

Risk Assessment – September 2021

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| Academy / School | Lime Academy Watergall | | | Assessment No. | 4 |
| Site | Watergall | Location | Peterborough | | |
| Subject of Assessment | Revised operational risk assessment for full school return for 2021/22 academic year in September 2021 | | | | |
| Assessed by | AW, AT & JH | Date | 28.08.2021 | Review date | Ongoing |
| Details of workplace/activity | Managing the school site during the COVID 19 Pandemic | | | Persons Affected <i>(Who may be harmed)</i> | |
| | Managing pupil and staff numbers at school during the COVID 19 Pandemic | | | Premises team, staff, pupils, parent/ carers and visitors | |

| What are the hazards? | Who might be harmed and <i>how</i> ? | What are you doing already? | What further action is necessary? | Risk level (Very high, high, medium, low) | Action by whom? | Action by when? | Done |
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| <u>Prevention</u> | Staff Pupils Visitors | <ol style="list-style-type: none"> 1. Follow current DfE guidance last updated 27/08/21. 2. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, , do not attend school and seek a confirmatory PCR test. 3. <u>clean hands thoroughly more often than usual</u> 4. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 5. <u>introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</u> 6. <u>minimise contact between individuals and maintain social distancing wherever possible</u> 7. <u>where necessary, wear appropriate personal protective equipment (PPE)</u> | <p>Any pupil who is presenting with COVID-19 symptoms will be held in an isolation room whilst they wait for collection. Staff supervising the child will wear approved PPE.</p> <p>Strict hygiene measures applied across the school:</p> <ul style="list-style-type: none"> • washing hands more often and for 20 seconds, using soap and water or hand sanitiser when: <ul style="list-style-type: none"> ○ Coming into school or arriving home ○ Blowing nose, sneezing or coughing ○ Visiting other places ○ Eating or handling food ○ Visiting the toilet ○ Performing medical or care routines with children after wearing latex gloves • Hand sanitiser, which must have 70% or higher alcohol content, is available to all staff and should be used. • By the door of each classroom there is a shelf with hand gel and tissues. Underneath the shelf is a lidded bin so that children can discard their used tissue in the bin and use the hand gel immediately afterwards. • Every time children and adults pass the access point they will be required to wash their hands. | Medium | SLT | 01/09/2021 | |

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| | | | <ul style="list-style-type: none">• Hand and respiratory hygiene notices are posted around the school and should be followed by all staff.• An established formal cleaning regime is in place, i.e. staff are cleaning equipment more often (keyboards, work surfaces, door handles etc.) with all staff taking responsibility for this.• Outdoor playground equipment will be cleaned frequently between uses.• Reading books will be changed twice a week to allow them to be left unused and out of reach for a period of 72 hours between bubbles.• Year groups will continue to be kept as separate wherever possible, kept apart through staggered break times and lunch times. One-way systems in place to reduce congestion and contact.• Staff should keep their distance from pupils and other staff as much as they can, ideally 2 metres but not within 1 metre.• Staff are permitted to wear face visors to teach in classrooms.• Staff are permitted to wear face visors or masks when travelling around the school.• Adaptations to the classroom to support distancing where possible, including seating pupils side by side and facing forwards may be made.• PPE available in each class to reduce the risk of spreading the virus for higher risk injuries or pupils. These will be | | | | |
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| | | | <p>replenished as stock is requested from the site manager.</p> <ul style="list-style-type: none"> Any PPE that has been used must be double bagged before being disposed. SEND pupils will need specific help and preparation for any changes to routine. Teachers and SENCO will plan to meet these needs, for example using social stories. Individual risk assessments are in place for SEND & CEV pupils. Enhanced EHCP plans remain in place. These are monitored and reviewed by JH with year group staff. | | | | |
| <u>Response to any infection</u> | Staff Pupils Parents Visitors | <p>8. <u>engage with the NHS Test and Trace process</u></p> <p>9. contain any outbreak by following local health protection team advice</p> | <ul style="list-style-type: none"> Staff members and parent/carers will be fully informed to ensure that they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team through regular school communication. School will take swift action when they become aware that someone who has attended school has tested positive for COVID-19 and will contact the local health protection team who will carry out a rapid risk assessment and provide the necessary advice. | N/A | SLT All staff Parents/ carers PHE | 01/09/2021 | |
| Contingency planning for a further outbreak | N/A | <ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. | <ul style="list-style-type: none"> SLT to continue to take advice from the LA team, Trust, PHE and DfE. This advice will be implemented as soon as possible based on each case. | N/A | PHE SLT | 01/09/2021 | |

