



ACKWORTH SCHOOL RISK ASSESSMENT

Risk Assessment School Return to Full Opening During Coronavirus (COVID-19)	
Assessment completed by (Name) Susan Allan / Claire Mawson / SMT (Position) Bursar Health and Safety Manager	Date of Assessment: May 2021 Due for review: July 2021

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)

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
Lack of staff available to operate safe staff : pupil ratios and/or operate site Staff may need to self-isolate either because of their own underlying health condition that increases their risk of	All	<ul style="list-style-type: none"> Staff are reported fit and well. Where a review of key staff and minimum service requirements to operate the school safety has identified concerns, contingency plans have been put in place for cover. All departments have completed operational procedure manuals should others need to provide service. Staff are acutely aware of the need to maintain social distancing both at school and when travelling. The Sick Policy has been amended to accommodate any staff flouting Government guidelines. Alternative travel arrangements have been made for anyone who needs to 	Many staff have now received at least the first dose of the vaccine.	4		



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<p>severe illness from Coronavirus (COVID19), or as a result of a member of their household developing the symptoms</p>		<p>change plans in order to meet social distancing guidelines.</p> <ul style="list-style-type: none"> Contingency plans have been developed for staffing where appropriate. Contractors have been sourced for cleaning and maintenance work if required. Teaching staff time tables will be reconfigured if required in the absence of appropriate teaching staff. All staff have access to lateral flow tests for twice weekly testing. Should anyone receive a positive lateral flow test they are aware of the need to undertake a National Health Service (NHS), Polymerase Chain Reaction (PCR) test to confirm. Pupils who are required to self isolate will where possible be educated remotely using the school iPad if in Coram year 5 or above, as part of live lessons. Pupils in Coram year 4 and below will if possible have recorded lessons available for viewing at home. Participation via “Teams” is available to all pupils. 				
<p>Suspected case of Coronavirus (COVID-19) on site</p> <p>Staff, pupils and/or contractors may display</p>	<p>All. Potential spread to other members of staff, pupils and visitors</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 	<p>Full detail in operational plan covering all this section</p>	<p>6</p>		



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<p>symptoms of Coronavirus (COVID-19) whilst on site</p>	<p>Isolation may impact on well being of boarders</p>	<p>Coronavirus (COVID-19) and they are advised to follow the latest Government guidance.</p> <ul style="list-style-type: none"> • Issued a written procedure outlining the steps to be followed should a member of staff, contractor or pupil display symptoms whilst on site, including stay at home and obtain a test before coming into school. • Separate plans exist and facilities provided in the case that a boarder contracts the virus. These form part of a separate risk assessment • For suspected cases, use https://111.nhs.uk/covid-19 for identifying symptoms. • Staff are trained on the use of PPE. • Face coverings (masks) in senior school are no longer mandatory in classrooms and common areas for pupils, but remain mandatory for adults in common areas. Pupils are encouraged to continue to wear masks in common areas if they feel comfortable doing so particularly in the dining hall for those wishing to use the self service salad bar. • Staff and pupils have been provided with a fabric mask which they are advised to wash regularly. Disposable masks are readily available throughout school for those that wish to use them. Pupils and staff are encouraged to wear the mask comfortably (i.e. strings not pulled too tightly) but covering the mouth and nose. 				
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		<ul style="list-style-type: none">• If contact with the child or young person is necessary, then, an apron face mask and visor 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.• School has a supply of NHS test kits which are issued to staff and pupils (subject to parental consent). Staff and pupils are encouraged to take a lateral flow test twice weekly in order to detect asymptomatic cases of Covid• 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. Rooms will be sterilized using specialist equipment if required (Ozone machine)• Public Health England (PHE) advice to be followed in relation to any suspected/confirmed cases.				
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		<ul style="list-style-type: none"> • Will ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes. This includes seating arrangements in classrooms and lunch times • Pupils are educated in year group bubbles to make track and trace easier. • If appropriate pupils will be sent home to self isolate if they have been in contact with a positive case of Covid 				
<p>Suspected case of Coronavirus (COVID-19) on site – boarding staff/boarder</p> <p>A member of boarding staff or boarders may display symptoms of Coronavirus (COVID-19) whilst on site</p>	<p>All</p> <p>Potential spread of Coronavirus (COVID-19) to other staff, pupils and others on site</p> <p>Heightened levels of anxiety and 'fight or flight' behaviour in</p>	<ul style="list-style-type: none"> • Regularly brief boarding staff and pupils on the symptoms of Coronavirus (COVID-19). • Posters displayed informing of symptoms in prominent locations within the boarding houses/areas. • 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. • Separate isolation facilities are available in school to accommodate any boarding staff or pupils who might be ill with the virus. 	Full details in operational plan	3		



