



ACKWORTH SCHOOL RISK ASSESSMENT

Risk Assessment Wider Opening of Ackworth School During Coronavirus (COVID-19)	
Assessment completed by (Name) Susan Allan / Claire Mawson (Position) Bursar Health and Safety Manager	Date of Assessment: 25 th May 2020 Due for review: 12 th June 2020
<p>This Risk Assessment is accompanied by a detailed operation plan which is reviewed and amended as required. The School's Senior Management team review any risk assessments related to Coronavirus (COVID-19) and the associated action plans on a daily basis and amended in line with Government and education sector guidance as appropriate. The risk assessments are reviewed and approved by the School Governing Body (School Committee)</p>	

Hazard / Risk	Who might be harmed?	Current Controls in Place Are they adequate? Is the risk reduced as far as possible?	Additional measures to control the risks	Rating	Additional Action Ref.	Actions complete
Staff with underlying health conditions that may put them at increased or very high risk of severe illness from Coronavirus (COVID-19)	Staff	<ul style="list-style-type: none"> Pre lockdown email / memo sent to all staff to collate information about their health and ensure health records are up to date in order to identify any staff that may be at increased risk of severe illness from Coronavirus (COVID19). Staff with serious underlying health conditions which put them at very high risk of severe illness from coronavirus are self-isolating at home (in line with Government guidance on shielding) and are advised that they must not attend work. Working from home is encouraged where possible. 		1		



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		<ul style="list-style-type: none"> Regular communication to all staff reiterating that they urgently contact the HR Manager if they have an underlying health condition that puts them at increased risk from Coronavirus (COVID-19), or are deemed high risk to Coronavirus (COVID-19) due to a current medical condition/s. 				
<p>Lack of staff available to operate safe staff : pupil ratios and/or operate site</p> <p>Staff may need to self-isolate either because of their own underlying health condition that increases their risk of severe illness from Coronavirus (COVID19), or as a result of a member of their household developing the symptoms</p>	All	<ul style="list-style-type: none"> Staff survey has been sent to all staff during the lockdown to ensure that there have been no changes to their health and to seek their requirements for a safe return to work. Review of key staff and minimum service requirements to operate the school safety. Feedback taken from the staff survey has Identified how those staff who commute to and from the school site (e.g. teaching staff supervising pupils, SMT/ estates/facilities/maintenance staff, catering staff, cleaning/housekeeping staff etc.) will make their journey, i.e. own car, walking, public transport etc. Alternative arrangements made for anyone who needs to change plans in order to meet social distancing guidelines. Developed contingency plans for staffing where appropriate. Contractors sourced for cleaning and maintenance work if required. Teaching staff time tables to be reconfigured if required in the absence of appropriate teaching staff. 		4		



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<p>Suspected case of Coronavirus (COVID-19) on site</p> <p>Staff, pupils and/or contractors may display symptoms of Coronavirus (COVID-19) whilst on site</p>	<p>All. Potential spread to other members of staff, pupils and visitors</p> <p>Isolation may impact on well being of boarders</p>	<ul style="list-style-type: none"> • Regularly brief staff and pupils on the symptoms of Coronavirus (COVID-19); • Posters informing of symptoms displayed around school site • All people who might attend site (pupils, parents/carers, visitors, such as suppliers and contractors) are forbidden to visit the school if they are displaying any symptoms of Coronavirus (COVID-19) and they are advised to follow the latest Government guidance. • Issued a written procedure outlining the steps to be followed should a member of staff, contractor or pupil display symptoms whilst on site. • For suspected cases, use https://111.nhs.uk/covid-19 for identifying symptoms. • Staff trained on the use of PPE. • If contact with the child or young person is necessary, then gloves, an apron face mask and goggles will be worn by the supervising adult. Guidance available from https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe. 	<p>Full detail in operational plan covering all this section</p>	<p style="text-align: center;">6</p>	
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		<ul style="list-style-type: none"> • Staff all advised as part of return to school induction that access to testing is available to all essential keys workers https://www.gov.uk/apply-coronavirus-test • Identified suitable isolation areas for any suspected cases that are equipped with PPE and appropriately signed • If a pupil is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, and with appropriate adult supervision if required. The window will remain open for ventilation. • Movements of suspected case(s) will be collated and suitable cleaning of all areas will be undertaken in line with the Government guidance. • Public Health England (PHE) advice to be followed in relation to any suspected/confirmed cases. • Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes. 				
Suspected case of Coronavirus (COVID-19) on site – boarding staff/boarder	All Potential spread of	<ul style="list-style-type: none"> • Regularly brief boarding staff and pupils on the symptoms of Coronavirus (COVID-19). • Display posters informing of symptoms in prominent locations within the boarding houses/areas. 	Full details in operational plan	3		



