

Risk Assessment – COVID-19 (V6)	6th January 2022	Castle View Academy
Responsible Person	Christian Down	
Other Persons Involved	Dave Nutland – CVA Site Manager, Ben McDonagh – Trade Union representative, Arlene Gajdus – Business Operations Manager, Adrian Tucker – Vice Principal, Michelle Grainger – Cluster Business Manager, Phil Harris-Bridge – Chair of Governors	
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk) (5 January 2022) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (9 December 2021) • DfE - Use of PPE in education, childcare and children’s social care - GOV.UK (www.gov.uk) (20 Jul 2021) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (9 Nov 2021) • NHS - Test and Trace – How it works (17 Aug 2021) • UNITED KINGDOM HEALTH SECURITY AGENCY (UKHSA) - COVID-19: cleaning in non-healthcare settings outside the home (19 Jul 2021) • CLEAPSS - COVID-19 guidance re science, design and technology (26 Oct 2021) • AfPE – Coronavirus guidance and support re school sport (01 Sept 2021) • OEAP – Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) re educational visits (14 December 2021) • Music Mark – Guidance for Schools and Music Providers (20 August 2021) • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary) 	

Covering staff and student H&S for the reopening of schools from 2 September 2021 and for those staff who will continue or need to work from home. The term 'school' is used throughout to refer to schools and early years settings as applicable.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school/setting:

At all times

- 1) Students, staff and visitors must wear an appropriate face covering in all communal areas i.e. when moving around the building, outside of classrooms and corridors, except where exempt. Face coverings should also be worn on public transport and school transport.
- 2) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) Minimise contact between/across the setting/site and maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated

In specific circumstances

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, where available
- 10) Ensure face coverings are used in recommended circumstances

In response to any infection

- 11) Promote and engage with the NHS Test and Trace process
- 12) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
- 13) Contain any outbreak by following local health protection team advice
- 14) Ask visitors to take an LFD test before entering the school
- 15) Adults who are fully vaccinated and young people aged between 5 and 18 years and 6 months who are identified as close contacts should take an LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD)
- Anyone in a support bubble or childcare bubble as if they were part of the same household
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
 - been within 1 metre for 1 minute or longer without face-to-face contact

- been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
- travelled in the same vehicle or a plane

The symptoms of COVID-19 are a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell

Hazard	Who is at risk	How can the hazard cause harm	Control measures currently in place
<p>Infection Control (people)</p>	<p>Staff, Students, Visitors</p>	<p>Staff contracting COVID-19</p>	<ul style="list-style-type: none"> • An individual RA is available for those who feel they may be at higher risk from infection (these can be updated any time a member of staff requests it) • Current national travel requirements must be followed. • Staff are either taking part in asymptomatic testing in line with DfE guidance, or conduct twice weekly LFD tests at home • Any staff member with symptoms of COVID-19 is sent home to self-isolate and instructed to undertake an LFD test or a COVID-19 PCR test. • Where the PCR test returns a positive result: <ul style="list-style-type: none"> ○ The staff member self-isolates for 10 full days from the day after onset of symptoms or if they have no symptoms, the day after their positive test result. If they have two negative LFD tests taken 24hrs apart on Day 6 and Day 7, they can stop self-isolating and return to work if they feel well enough and have no temperature. ○ The staff member must notify the school of the test result immediately ○ Where five or more cases occur within the same group, within 14 days, the school will contact the DfE helpline for advice on any further action required ○ The school will review the case against the Group guidance on <i>COVID-19</i> to establish if it was likely that the infection was contracted as a result of occupational exposure. • If the test result is negative the staff member can return to school when they feel well enough to do so. (Any close contacts who were self-isolating can stop doing so). • Where an LFD test returns a positive result: <ul style="list-style-type: none"> ○ If the staff member is asymptomatic, they must self-isolate for 10 days (or 7 if they have two negative LFD tests taken 24hrs apart on Day 6 and Day 7 and have no temperature). ○ If the staff member has symptoms, they must arrange a PCR test, and follow the above if positive. If negative, return to work. ○ The school must be notified of the test result in the case of testing from home. • Where five or more cases occur within 14 days within the same group, the school will contact the DfE helpline for advice on any further action required • Close contact self-isolation of staff will no longer continue if a person has been double vaccinated / under the age of 18 years and 6 months / medically exempt from vaccination. Close contacts are encouraged to get a PCR test. • Anyone identified as a close contact of a suspected or confirmed case of Covid-19 are strongly advised to take an LFD test every day for 7 days and continue to attend their setting as normal, unless they have positive test result. Daily testing of close contacts applies to all contacts who are:

