

Coronavirus (COVID-19): risk assessment for full opening (CLA)

Please note that this risk assessment has been created in line with the current government guidance and will reflect any local guidance provided by Staffordshire Local Authority. We understand that opening schools to all pupils will be very challenging. This resource will be kept up-to-date with new guidance and any changes to current advice.

United Endeavour Trust – Clayton Hall Academy

Assessment conducted by: Caty Reid Vickie Keeling Assessment reviewed by: Wendy Whelan	Job title: Principal Trust Director/Head of Estates Trust CEO	Covered by this assessment: All Staff, Pupils and Academy Stakeholders
Date of assessment: 16 August 2020 (updated 18/9/2020, updated 15/10/2020) Updated 05.01.2021 Updated 22 Jan 2021 Update 04 Jan 2021 Update 25 Feb 2021 Updated 12 Apr 2021 Updated 11 May 2021 Updated 18 th June 2021 Update 29 th September 2021 28/11/21	Review interval: in line with government updates	Date of next review: on-going
Related documents		
Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Pupil Confidentiality Policy, Staff and Volunteer Confidentiality Policy, Records Management Policy, Data Protection Policy, Security Policy, Behavioural Policy, Staff Code of Conduct. Coronavirus (COVID-19) Reopening Plan, Social Distancing Policy Statement, Fire Safety Policy, Fire Safety Risk Assessment, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Bereavement Policy.		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	H	<ul style="list-style-type: none"> All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Social Distancing Policy Statement Coronavirus (COVID-19) Full Opening Plan Combined Union Checklist All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' 	Y	Principal	1/6/2020 Updated as ongoing	M

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		<ul style="list-style-type: none"> - DfE (2020) 'Guidance for schools: coronavirus (COVID-19)' • The relevant staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The school's local health protection team (HPT) - Staffordshire County Council • All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email and social media. • Parents are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via site induction on arrival to the academy and are informed that they must tell a member of staff if they begin to feel unwell. • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. • The Trust Director conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to more pupils. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The Senior Leadership Team reviews relevant school policies to ensure they account for new provisions. 				
Premises	H	<ul style="list-style-type: none"> The site manager checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. The site manager identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises. A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress. Roof and loft inspections are not carried out by untrained personnel. A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order. The site manager checks all areas of the school grounds, including car parks and walkways, for any potential hazards. The site manager checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. The site manager checks all security systems for integrity and that they are in working order. The Head of Estates makes insurers aware of the building's state of use. The Principal ensures that the insurer's risk mitigation requirements are enacted and observed. All keyholder information is updated in accordance with the insurer's instructions, where required. The site manager checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. External signage is visible to show that access to the school premises is restricted. 		Principal Site Staff Trust Director	28/8/2020	M

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		<ul style="list-style-type: none"> Any hazards found during checks on the premises are reported to the Principal as soon as possible and issues are resolved prior to the school reopening to more pupils. The Principal, in conjunction with the MAT board, ensures the school opens only when it is safe and advisable to do so, in line with local and national advice. The Principal identifies which areas of the school may be used for school activity, and by which pupils, and communicates this to staff, pupils and volunteers accordingly. Areas of the premises which remain closed are adequately secured and clearly identifiable. The site manager arranges for any changes to the premises to be made to account for social distancing measures. All visitors are required to wear a mask onsite 				
Gas supply, systems and equipment		<ul style="list-style-type: none"> A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety. Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order. A suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity. The site manager checks that all mandatory inspections of gas equipment are up-to-date and arranges any required inspections as soon as possible. 		Trust Director Site Staff	28/8/2020	M

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Electrical supply, systems and equipment		<ul style="list-style-type: none"> • A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety. • Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. • The relevant staff check that all phone and broadband connectivity is in working order. • A suitably trained technician checks that the main and emergency lights are in working order. • The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets. • The site manager ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. 		<p>Trust Director</p> <p>Site Staff</p>	28/8/2020	M
Heating and ventilation		<ul style="list-style-type: none"> • The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school opens. • Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. • The site manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. • All ventilation systems remain energised in normal operating mode. • Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. • Where possible, the windows of occupied rooms are open. • Ventilation to chemical stores remain operational. 		<p>Trust Director</p> <p>Site Staff</p>	28/8/2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Fire safety and evacuation routes		<ul style="list-style-type: none"> A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. The fire safety officer and Principal ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. 		Principal Site Staff	2/9/2020	M
Water storage, drainage systems and sanitary appliances		<ul style="list-style-type: none"> A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups. All water systems are thoroughly flushed, e.g. toilets and taps, and the site manager commissions a water treatment specialist to chlorinate water systems where required. All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure. 		Trust Director Site Staff	28/8/2020	M
Lifts, automatic doors and plant equipment		<ul style="list-style-type: none"> The site manager checks that lifts, stairlifts and automatic doors are in working order. The site manager ensures that that any mandatory inspections for lifts, stairlifts and automatic doors are up-to-date and arranges any required inspections as soon as possible. A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up to date – the site manager ensures any required inspections take place as soon as possible. 		Site Staff	28/8/2020	M