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<p>A member of boarding staff or boarders may display symptoms of Coronavirus (COVID-19) whilst on site</p>	<p>Coronaviruses (COVID-19) to other staff, pupils and others on site</p> <p>Heightened levels of anxiety and 'fight or flight' behaviour in the boarding community</p>	<ul style="list-style-type: none"> • Written procedure in place outlining the steps to be followed should a member of boarding staff or boarder display symptoms whilst on site. • Boarding staff and boarders are briefed on the procedures to follow should they become ill with symptoms of coronavirus whilst on site and that this is refreshed periodically in line with any changes to the guidance/procedures. • School nurse and house parents provide generic and specific advice and support to minimise anxiety. • Arrival times and isolation of overseas boarders planned to reduce contact with wider school community. • If there is a confirmed case of coronavirus at Ackworth, government guidance will be followed. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#when-open • This guidance to be followed. • Plan in place for the 'role of the key adult' in supporting boarding students with covid-19 symptoms, including range of resources and activities to support well being. • PPE equipment to be worn. 				
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		<ul style="list-style-type: none"> All staff and pupils who have been in close proximity with the IP are advised to request a COVID-19 test which will be carried out at an NHS testing Centre. (no staff members or children will be permitted to return to School unless the COVID –19 test results are negative and/or have no known symptoms. This will be following an isolation period of 14 days. 				
<p>Lack of adequate social distancing measures whilst staff, pupils and visitors are on site</p> <p>Increased numbers during breaks and lunchtime compromising social distancing.</p>	<p>All</p> <p>Potential spread of Coronaviruses</p> <p>(COVID-19) between staff, pupils and others on site</p> <p>Parental anxiety at drop off and</p>	<ul style="list-style-type: none"> All staff and pupils regularly reminded of the recommended social distancing measures available, this is through posters stickers, briefings, newsletters etc. Staff meetings take place using suitable social distancing methods such as use of video/teleconferencing or where this is not possible, limiting the number of attendees and holding meetings in a large well-ventilated room where staff can remain at least 2m apart. Class sizes reflect the numbers of teaching staff available and are kept as small as possible. Windows are kept open in classrooms where possible, so they are well ventilated. Outdoor teaching to be encouraged. Alternative lay out in classrooms to allow appropriate space between pupils. 	<p>Small children have message reinforced through stories and video etc.</p> <p>Outdoor classroom under construction. Sun protection notified to parents.</p>	3		



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	collection time	<ul style="list-style-type: none"> • Staggered lunch times, and revised dining arrangements in place to reduce the potential of large groups of pupils gathering. • Break and lunchtimes to be taken outside weather permitting, and breaks for each class will be held in a different location. • Lunch is cold prepacked food (sandwiches salad etc. to be eaten at table/tables with adequately spaced seating. Catering staff follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery. • Classes kept apart where possible (i.e. no assemblies or other large gatherings). • Pupils arriving at school are directed to an area for that class only and remain outside until registration (additional traffic calming measures are in place as more pupils will be using to Back Lane during this period. • Each class remains within its own “bubble “ where possible. • No sharing of equipment between staff and/or pupils such as keyboards, stationery etc. Where this is not possible, enhanced cleaning is in place (dressing up clothes and toys used once and then washed). 				
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		<p>Communal books are placed in a container after use and only made available to pupils again after 72 hours.</p> <ul style="list-style-type: none"> • Parents not permitted to enter the school building for pick up or drop off. Parents encouraged to wait in cars for pupils to be handed over/meet parents at the end of the day if possible. • Fire evacuation plan has been modified to reflect social distancing measures. 				
<p>Staff, contractors not implementing suitable hygiene practices</p>	<p>All</p> <p>Potential spread of Coronaviruses</p> <p>(COVID-19) between staff, pupils and others on site</p>	<ul style="list-style-type: none"> • Adequate stocks of hand soap and alcohol-based hand gel on constant order. • Staff, pupils, visitors and contractors have access to suitable hand washing facilities (i.e. either hot running water and hand soap or alcohol-based hand gel. • Alcohol-based hand gel in prominent places and topped up regularly. • Tissues are available in every classroom and lidded bins are emptied daily. • Paper towels are available in all sink areas and thorough hand-drying, post washing, is modelled and encouraged. • Staff and pupils briefed frequently on the need to wash their hands regularly (and after using the toilet or changing a nappy, before eating or handling food, and 		3		