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	the boarding community	<ul style="list-style-type: none">• PCR testing kits available in school with 24 hour or less, turnaround times. In addition to PCR test, antibody testing kits are available. The School Nursing Sister and members of SMT have received appropriate training on administering the tests. Boarders conduct their own regular PCR tests twice weekly.• All boarders are tested on arrival back at school and quarantined for five days. Boarders returning at ad hoc times are put into separate quarantine before mixing with the main boarding household.• School nurse and house parents provide generic and specific advice and support to minimise anxiety.• Isolation of overseas boarders on arrival into a quarantine area with testing prior to integration into the boarding house to reduce contact with wider school community. Separate guidance is given to boarders travelling from Red List countries.• 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/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#when-open				
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		<ul style="list-style-type: none">• 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 when dealing with a suspected case of the virus.• All staff and pupils who have been in close proximity with the infected person are advised to request a COVID-19 PCR test. A PCR test 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 as advised by the test centre.• Deep cleaning of any areas where the infected person might have been including the use of the ozone machine.• Boarders sharing rooms will be immediately separated and put into individual rooms.• Boarders will isolate in ensuite rooms or have access to their own bathroom to avoid sharing. Meals will be delivered to the room by school staff.				
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<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 Coronavirus (COVID-19) between staff, pupils and others on site</p> <p>Parental anxiety at drop off and collection time</p>	<ul style="list-style-type: none"> • All staff and pupils are regularly reminded of the recommended social distancing measures available, this is through posters stickers, briefings, newsletters etc. • Visitors / contractors all have to sign in at reception, are given hygiene protocols and must wear masks in public areas for their own and others safety. • Meetings should take place wearing masks if close contact is required, but ideally via Teams or Zoom. • Visitors should be accommodated in well ventilated rooms and where possible meetings should not be in the heart of the school building where they are lots of people passing. • Admin teams in small offices are required to work in the office on a rota basis • Meetings are appropriately socially distanced • Shared spaces such as staff common room have limited numbers allowed in the room • Staff and pupils restricted to numbers of people allowed in toilets. • All classrooms have been rearranged to have pupils facing forward • Where possible all desks have been moved 1m apart • Staff meetings take place using suitable social distancing methods such as use of video/teleconferencing or where 	<p>Small children have message reinforced through stories and video etc.</p>	<p style="text-align: center;">3</p>		
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		<p>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.</p> <ul style="list-style-type: none">• 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.• Doors are propped open where it is safe to do so (bearing in mind fire and safeguarding risks)• Outdoor teaching is encouraged when the weather permits.• PE protocols have been amended to accommodate the guidance in respect of changing rooms and showering. The use of sporting facilities is detailed in a separate risk assessment. Each sport / sporting venue / activity has a separate risk assessment.• Staggered lunch times, and revised dining arrangements remain in place to reduce the potential of large groups of pupils gathering. Additional dining facilities have been created• Breaks are taken outside weather permitting. Break time snacks are prepacked.• Lunch times have been changed to accommodate year groups sitting in their own dining space. Cleaning takes place between sittings. All chairs face the same way.				
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		<p>Catering staff wear masks through service and follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery.</p> <ul style="list-style-type: none">• Lunch queue barriers are in place to prevent pupils being near to the food.• Crockery and cutlery is handed to pupils by catering staff rather than being self service.• Shared condiments have been removed to avoid handling of the bottles and these have been replaced with small individual packets of condiments.• The salad bar is operational but only if pupils wear masks when selecting the salad. Serving equipment is changed between each bubble.• Pupils are required to bring their own water bottles to fill from hands free drinking stations.• 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 but they can go straight to their form room ahead of registration.• Each class remains within its own “bubble “ where possible.				
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		<ul style="list-style-type: none"> 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). Communal books are placed in a container after use and only made available to pupils again after 72 hours. Art equipment etc. is collected by the teacher and washed between uses Parents not permitted to enter the school building for pick up or drop off. Parents are 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. 				
Staff, pupils, contractors not implementing suitable hygiene practices	All Potential spread of Coronavirus (COVID-19) between staff, pupils	<ul style="list-style-type: none"> Adequate stocks of hand soap and hand sanitizer, and cleaning fluid 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 hand sanitizer. Hand gel in prominent places and topped up regularly. Tissues are available in every classroom 		3		