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| Social Distancing in school | Pupils Staff Visitors | <ul style="list-style-type: none"> • Minimise contact between individuals and maintain social distancing wherever possible • The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate and through maintaining distance between individuals. | <ul style="list-style-type: none"> • PPA will be covered by the support staff in the bubble to avoid staff moving excessively between bubbles • Interaction between year groups will be limited, however to allow for some enhanced teaching opportunities year groups will be paired as follows – Yr 1/Yr2, Yr3/Yr4, Year5/Yr6. One-way systems in place to reduce congestion and contact. • Staff should continue to keep their distance from pupils and other staff as much as they can, ideally 2 metres. • At lunchtimes staff must be mindful of social distancing wherever possible and ensure the staff room is well ventilated. SLT will provide additional staff seating facilities in spaces, where possible. Windows must be open in the staff room throughout the day and especially at lunchtime. • Adaptations to the classroom to support distancing where possible, including seating pupils side by side and facing forwards will continue. | Medium | SLT All staff | 01/09/2021 | |
| Cleaning | Staff Pupils (if not completed to the appropriate standard) | <ul style="list-style-type: none"> • More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, | <ul style="list-style-type: none"> • An established formal cleaning regime is in place, i.e. staff are cleaning equipment more often (keyboards, work surfaces, door handles etc.) with all staff taking responsibility for this. • Cleaning is recorded on sheets that are managed by the site manager and stored for record keeping. • Green and red cards are on windowpanes of shared room doors to indicate whether the room is clean or needs to be cleaned before | Medium | SLT Cleaning staff Site staff | 01/09/2021 | |

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| | | <ul style="list-style-type: none"> ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. | <p>use. All staff must take responsibility for ensuring that these are used.</p> <ul style="list-style-type: none"> ● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. ● Outdoor play equipment can be used but will be cleaned in between uses. Ensure pupils wash their hands afterwards. ● Cloths must be washed at a high temperature on site. ● Cleaning staff must follow strict handwashing guidance to wash hands and forearms with soap and water for at least 20 seconds. ● A deep clean across the school will take place when appropriate. | | | | |
| <u>Lunchtime Catering facilities</u> | Staff Pupils | <ul style="list-style-type: none"> ● Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> ○ Serving food ○ Queuing ○ Different lunch periods | <ul style="list-style-type: none"> ● Midday staff must keep their distance from one another and remain with their designated year group. ● Each year group will have a staggered entry into the lunch hall with their allocated staff to enable thorough cleaning takes place throughout lunchtime. ● Food will be plated for pupils by lunchtime staff. Cutlery to be placed on tray for pupils by lunch time catering staff. ● Screen in place at serving hatch to protect pupils and staff. ● Thorough cleaning of tables between each sitting is required. | Medium | Catering staff MDS Cleaning staff | 01/09/2021 | |
| Fire Safety | Staff Pupils Visitors | <ul style="list-style-type: none"> ● Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any | <ul style="list-style-type: none"> ● Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school. | Low | SLT Site staff | 01/09/2021 | |

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| | | <p>pupils that access the school site, which should include lifts.</p> <ul style="list-style-type: none"> • Ensure all emergency escape routes / doors are fully operational and kept clear. • Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. | <ul style="list-style-type: none"> • During an evacuation staff and children must leave through the nearest fire exit regardless of the one-way system. • The designated assembly point remains as the centre of the field with all class lines suitably spaced. | | | | |
| Access/Egress of school building | Pupils Parents Staff | <ul style="list-style-type: none"> • One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. • Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). • Wipes and sanitiser available at both sides of doors. • Increased cleaning of handles and touch points. • Allocated drop off and collection times. | <ul style="list-style-type: none"> • One-way system in place for entrance and exit to and from school site. • Clear markers on the playground for specific year groups to stand and wait to be collected. • Parents to be reminded about making well informed actions whilst on school grounds e.g. needing to stay with their child until they are collected to reduce unnecessary congestion. • Priority must be given to disabled users and those identified as having health related issues. • Provide relevant guidance to parents on drop off and pick-up arrangements. | Medium | SLT Site staff | 01/09/2021 | |
| First Aid | Pupils Staff | <ul style="list-style-type: none"> • Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. | <ul style="list-style-type: none"> • First aid will be carried out by the adult within the year group. First aid kits in classroom to be used by that one group. • All first aiders must wear a visor or face mask when administering first aid. • Additional supplies available within the immediate area to replenish first aid kits when necessary. • PPE available in each class to reduce the risk of spreading the virus for higher risk injuries or pupils. | High | SLT All staff | 01/09/2021 | |