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	<p>General reduction in good hygiene practice</p>	<p>after blowing their nose/sneezing/coughing) and on the correct handwashing technique. Young children will be supervised throughout the day in frequent hand washing.</p> <ul style="list-style-type: none"> • Regular briefing to staff and pupils on good respiratory hygiene practices (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, 'catch it, bin it, kill it). • Regular briefing to staff and pupils on the need to avoid touching their face (and especially the eyes, nose and mouth). • Posters displayed in key locations to remind staff, pupils and others of good hand and respiratory hygiene. Young children encouraged through lessons and stories etc. • See guidance and resources available at: https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus • Covered bins installed in all classrooms and washrooms to facilitate safe disposal of tissues and paper towels. • Teachers allocated time to remind students of this practice daily and check this off on register. • All facilities have been maintained during the Government lockdown period. A system of controls is in 				
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		place to ensure that as facilities are brought back into wider use, full checks are completed before use.				
Lack of adequate cleaning regime for general and boarding areas	<p>All</p> <p>Potential spread of Coronaviruses</p> <p>(COVID-19) between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Cleaning regime reviewed and rotas amended (e.g. consideration given to areas of the school remaining in use, location of frequently touched objects and surfaces, suitability of existing cleaning substances and equipment used etc.). • Rotas amended to improve the frequency and intensity of cleaning particularly in classrooms that will now be cleaned between the morning and afternoon sessions. • Prioritisation of regular cleaning of door handles, photocopier etc. • Crockery, cutlery and plastic toys are washed and dried thoroughly before being stored for re-use. Most are washed at high temperature in a dishwasher. • COSHH assessments are completed for any new cleaning substances introduced as a result of your review. • Teaching staff supplied with Covid-19 cleaning kits so that they can keep classroom surfaces/equipment clean during the day. • All teaching spaces and bathrooms are provided with covered waste bins. 		3		



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		<ul style="list-style-type: none"> In addition to the usual cleaning practises of domestic staff all using colour coded gloves equipment, the domestic staff are provided with additional PPE (i.e. disposable gloves and aprons as a minimum). Training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE is all recorded. Waste from all areas (including any disposable cloths and tissues) to be double bagged and stored/disposed of in line with the Government guidance. Any rooms known to be contaminated or used for isolation will be closed and secured where possible to restrict access until cleaning has been undertaken. 				
SEND and vulnerable pupils – risks associated with safeguarding and ongoing support		<ul style="list-style-type: none"> Individual risk assessments and appropriate control are carried out for pupils in this category. The School's DSL and deputy DSL are available at all times and are known to staff. 		3		
Pupils in the Autism Resource		<ul style="list-style-type: none"> In addition to the measures set out in this risk assessment, an additional Autism Resource specific risk assessment is in place as are individual risk assessments. 		3		



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<p>Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing and safeguarding</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> • Pupils and parents were provided with guidance on how to safely learn at home. • Pupils learning from home are able to contact their form tutor via email or Teams if they need help/support (e.g. teaching staff, personal tutor, IT support etc.). • Regular communications between teachers and staff (mostly using “Teams” has enabled pupils wellbeing to be monitored. • All staff were given revised guidelines about contacting pupils at home and were provided with updated safeguarding information 		<p style="text-align: center;">1</p>		
<p>Staff working from home – risks associated with use of Display Screen Equipment (DSE) and for all staff mental health/emotional wellbeing</p>	<p>Staff Aches and pains from adopting poor posture whilst using DSE</p> <p>Fear/anxiety/stress caused by difficulty in completing work, and lack of</p>	<ul style="list-style-type: none"> • Employees working from home were provided with guidance on the safe use of DSE and ways in which they could maintain physical and emotional wellbeing • Employees working from home have maintained regular contact with school through their line manager and wider staff communications to ensure that they can receive any help they may need. 		<p style="text-align: center;">1</p>		



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