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	<p>and others on site</p> <p>General reduction in good hygiene practice</p>	<ul style="list-style-type: none"> • 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 after blowing their nose/sneezing/coughing) and on the correct handwashing technique. Young children will be supervised throughout the day in frequent hand washing. • 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 stories etc. • 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. 				
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		<ul style="list-style-type: none"> All facilities have been maintained during the Government lockdown period, and the usual checks followed. Behaviour policy amended and staff code of conduct to reflect the severity of a breach of hygiene measures 				
<p>Lack of adequate cleaning regime for general and boarding areas</p>	<p>All</p> <p>Potential spread of</p> <p>Coronavirus (COVID-19) between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> Cleaning regime reviewed and rotas amended (e.g. 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 sports facilities where changing has taken place. 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. Additional dishwashers have been purchased for boarding and staff break areas COSHH assessments are completed for any new cleaning substances introduced as a result of your review. 		3		



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		<ul style="list-style-type: none"> • Teaching staff supplied with Covid-19 cleaning kits so that they can keep classroom surfaces/equipment clean during the day. • 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) is double bagged and stored/disposed of in line with the Government guidance. Additional waste collections have been arranged • 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. • Domestic staff are trained on the use of Ozone technology for sanitising areas. 				
<p>SEND and vulnerable pupils – risks associated with safeguarding and ongoing support</p>		<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		



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<p>Pupils in the Autism Resource</p>		<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		
<p>Staff working from home – risks associated with use of Display Screen Equipment (DSE) and for all staff and pupils mental health/emotional wellbeing</p>	<p>Staff</p> <p>Aches and pains from adopting poor posture whilst using DSE</p> <p>Fear/anxiety/ stress caused by difficulty in completing work, and lack of social interaction</p>	<ul style="list-style-type: none"> Although most staff have returned to the work setting, some offices are very small for the numbers of people working in them. Where possible therefore these staff are operating a rota system for home working to ensure that the offices are not over crowded. Those staff who can work from home are following the Government guidance to do so. Employees working from home are provided with guidance on the safe use of DSE and ways in which they could maintain physical and emotional wellbeing Employees working from home maintain regular contact with school through their line manager and wider staff communications to ensure that they can receive any help they may need. All staff whether at home or in the school setting are eligible to seek guidance from the Employee Assistance Programme, the School Visiting Friend and the School Listening Ear Councillor. Pupil health and wellbeing is monitored by staff as part of the regular school operation. Pupils can access all staff, pastoral and academic leads, and the deputy head who may if deemed necessary refer pupils to the school councillor. 		1		