			<ul style="list-style-type: none"> ○ fully vaccinated adults – people who have had 2 doses of an approved vaccine ○ all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status ○ people who are not able to get vaccinated for medical reasons ○ people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine ○ The school reviews the case against the Group guidance on <i>COVID-19</i> to establish if it was likely that the infection was contracted as a result of occupational exposure (recorded on iTrent).
		<p>Students contracting COVID-19</p>	<ul style="list-style-type: none"> ● Any student with symptoms of COVID-19 should not attend school and must request a PCR test immediately. The student/parents are instructed to notify the school immediately if a positive result is obtained. ● Where five or more cases occur within 14 days within the same bubble, the school will contact the DfE helpline for advice on any further action required ● A negative result means the student can return to school. ● Where an LFD test returns a positive result: <ul style="list-style-type: none"> ○ If the student is asymptomatic, they must self-isolate for 10 days (or 7 if they have two negative LFD tests taken 24hrs apart on Day 6 and Day 7 and have no temperature). ○ If the student has symptoms, they must arrange a PCR test, and follow the above if positive. If negative, return to school. ○ The school must be notified of the test result in the case of testing from home. ○ Where a student indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must continue to come to school, unless they display one or more of the covid symptoms, or a PCR / LFD test returns a positive result ● Close contact self-isolation of a student will no longer continue if they are under the age of 18 years and 6 months / medically exempt from vaccination. ● Anyone identified as a close contact of a suspected or confirmed case of Covid-19 are strongly advised to take an LFD test every day for 7 days and continue to attend their setting as normal unless they have a positive test result. Daily testing of close contacts applies to all contacts who are: <ul style="list-style-type: none"> ○ fully vaccinated adults – people who have had 2 doses of an approved vaccine ○ all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status ○ people who are not able to get vaccinated for medical reasons ○ people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine ● Children and young people aged 11 and over must wear a face covering in all communal areas in school, during lesson time and when travelling to secondary school unless medically exempt. ● Current national travel guidance must be followed.

		<p>Visitors contracting COVID-19</p>	<ul style="list-style-type: none"> • All visitors will be asked to take an LFD test at home before entering the school. • All visitors must wear a face covering in communal areas, i.e., when moving around the premises, outside of classrooms and in corridors. • Details of any specific local procedures are communicated to all visitors before they come to site. • Parents are advised to drop children off alone, i.e., not to come with partners or family and not to congregate at the school entrance. • Contractors attending while school is operational are notified that the school is operational, and their access requirements will be reviewed on a case by case basis. • All contractors are only allowed on site via pre-notification arrangements with Site Manager. • Central office staff visiting schools are eligible for inclusion in asymptomatic testing but this is not a condition of entry and all normal infection control practices will still be followed. • Community Lets are encouraged to follow local guidance, which will be communicated by the school. • Indoor or outdoor performances to be carried out in line with DCMS guidance for performing arts sector.
<p>Asymptomatic Testing Programme</p>	<p>Staff, Students</p>	<p>Additional measures required to support testing that is carried out in a school that is an asymptomatic testing site (ATS), i.e. not tests that are carried out at home by either staff or students</p>	<ul style="list-style-type: none"> • All testing is carried out in strict adherence to the procedures contained in the “<i>NHS How to Guide: Rapid Testing in Schools and Colleges</i>” (the ‘How to Guide’) • Training – The school has followed the ‘<i>How to guide</i>’. All staff involved in the programme have completed the online training relevant to their assigned role(s) and have been signed off as competent by using the competency assessment templates provided by DfE/UNITED KINGDOM HEALTH SECURITY AGENCY (UKHSA). • Premises – Upon instruction from the DfE to mass test students before returning to school, the main hall will be set up as a testing site. A separate, small meeting room at Reception has also been set up in compliance with the ‘<i>How to guide</i>’. The school has made provision for all materials required as detailed in the same guide. Testing areas are cleaned down before being returned to normal use. General safety of the premises, e.g., condition, slips and trips, is already managed covered in other existing school risk assessments. • PPE – PPE requirements vary by role but will be provided in line with the DfE/UNITED KINGDOM HEALTH SECURITY AGENCY (UKHSA) guidance. All testing staff are trained in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the ‘<i>How to guide</i>’. • Storage of materials – testing kits are stored securely at a temperature between 2°C and 30°C. Prior to use, all reagents will be brought up to 15°C if necessary. Deliveries will be handled in accordance with the school’s existing manual handling procedures. • Waste – all waste generated on an ATS will be disposed of through mainstream waste disposal. • Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the ‘<i>How to guide</i>’ and the linked training modules. • First Aid – the school will ensure that access to first aid provision is possible whenever asymptomatic testing is being carried out. • Monitoring – the school’s Quality Lead/Team Leader verifies the school is ready to test and carry out periodic monitoring to verify that the requirement standards are being maintained. • Testing – tests are self-administered under direction of the testing team. Where additional assistance is required, support staff that have been trained via the ‘<i>How to Guide Videos</i>’ and will administer the swabbing of the student and complete this task on behalf of the student. Only those staff confident in completing the swabs will be asked to do this task. <p><u>Results</u></p>