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| | | <ul style="list-style-type: none"> Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Review of the First Aid policy to include consideration of the risk of infection of covid-19. | <ul style="list-style-type: none"> Any PPE that has been used must be double bagged before being disposed. MDAs will undertake basic first aid within their bubbles at lunchtime, using their individual first aid kits. | | | | |
| Waste | Staff (site and cleaning) | <ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily. | <ul style="list-style-type: none"> All staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. Lidded bins at access points to classrooms. | Medium | Site staff Cleaning staff | 01/09/2021 | |
| Break/Lunch times | Pupils Staff | <ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. | <ul style="list-style-type: none"> Y1/Y2 will use KS1 playground at separate times. Y3/Y5 will be on the KS2 playground in two separate zoned areas. Y4/6 will then be on the KS2 playground in two separate zoned areas. Equipment is permitted but necessary cleaning arrangements must be in place by each staffing team. Equipment should not be stored in cloakrooms. | Medium | SLT All staff | 01/09/2021 | |
| Staff/Pupils within the shielded group | Staff Pupils | <ul style="list-style-type: none"> Any member of staff or pupil that is within the <u>Clinically extremely vulnerable group</u> must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. | <ul style="list-style-type: none"> SLT will communicate with each member of staff on an individual basis. Staff risk assessments carried out and to be reviewed in Spring term. Pupil risk assessments carried out and to be reviewed in Spring term. | High | SLT | 01/09/2021 | |

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| | | <ul style="list-style-type: none"> Staff/pupils that meet the criteria as <u>clinically vulnerable people</u> e.g. diabetics, those who are <u>pregnant</u>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. | | | | | |
| Contractors | Visitors Pupils Staff | <ul style="list-style-type: none"> All <u>contractors</u> must provide a suitable and sufficient risk assessment for the activities they carry out which must <u>include covid-19</u>. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. | <ul style="list-style-type: none"> The site manager will communicate with each contractor on an individual basis, with liaison with SLT. | Medium | Site staff SLT | 01/09/2021 | |
| Property Compliance | | <ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. | <ul style="list-style-type: none"> All serious property concerns have been raised with the site manager and appropriate steps are in place to ensure the safety of all building occupants. | Medium | Site staff SLT | 01/09/2021 | |
| Hygiene | Pupils Staff Visitors | <ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. | <ul style="list-style-type: none"> The site manager will ensure that alcohol-based hand sanitiser and soap dispensers are regularly filled. Posters are displayed around the school. | Medium | Site staff Cleaning staff | 01/09/2021 | |

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| Accident reporting Covid-19 incidents | Pupils Staff | <ul style="list-style-type: none"> The Health & Safety Executive have updated <u>the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</u> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact your competent Health & Safety Adviser. | <ul style="list-style-type: none"> Ensure that all staff are aware of revised guidance. | N/A | SLT | 01/09/2021 | |
| Administrative Staff | Staff | <ul style="list-style-type: none"> Staff to keep social distance and allow school office to function. Staffing within the office space is limited to 2 members of staff at a time. Office staff to work remotely where possible and use alternative office spaces within the building. This is inline with Trust directive. Furniture in the office has been rearranged to enable a safe distance between working spaces. Screen in place at the office hatch. | <ul style="list-style-type: none"> Review of office functionality to remain ongoing. Additional measures to be in place regarding shared use of office equipment and telephones. Office staff to continue to use intercom and limit access to the foyer area. Office staff are permitted to ask staff to wait outside the office rather than entering with queries. | Medium | SLT Office staff | 01/09/2021 | |
| Personal Protective Equipment | Staff | <ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required | <ul style="list-style-type: none"> Site manager to ensure that relevant stocks of PPE are kept. All staff must wear face visors or face masks when at classroom doors and talking to parents. All staff to ensure that PPE is named, remains hygienic and stored responsibly. | Medium | SLT Site staff | 01/09/2021 | |