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		<ul style="list-style-type: none"> • The area around the unwell individual is cleaned with normal household bleach after they have left the premises. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. • The school does not routinely take the temperature of pupils. • All classroom teachers will maintain up to date seating plans to support the track and trace system in the case of a positive test. 				
Test and trace	M	<ul style="list-style-type: none"> • Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. • Anyone in school who displays symptoms is encouraged to get a test. • If available, the school provides staff and parents with a home testing kit if they develop symptoms. • Parents and staff are asked to inform the school immediately of test results. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. • Information about the NHS Covid app shared with staff and parents of students aged 16 and over. • All onsite lettings customers are required to use the Track and Trace QR codes situated around site. 		<p style="text-align: center;">Principal</p> <p style="text-align: center;">All Staff</p>	<p style="text-align: center;">Ongoing in September</p>	

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Confirmed cases of coronavirus	M	<ul style="list-style-type: none"> The school works with the Local Authority team to manage any covid outbreaks. Individuals at school who have been in close contact with someone who has tested positive will be sent a letter advising them to get a PCR Test. 		Principal Pastoral Teams	Ongoing in September	
Hand cleaning and respiratory hygiene		<ul style="list-style-type: none"> Hand washing and sanitising stations are set up, providing soap and water, bins and alcohol-based hand sanitiser. Adequate amounts of soap, tissues and bins are available in the relevant areas. Pupils and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating. Hygiene measures are explained to visitors and contractors upon their arrival. Visitors are expected to wear masks at all times. All staff, students and visitors are expected to wear masks in communal areas (unless exempt). 		Principal All Staff Receptionist/ / Caretaker/ Community Duty office	8/3/2021 29/9/21 30/11/21	

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Minimising contact between individuals and maintaining social distancing		<ul style="list-style-type: none"> • Staff maintain a two-metre distance from each other and from pupils, where possible. <i>At all times in the school building, staff wear face masks,</i> avoid close face-to-face contact and minimise the time spent within one metre of anyone. • Pupils' educational and care support plans are provided as normal. • The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. • Pupils aged 11 and above are informed that they must follow the rules on wearing face coverings on public transport. • Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals. • Social distancing measures are explained to all contractors and visitors upon their arrival. • A record is kept of all visitors and contractors that come to the school site. 		<p>Principal</p> <p>All Staff</p> <p>Receptionists/</p> <p>Caretaker/</p> <p>Community</p> <p>Duty office</p>	8/3/2021	

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Spread of infection	H	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control, using PPE at all times. • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. (Tissues available in all classrooms). 'Catch-it, Kill-it, Bin-it'. • Pupils clean their hands after they have coughed or sneezed. • Parents are informed via telephone call and this will be followed up by email asking them not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Ventilation in the building to be maximised by opening windows and doors. Door props provided. (Fire doors must not be opened) • Storerooms and cupboards accessed by one person at a time • Staggered end of the school day to reduce contact, sibling waiting zone allocated, and no waiting zone outside the school gates. • The academy has a dedicated section on the website dedicated to communication of Covid-19 • All visitors to the school, including peripatetic teachers, supply staff etc are expected to adhere to this risk assessment and Academy COVID-19 policies and procedures. A record of all visitors is kept. • All staff, students and visitors are expected to wear masks in communal areas (unless exempt). 	Y	All staff	1.9.2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
PPE		<ul style="list-style-type: none"> All staff, students and visitors are expected to wear masks in communal areas (unless exempt). PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins. All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 	Y	Principal Site Staff Pastoral Teams	2/9/2020	
Mental health and wellbeing		<ul style="list-style-type: none"> Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the <u>SLT</u> to act on any concerns staff and volunteers may have. The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. The <u>SLT</u> considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. If required, staff can adjust their working hours, as agreed by the <u>SLT</u>. The <u>Principal</u> ensures that the school can be adequately and safely staffed. 	Y	Principal SLT KHU Pastoral teams Teaching staff DSL	3/9/2020	

