. (This will be the staff male toilets) The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else see <a href="#">COVID-19: cleaning of nonhealthcare settings</a></p> <p>Parents and staff will be expected to actively engage with the NHS Test and Trace process where there is a suspected case.</p> <p>Poster to be displayed highlighting symptoms</p> <p>School management plan followed if there is a confirmed case.</p> <p>All pupils to have their temperature checked at the start of the day.</p> <p>One set of PPE is kept in each classroom for emergencies.</p>	<p>Stock of batteries for the thermometers are purchased.</p> <p>Lateral Flow Testing continue to be available to all staff twice a week.</p> <p>All staff informed of protocol at the start of term.</p> <p>School to order more home testing kits to give to any child who requires it</p> <p>Parents informed of new risk assessment and protocols at the start of term</p> <p>PPE stock levels to be checked weekly by JW and low stock levels are to be reported immediately to JW.</p>	JW JW EK JW EK JW	10/09/21 Ongoing 01/09/21 10/09/21 02/09/21 Ongoing		1	3	3

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Parents / adults visiting the school	School Staff/ Teachers/ Parents/ Visitors to School	Any visitors will have their temperature checked before entering and be asked to wear face masks, use hand sanitiser and social distance where possible.	<p>During drop off and pick up, large gates are opened and designated areas are confirmed and clearly signposted at the start of term. Parents are encouraged to drop off quickly and leave the site unless they have to speak to a member of staff.</p> <p>Clear communication to be sent to the parenting community before school starts explaining the expectations and protocols and reminding them of the importance of sticking to the school timings and following national guidelines.</p> <p>Email sent to nursery parents reminding them of wearing masks and not bringing in things from home unless absolutely vital due to an emotional attachment. If possible, the object in question is left at school.</p> <p>Specific days and times scheduled for show rounds and only 2 families showed round by an adult at one time.</p>	<p>EK/ JR</p> <p>EK/CR</p> <p>EK</p> <p>EK/JW</p>	<p>Ongoing</p> <p>01/09/21</p> <p>01/09/21</p> <p>Ongoing</p>		1	3	3
Those with specific health conditions get poorly	School Staff/ Teachers/ Parents/ Visitors to School	<p>Those with specified medical conditions which make them more vulnerable to COVID-19 will follow the <b>latest</b> Government advice.</p> <p>Any children with asthma, will bring their inhaler which will be stored in their area.</p> <p>Children with Type 1 Diabetes to have a trained adult available at all times and an individual risk assessment will be created.</p> <p>Hand sanitiser to be made available on any child's table who has specific medical conditions putting them in the vulnerable category.</p>	<p>Staff working in class with any children with specific health conditions to be adequately trained as soon as possible. (Diabetes training on 01/09/21)</p> <p>All Teaching assistants across the school to receive updated first aid training, asthma training and managing medicines training.</p> <p>Individual health care plans will be amended if needed at the start of term.</p>	<p>AS</p> <p>EK/JW</p> <p>KA</p>	<p>01/09/21</p> <p>20/10/21</p> <p>10/09/21</p>		1	3	3

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First Aid provision is cross contaminating	School Staff/ Teachers/ Parents/ Visitors to School	<p>The Staff on site are aware of who the first aid lead is and how to contact them. (Kate Allen)</p> <p>First aid boxes available in each team and first aid administered locally</p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to the medical room and cared for by SLT.</p> <p>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).</p> <p>The poster detailing this in the Gov.uk document will be readily available in staffroom and medical room with the actual equipment in case of staff need.</p> <p>Each team to have a radio and radio office to contact parents if needed. Nursery to phone parents themselves.</p>	<p>First aid boxes to be checked at the start of term and regularly – timetabled into the school dates.</p> <p>All Teaching assistants (including nursery) across the school to receive updated first aid training, asthma training and managing medicines training.</p> <p>PPE levels checked at start of term and weekly by office.</p> <p>Spare batteries for thermometers purchased</p>	<p>KA/TAs</p> <p>EK/JW</p> <p>JW/ Staff</p> <p>JW/KA</p>	<p>Ongoing</p> <p>20/10/21</p> <p>Ongoing</p> <p>10/09/21</p>		1	2	2
Staff Shortage	Staff/ Teachers/ Parents/ Pupils	<p>Cleaners will increase their hours if cleaners are off sick. If all cleaners are off, school will investigate cleaning companies and close the school if one cannot be found.(or discuss possible sharing Trust cleaners)</p> <p>If a member of the teaching staff is ill, then cover will be found using SLT, HLTA or supply cover staff.</p> <p>If all three DSL and SLT members are ill, Campfire Trust will try to cover DSL. Team Leaders to cover SLT duties</p> <p>If shielding is required, teachers teach via zoom and support staff facilitate. If it is too difficult to cover a class, that class will move to home learning for all pupils.</p> <p>If staff off with symptoms, they follow government advice and try and book a test as soon as they can. Staff to make sure they tick the key worker box when applying for a test.</p>	<p>If a LFT finds a positive result, the staff member needs to self-isolate and wait a PCR test and follow government guidelines <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a> If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the staff member can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>HLTAs used to cover classes around the school if needed.</p> <p>CM used as bank TA staff and RB used as bank teaching staff.</p>	<p>Staff</p> <p>LL/CH</p> <p>CM/RB</p>	<p>Ongoing</p> <p>If needed</p> <p>If needed</p>		1	1	1