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| | | <p>for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment.</p> <ul style="list-style-type: none"> • Re-usable PPE should be thoroughly cleaned after use and not shared between staff. | <ul style="list-style-type: none"> • Staff are permitted to wear face visors to teach in classrooms. • Staff are permitted to wear face visors or masks when travelling around the school. • NHS video to be reshared with all staff to support with safe use of PPE. | | | | |
| Behaviour | Pupils | <ul style="list-style-type: none"> • Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. • School will carry out inductions to inform staff and pupils of the changes. • Encourage staff to cooperate with government plans for contact tracing. | <ul style="list-style-type: none"> • Staff must ensure that appropriate Head of Year time is used, and this can be undertaken across the paired year groupings – eg Year 1/Year 2 etc. | Medium | SLT SLG All staff | 01/09/2021 | |
| School staff room | All staff | <ul style="list-style-type: none"> • Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. | <ul style="list-style-type: none"> • Staff should keep their distance from pupils and other staff as much as they can, ideally 2 metres. • At lunchtimes staff must keep their distance, sit in paired year groupings and rooms with adequate space. SLT will provide additional staff seating facilities in spaces, where possible. • Windows must be open in the staff room throughout the day and especially at lunchtime. • Staff must not mix or sit in classrooms in other year groups before, during or after the school day. | Medium | SLT | 01/09/2021 | |
| Infection Control | Staff Pupils | <ul style="list-style-type: none"> • Staff and pupils have access at all times to water and soap for hand washing. | <ul style="list-style-type: none"> • Shelf with hand gel and tissues. Underneath the shelf is a lidded bin so that children can discard their used tissue in the bin and use the hand gel immediately afterwards. | Medium | Site staff | 01/09/2021 | |

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| | | <ul style="list-style-type: none"> Removal of shared items e.g. utensils | | | | | |
| Equality Impact Assessment | Staff Pupils | <ul style="list-style-type: none"> An equality impact assessment has been completed. | <ul style="list-style-type: none"> Equality impact assessment written at Trust level. | N/A | SLT | 01/09/2021 | |
| Lack of staff | Pupils Staff | <ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes. The extent to which existing planning, schemes of work will need to be adapted. | <ul style="list-style-type: none"> PPA timetable and staffing amendments will continue to be reviewed weekly and published via email to all staff. | N/A | SLT | 01/09/2021 | |
| Increased risk of transmission | Staff and Pupils social distancing | <ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary | <ul style="list-style-type: none"> Staff should try and keep their distance from pupils and other staff as much as they can, ideally 2m. Staff must not mix or sit in: classrooms or small shared spaces including leadership offices, PPA room, phonics room, reprographics rooms or resource spaces, with staff from other year groups before, during or after the school day. Adaptations to the classroom to support distancing where possible, including seating pupils side by side and facing forwards. | Medium | SLT | 01/09/2021 | |

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| | | equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home. | | | | | |
| Dedicated school transport, including statutory provision | Pupils | <p>It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet | <ul style="list-style-type: none"> • The office staff should continue to liaise with school transport teams and individual transport companies. • A small number of children are eligible for school transport – PCC guidance followed | Low | SLT | 01/09/2021 | |
| Learning outside the classroom (day trips, etc.) | Pupils Staff | <ul style="list-style-type: none"> • keeping children within their consistent group, and the COVID-secure measures in place at the destination • Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. | <ul style="list-style-type: none"> • Continue to use Evolve for all trip planning • School EVCs to provide support to staff planning trips • Government guidance to followed when planning a trip | Medium | SLT SLG Teaching staff | 01/09/2021 | |

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| Extra-curricular activities (coaches, tutors, after school) | Pupils Staff Visitors | <ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate. | <ul style="list-style-type: none"> Sports coach familiar with safety measures in place and kept fully informed of any changes. Risk assessments for Educational Visits have been completed with updated guidance and recommendations from DfE, OEAP and EVOLVE. | Medium | SLT SLG | 01/09/2021 | |
| Physical activity | Pupils Staff | <ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. | <ul style="list-style-type: none"> Current guidance to be shared with staff and updated by PE lead as appropriate PE lead to ensure updates from REAL PE are shared with staff as necessary Total Sport coach to be supported by SLT, PE lead and school risk assessments Sports coach timetables should be followed as planned. | Medium | SLT Staff | 01/09/2021 | |
| Signage | Pupils Staff | <ul style="list-style-type: none"> What signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc. | <ul style="list-style-type: none"> Signage is in place across the school to remind pupils and staff about social distancing and hand cleaning. | Low | SLT | 01/09/2021 | |

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

- COVID-19: guidance on supporting children and young people’s mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Handwashing techniques advice can be found [here](#)