			<ul style="list-style-type: none"> Participants may return to work or class while awaiting their result. <ul style="list-style-type: none"> Anyone in receipt of a positive LFD test result must to self-isolate for 10 full days (or 7 if they have two negative LFD tests taken 24hrs apart on Day 6 and Day 7 and have no temperature) after the test and get a PCR test if they have Covid symptoms. Those undertaking home tests must report their results to Test and Trace and the school and in the case of a positive result, self-isolate and arrange a PCR confirmation test if they have symptoms.
Suspected / confirmed case in school	Staff/ students	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Student/staff member sent home and instructed to arrange a COVID-19 test. Students with symptoms are isolated in a dedicated room with an open window. Where this is not possible, they are kept at least 2m away from all other persons. If a bathroom is required while awaiting collection this will be cleaned and disinfected immediately after use using normal cleaning products. Cleaning and disinfection of the area is carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings Symptomatic students should either be collected by a family member or walk, cycle or scoot home. Where transport is required, the school will have regard to the principles contained in Use of PPE in education, childcare and children’s social care - GOV.UK (www.gov.uk) PPE, i.e., disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection is supplied for providing care to suspected cases but is only required where 2m separation cannot be maintained. The isolation room is designated as front office 1 (next to reception). Anyone identified as a close contact of a suspected or confirmed case of Covid-19 are strongly advised to take an LFD test every day for 7 days and continue to attend their setting as normal, unless they have positive test result. Daily testing of close contacts applies to all contacts who are: <ul style="list-style-type: none"> fully vaccinated adults – people who have had 2 doses of an approved vaccine all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status people who are not able to get vaccinated for medical reasons people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine
Infection Control (practices)	Staff, Students, Visitors	Operational practices in place to minimise the risk of the spread of infection	<u>Face Coverings</u> <ul style="list-style-type: none"> <u>Secondary</u> <ul style="list-style-type: none"> Reintroduction of the wearing of face coverings by students in Y7 and over and staff and visitors in communal areas, i.e. when moving around the premises, outside of classrooms, corridors. Also to be worn by staff and students travelling on public and school transport (by extension - staff travelling in these vehicles to also wear face coverings)
			<u>Good Hand and Respiratory Hygiene</u> <ul style="list-style-type: none"> Soap and running water or hand sanitiser is readily available. Hands are cleaned by all students, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom. Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary. The school provides tissues and sufficient bins to support disposal of waste. Sanitisation stations are made available throughout the school and always at all entrances into the building. Each classroom has available a bottle of sanitiser and a pack of antibacterial wipes for additional use.