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The SLT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress. Pupils who are new to the school, e.g. Year 7, are provided with the appropriate support. The Principal and the DSL liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school. The Principal and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine. The Principal and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens. The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. Staff and pupil bereavement is managed in line with the Bereavement Policy. 		<p>SENCO</p> <p>DSL/DDSL</p> <p>Pastoral</p> <p>DWA</p>		
Attendance	M	<ul style="list-style-type: none"> Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to secure that their child attends regularly. The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy. Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. 		<p>Principal</p> <p>SLT Leads</p> <p>Attendance Leads</p> <p>Pastoral Teams</p>	3/9/2020	

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised. • Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals. • Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils. • The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. 				

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Access to learning		<ul style="list-style-type: none"> • The Principal and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material. • The Principal and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans. • A separate risk assessment is conducted to identify what additional support pupils with EHC plans require to make a successful return to education. • Where appropriate, pupils with EHC plans and their parents are involved in the planning for their return to school. • The Principal and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution. • Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND. • The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. • Remote learning for students self-isolating is delivered through Microsoft Teams. 		<p>Principal</p> <p>SEND Lead</p> <p>HoF</p> <p>Principal/CDU</p>	2/9/2020	
Safeguarding		<ul style="list-style-type: none"> • The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying. 	Y	<p>Principal</p> <p>DSL</p>	3/9/2020	

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. The DSL, and their deputies, are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. 				
Behaviour expectations		<ul style="list-style-type: none"> The school's Behaviour Policy sets out behaviour expectations for pupils. Expectations are communicated clearly to staff, pupils and parents. Pupils who are struggling to reengage with school are supported appropriately. 	Y	Principal SLT – Behaviour Lead	3/9/2020	
Catering		<ul style="list-style-type: none"> The Trust Director liaises with catering providers to ensure the kitchens are fully open from the start of the Autumn term. 	Y	Trust Director	28/8/2020	
Uniform	M	<ul style="list-style-type: none"> Full school uniform is required on return. Expectations of uniform are communicated to pupils and parents. 	Y	Principal	3/9/2020	
Communication	M	<ul style="list-style-type: none"> The Principal puts into place any actions or precautions advised by the local HPT. The Principal liaises with the LA about reopening the school and includes any local guidance into the Coronavirus (COVID-19) Opening Plan, where required. The school's website is kept up to date with any information regarding the school being open to all pupils, e.g. dates and local arrangements. Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. Parents and their children are encouraged, where possible, to walk or cycle to school. 	Y	Principal Trust Director		

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		<ul style="list-style-type: none"> • Staff and volunteers are informed via email about the relevant information regarding opening to all pupils, including any changes to the workday, e.g. staggered lunchtimes and social distancing. • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. • All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • The Principal liaises with the MAT board about possible arrangements for reopening the school, where necessary. • Pupils are informed via letter about the relevant information regarding opening to all pupils, e.g. social distancing measures and how lessons will be delivered. • The Trust Director communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services. • The Principal informs staff, volunteers and the MAT board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens. 				
Contingency planning		<ul style="list-style-type: none"> • There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs. • The Principal maintains their plan for pupils' continued education during any partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school. 	Y	Principal ICT Technicians Pastoral team	28.08.20	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. The Principal ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure. The Principal works with the ICT technicians to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. The Principal, Pastoral leaders and House leaders liaise with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support. The school manages the use of parents’ and pupils’ contact details in line with the GDPR Data Protection Policy and Records retention, e.g. collecting emails to send schoolwork to pupils. 		SDU		
Emergencies	M	<ul style="list-style-type: none"> All pupils’ emergency contact details are up to date, including alternative emergency contact details, where required. Pupils’ parents / carers are contacted as soon as practicable in the event of an emergency. Pupils’ alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up to date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Y	Principal	23.3.2020	L
Lateral Flow Testing / PCR Testing	M	<ul style="list-style-type: none"> Staff and students are advised to complete LFT at home twice a week 	Y	Principal	08.1.21	L
Lateral Flow Testing Waste Disposal	M	<ul style="list-style-type: none"> NUBC requests that all waste is to be tiger bagged. Including cleaning items, test kits and any other item used in the LFT process unless otherwise agreed. Waste must not be compacted 	Y	Covid Coordinator	22.1.21	L

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		<ul style="list-style-type: none"> Where collection frequencies need to be increased or waste bins become full – request further support through the named NUBC contact. 				