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Cleaning not sufficient	School Staff/ Teachers/ Parents/ Visitors to School	<p>The school follows <a href="#">COVID 19 : Cleaning of Non-Healthcare Settings Guidance</a></p> <p>Sufficient handwashing facilities are available. Where a sink is not nearby or limited, hand sanitiser will be provided.</p> <p>Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned regularly using anti-viral spray and bleach.</p> <p>Standard products, such as detergents and bleach used for cleaning purposes.</p> <p>All adults and children will be encouraged to:</p> <ul style="list-style-type: none"> <li>- frequently wash their hands with soap and water for 20 seconds and dry thoroughly. <a href="#">guidance on hand cleaning</a></li> <li>- Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.</li> <li>- not to touch their mouth, eyes and nose.</li> <li>- Use a tissue or elbow to cough or sneeze and</li> <li>- use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> <p>Hand sanitiser and anti-viral spray provided in every classroom.</p> <p>Ensure that bins for tissues are emptied daily.</p> <p>Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units</p> <p>Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p>	<p>Resources to be used in nursery, Reception and Year 1 to be selected carefully and stored in plastic containers that can be easily cleaned.</p> <p>Milton used to clean resources frequently. Milton levels checked and purchased</p> <p>Staff encouraged to leave by 5pm or to work in reduced areas to allow for cleaning.</p> <p>All surfaces to be cleared by staff from that area BEFORE They leave. (Unless a resource area for display/EYFS/Year 1</p> <p>School to be cleaned after building work during 31<sup>st</sup>/1<sup>st</sup> before children are back.</p> <p>New cleaner recruited as soon as possible</p> <p>Ensure adequate supplies of soap, anti-bacterial gel and cleaning product purchased.</p>	<p>EKe / TR/ JF</p> <p>JR / Cleaners</p> <p>Staff</p> <p>Staff</p> <p>JR / Cleaners</p> <p>EK/CR</p> <p>JW/JR</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>01/09/21</p> <p>10/09/21</p> <p>Ongoing</p>		1	2	2



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Mental health	School Staff/ Teachers/ Parents/	<p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="https://www.hse.gov.uk/stress/mental-health.htm">https://www.hse.gov.uk/stress/mental-health.htm</a> Regular communication of mental health information and open door policy is in place for those who need additional support.</p> <p>A pack of information is available about local and/or national support groups, include <a href="#">PAM Assist website</a>, <a href="#">Education Support charity</a> , <a href="#">Healthy Mind Bucks</a></p> <p><a href="https://schoolsweb.buckscc.gov.uk/covid-19corona-virus-latest-advice/covid-19-well-beingsupport-for-school-staff/">https://schoolsweb.buckscc.gov.uk/covid-19corona-virus-latest-advice/covid-19-well-beingsupport-for-school-staff/</a></p> <p>Systems are in place so staff can talk to key members if they need to.</p> <p>All staff will be cited to Wellbeing governor and told they can email or contact her if they have any concerns or questions.</p> <p>Assemblies planned in to dates to address wellbeing and positive thinking.</p> <p>SLT and Team Leaders to “check in” with staff each week. Wellbeing discussed in staff meetings</p> <p>Wellbeing governor complete mental health for adults course</p> <p>EK/CR complete mental Health for adults first aid course</p>	<p>Teaching Assistants to run targeted groups to support children who are struggling with mental health. Where possible, support is provided by an adult from that class.</p> <p>Poster showing number for assistance programme for staff in key areas of the school.</p>	<p>Team Leaders / TAs / CR</p> <p>EK</p>	<p>Ongoing</p> <p>01/09/21</p>		1	2	2