Cleaning

- A cleaning programme is in place showing increased frequency with a focus on touchpoints used by multiple groups in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn for routine cleaning.
- Cleaning following confirmed/suspected case carried out in accordance with UNITED KINGDOM HEALTH SECURITY AGENCY (UKHSA) guidance [COVID-19: cleaning of non-healthcare settings](#)

Grouping and Measures Within Classrooms

Secondary

- Mixing between year groups is minimised and students are encouraged to maintain social distancing within groups
- Mixing in wider groups for specialist subjects, wraparound care, on transport, or in the case of boarding students is managed.
- All staff can operate across multiple classes and year groups but will practise social distancing where possible.
- Students sit side by side and facing forwards where possible.
- Education and care support for those with complex needs is provided as normal.
- Students encouraged to keep distance in their groups
- Staff that provide in class support must adhere to social distancing where possible; where this is not possible, they must adhere to the students personal risk assessment.
- Staff can reference department policies if they are teaching in high-risk areas. These can be provided by Directors of Faculty or from UL subject advisors.
- Staff teaching in high-risk areas i.e., science, DT, Art will need to be aware of the risks within those areas and must consult with the Director of Faculty.
- Directors of Faculty / technicians will need to make sure all high-risk areas i.e., chemical store, Kiln room, prep areas, store cupboard are locked off so staff and students cannot gain access.
- Any dangerous chemicals / material will be stored away under COSHH regulation.
- DOF / technician to audit areas on a weekly basis to make sure risk / hazard are kept to a minimal.
- DOF / technician to make sure all equipment is safely isolated and turn off.
- DOF / technician to make sure all dangerous tools are locked away.
- Teachers must not use any equipment unless trained to do so.

Measures Elsewhere

- Groups are kept apart where possible. Assemblies are held one group at a time.
- Break and lunch procedures are in place to minimise mixing of students across year groups.
- Students will enter and exit through 2 different entrances.
- R and R will remain in place with specific desks for year groups. A log will be taken of any student going to the toilets.
- Fire evacuation procedures will remain in place and students will register in their year group areas.
- Domestic residential educational visits can resume from 17 May, but national guidance will be followed when planning trips.

Other Considerations

- Specific assessments are carried out for those with SEND needs to help with adjustments as necessary.
- Supply/peripatetic teachers can move between schools but will minimise contact and socially distance as much as possible.

			<ul style="list-style-type: none"> Specialist staff e.g. therapists work as normal. Parents are informed of the processes in place for drop-off and collection, including discouraging gathering at the school gates. Dual registered children can attend, but the two settings will liaise to agree controls. Equipment: <ul style="list-style-type: none"> Personal items, e.g., pens and pencils will remain individual Classroom resources are used freely within the bubble/group, but are subject to cleaning where possible
			<p><u>Public Transport</u></p> <ul style="list-style-type: none"> Walking, cycling, scooting to and from school are all promoted Where transport is required the school will have regard to the principles contained in Use of PPE in education, childcare and children's social care - GOV.UK (www.gov.uk)
Infection Control (premises)	Staff, Students, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> Room capacities considered to ensure spaces cannot suddenly become overloaded by persons from different groups e.g. print rooms, lifts etc. The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to 'fresh air' mode where possible. Single room systems continue to operate as normal. Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room. Non-fire doors are propped open to support ventilation and to remove the need for hand contact. All staff, students visitors need to wear face covering in communal spaces and students must wear facemasks during lesson time unless medically exempt.
Delivery of 'higher risk' subjects	Staff, Students	Delivery of lessons such as science, D&T, Drama and PE require students and staff to work in close proximity thereby increasing the risk of infection	<ul style="list-style-type: none"> Subject leads continually review their departmental risk assessments against sector specific guidance for the planned activities and update these accordingly. <ul style="list-style-type: none"> CLEAPSS guidance referred to in planning science, D&T and Art AfPE and national governing body guidance referred to in planning physical activities Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama <p>Music and Drama</p> <ul style="list-style-type: none"> Consistent groupings are maintained wherever possible. Singing and wind instrument playing takes place in in larger rooms with players, singers, and any other persons 2m apart, and with ventilation maximised. Choirs and ensembles will only take place where social distancing and high levels of natural airflow can be maintained. Wind players positioned so that air is not blown into another player. Backing tracks/accompanying music operated with volume levels as low as possible. Robust handwashing practised before and after handling equipment/instruments.

			<p>Physical Activity</p> <ul style="list-style-type: none"> • Consistent groupings maintained • Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised. • Use of external facilities is risk assessed on a case-by-case basis. • Physical activity is encouraged at break and lunch time where it can be carried out within year groups. <p>Educational Visits</p> <ul style="list-style-type: none"> • Trips can proceed but in line with national guidance. • School to consider national guidance when planning international educational visits.
Anxiety, Stress and Worry	Staff, students (parents indirectly)	Those coming to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> • The workforce and any Union reps have been involved in the development of this risk assessment and associated control measures • This risk assessment and its findings have been shared with staff and published on the school website • Staff have access to Group's occupational health and counselling service • Regular line management meetings are held with welfare being a major consideration in discussions. • Staff reminded regularly of access to Group's occupational health and counselling service. • PowerPoint shared with students on first morning to talk through expectations/wellbeing/safeguarding. • Students/staff given opportunity to share any concerns on a daily basis. Staff to contact Christian Down.
Intimate Care/Higher Dependency Students	Staff, Students	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<p><i>WE CURRENTLY HAVE NO STUDENTS WHO WOULD REQUIRE THIS LEVEL OF INTERVENTION</i></p> <ul style="list-style-type: none"> • Staff who care for higher dependency students to use PPE as they would do normally for providing care in line with children's needs
Failure to Follow Local Rules	Staff, Student, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> • Risk assessment developed in collaboration with staff and Union reps and shared with all parties. • All staff reminded of their duty to follow these control measures and to support staff or students who may fail to follow these in a constructive manner. • Transgressions will be escalated through existing behaviour/disciplinary arrangements. • Staff briefings are held with a regular reminder of the need to abide by current legislation and recommendations. <p>BREAKING OF RULES</p> <ul style="list-style-type: none"> • Behaviour policy updated to reflect tightened measures, in particular failure to follow COVID procedures. • Students will be moved to the R and R room for rest of the day or may be FTE. Parents will be contacted. If a FTE results, then a dedicated member of staff will conduct these meetings.

			<ul style="list-style-type: none"> • Visitors will be managed according to local arrangements in place. • Staff will be reminded of school rules, if continual deliberate breach then staff member will be asked to speak with the Principal and then may be asked to work from home and further actions taken. • There is a teaching companion in every classroom for the teacher to refer too.
The School Lapses in Following National/Group Guidelines and Advice	Staff, Student, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> • Central office to ensure that Coronavirus pages on the Hub are kept updated. • Important updates/changes included in CEO's Heads Bulletins. • Regular key guidance updates issued by Group H&S Manager. • Principal to ensure that all relevant guidance is followed and updated on website. • Senior Leaders keep themselves up to date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and UNITED KINGDOM HEALTH SECURITY AGENCY (UKHSA) and review this risk assessment accordingly. • The LGB is kept informed on changes in guidance and the school's approach.
Other Risk Assessments	Staff, Students	Other risk assessments that aren't updated and therefore become invalid	<ul style="list-style-type: none"> • Extra-curricular provision is carried out in line with the principles outlined in this risk assessment. • Full risk assessment completed by Caterlink and this has been checked off by Business Operations Manager. • Site team training records are up to date and can be viewed by Principal at any stage. • Key premises risk assessments reviewed to ensure they remain valid, e.g., fire risk assessment, manual handling, COSHH if new chemicals are brought in. All risk assessments and procedures are still relevant and up to date. • Transitional/Taster/Open days can take place in line with system of controls/infection control practices.
Temporary Home Workers	Staff	Staff working from home having DSE issues, accidents or suffering wellbeing or stress issues	<p>DSE</p> <ul style="list-style-type: none"> • Staff can take home the needed equipment and chairs from offices/classrooms. • Guidance on setting up a suitable workstation provided on HSE website. • Additional equipment needs are reviewed on a case-by-case basis. <p>First Aid/Accidents</p> <ul style="list-style-type: none"> • Any accidents to be logged onto ARMS and line manager to be notified. <p>Wellbeing/Stress</p> <ul style="list-style-type: none"> • Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section. • Managers to maintain regular contact with their employees, preferably by video link / phone call.

Assessment completed by:	Christian Down	Date:	6 th January 2022	Date of next review:	Ongoing
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