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Risk of virus spreading through music lessons	School Staff/ Teachers/ Parents/	<p>Class singing can take place following these guidelines:</p> <ul style="list-style-type: none"> <li>- Schedule singing sessions before a break if possible, so the empty room can be ventilated afterwards.</li> <li>- Limit singing sessions to no more than 40 minutes.</li> <li>- Ventilate the room as best you can during the session..</li> <li>- Face all children in the same direction so that nobody is singing directly at another person's face. It may help to offset rows, placing singers in a checkerboard pattern.</li> <li>- Keep the dynamic (volume) down - focus on making a beautiful sound, not a loud one.</li> <li>- Do not insist on musical-theatre levels of diction.</li> <li>- Ventilate the empty room after the session for a good fifteen minutes. This is especially important if you sing in a shared space (like a school hall) and another group will use it after you.</li> </ul> <p>TA stay with their class and act as first aider.</p> <p>Visiting music teachers follow visitors' procedures and teach in a communal room wiping down the area using anti-viral spray after use.</p>	<p>Regular visitors given opportunity to take lateral flow test.</p> <p>Shared instruments are wiped down after each child has used it.</p> <p>Instruments to be disinfected after each lesson. Instruments to be kept in-the hall and area wiped down between lessons.</p> <p>No recorders or ocarinas are used in the Autumn term</p>	JW  Roxy/TAs  Roxy/TAs	Ongoing  Ongoing  Ongoing		1	3	3
Procedures in place when reporting positive cases	School Staff/ Teachers/ Pupil/ Parents/ Visitors to School	<p>Correct information on reporting procedure</p> <p>Ensuring close contacts can be quickly identified if required by Test and Trace</p> <p>Key staff to have easy access to attendance registers</p>	<p>Folder created with key school information e.g. key email addresses, phone numbers of DFE, PHE and County, school URN etc which can be kept centrally should it need to be accessed easily</p> <p>Nxt Level Coaching and School to keep separate spreadsheet of wrap around care/school clubs attendance created</p> <p>Register of any visitors to be kept including contact details</p> <p>Staff to provide key seating plans for class and the hall</p>	EK  AP/HG /JW  JW  Teachers	02/09/21  Ongoing  Ongoing  10/09/21		1	1	1

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Risk of disruption to learning and progress when children are not in school due to self-isolation	Pupils	<p>A Remote Learning Policy and Remote Learning Plan in place and can be accessed on the school website.</p> <p>-1:1 zoom sessions need to follow agreed protocols:            -Parents to agree beforehand            -Session is videoed and this is explained at the start of the session.            -Adult is present with child and makes themselves known at the start of the session            -Not held in child's bedroom            -Session is private and passcode is needed to access it</p> <p>Additional IT equipment available for children without access at home</p>	<p>Check laptops that have been previously loaned are back in school and checked by Javed.</p> <p>Review spending of catch up funding and ensure that any funds are ring fenced if they have not been spent (i.e. staff training)</p>	JW/ Javed	17/09/21		2	1	2
Risk of exposure to Asymptomatic Covid-19	School Staff/ Teachers/ Pupils/ Parents/ Visitors to School	<p>Regular Asymptomatic Testing of school staff</p> <p>Lateral Flow home testing kits to be used by staff twice a week Staff will test on Monday and Thursday morning and report result to school and NHS            Any staff member who tests positive will isolate following government guidelines</p> <p>Register of testing kits and lot numbers kept by school office</p> <p>Register of results kept by school office</p>	<p>Weekly Supply check and reordering in place as required</p> <p>New staff to be spoken to during induction and explained the procedure.</p>	JW  EK/CR	Ongoing  01/09/21		1	1	1
School's response to positive Covid case from 1 <sup>st</sup> September 2021	School Staff/Teachers/Pupils/ Parents/ Visitors to School	From 19 <sup>th</sup> July 2021 all schools are required to have an Outbreak Management Plan in place detailing how the school will respond to a positive case/cases in the school/local community	<p>Outbreak Management plan in place detailing school's planned response to different scenarios.</p> <p>Plan published on school website</p>	EK  EK	01/09/21  01/09/21		1	3	3

Further controls need to be in place and monitored as satisfactory before finally signing off this assessment:

Control Measures Acceptable Yes / No

Signed off by Headteacher: ...E Killick..... Date:.....27.08.21.....02.11.21.....

Signed off by Employees: ..... Date: .....

Revision date: - ...01.01.22... (Unless changes in government guidance, local data or school procedures).....

### LIKELIHOOD

1- Highly unlikely **LOW**

Unlikely to happen or very infrequently

2- Unlikely **MEDIUM**

Could happen on a less regular basis

3-Likely **HIGH**

Will almost certainly

Happen on a regular basis

### CONSEQUENCE

1- Minor **LOW**

Cuts, bruises, requires first aid treatment

2- Major **MEDIUM**

Broken bone, hospitalisation, &/or up to 3 days absence

3- Serious **HIGH**

Death, major injury, results in over 3 days absence

Risk = Likelihood x Consequences

#### Overall Risk

**Score: 6 & 9 = High, urgent action required**

**Score: 3 & 4 = Medium, action to an agreed timetable**

**Score: 1 & 2 = Low, or tolerable risk no action may be required**