

Risk Assessment – COVID-19 (v5)		September 2021	Castle View Academy
Responsible Person	Christian Down		
Other Persons Involved	Dave Nutland – CVA Site Manager, Ben McDonagh – Trade Union representative, Michelle Granger – Cluster Business Manager, Arlene Gajdus – Business Operations Manager, Adrian Tucker – Vice Principal, Rachel Hesketh – Vice Principal, Phil Harris-Bridge – Chair of Governors		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Schools coronavirus (COVID-19) operational guidance (17 August) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (17 August) • DfE - Safe working in education, childcare and children's social care (20 July) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (10 February) • NHS - Test and Trace – How it works (11 January) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (19 July) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary) 		

Covering staff and pupil H&S for the reopening of schools from 6th 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) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
- 2) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 3) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- 4) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 5) Keep occupied spaces well ventilated

In specific circumstances

- 6) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 7) Promote and engage in asymptomatic testing, where available

In response to any infection

- 8) Promote and engage with the NHS Test and Trace process
- 9) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
- 10) Contain any outbreak by following local health protection team advice

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 Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • An individual RA is available for those who feel they may be at higher risk from infection • Staff who are required to quarantine having recently visited a county outside the common travel area will not come into school • Any other staff who are not required in school and who can continue to work from home will do so • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 PCR test. • Where the PCR test returns a positive result: <ul style="list-style-type: none"> ○ The staff member must notify the school of the test result immediately ○ The staff member self-isolates in line with self-isolation guidance ○ The school will review the case against the Group guidance on COVID-19 and ARMS. • If the test result is negative the staff member can return to school when they feel well enough to do so. • Staff are encouraged to continue twice weekly home testing in line with PHE/DfE guidance whenever they are due to come into school • Any fully vaccinated staff identified as close contacts of a positive case are advised to carry out a PCR test and are also advised to carry out an LFD test each day prior to attending work
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of COVID-19 is told to self-isolate and undertake a PCR test. • The pupil/parents are instructed to notify the school of the test result. • A negative PCR test result means the pupil can return to school. • Anyone having to go home will be encouraged to not use public transport where this is applicable • Clinically extremely vulnerable pupils can attend unless under specific medical advice not to do so • Pupils/children who are required to quarantine having recently visited a county outside the common travel area must not come into school • Secondary pupils will be invited to take two asymptomatic tests at the school's on-site testing centre prior to the start of the new year. After this, Secondary pupils are encouraged to continue twice weekly testing in line with PHE/DfE guidance. • Where an LFD test returns a positive result the pupil will self-isolate and be advised to arrange a PCR test, continuing to self-isolate if the result is positive.

		Visitors contracting COVID-19	<ul style="list-style-type: none"> • Details of any specific local procedures are communicated to all visitors before they come to site. • All contractors only allowable on site via pre-notification arrangements with Business Manager • Visitors will wear face covering when moving around school • Visitors record maintained on separate Inventory system detailing name and contact details to be held on file for 21days • Community Letts making use of school premises will be exempt from the legal requirements around face coverings on those premises provided that the school group is in a private room or has exclusive use of the premises
Asymptomatic Testing Programme	Staff, Pupils	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 pupils	<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/PHE. • Premises – The School theatre has 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. 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. • Signage – the testing area has been clearly demarcated to support flow and to prevent unauthorised entry. • Logistics – 1st test = Students arrive via student entrance at designated time and follow one way system in testing centre. They will wait for results whilst waiting outside. If weather is not suitable students wait in the R and R room. 2nd and 3rd test – students will be brought to the theatre by Pastoral team and follow one way system in to Hall to be tested and exit the Hall via the side door to avoid any crossover. • PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE 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 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school’s existing manual handling procedures. • Waste – Healthcare waste contracts have been established and the Site Manager will ensure that waste streams are not contaminated and that all waste is removed from site in a timely manner. • 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 start testing 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 ‘How to Guide Videos’ 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. • Anyone in receipt of a positive LFD test result needs to self-isolate for 10 full days after the test.

			<ul style="list-style-type: none"> 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
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Pupil/staff member sent home and instructed to arrange a COVID-19 test. The school may provide a PCR test kit where doing so may increase the likelihood of a test being completed. Pupils 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 pupils 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 Safe Working in Education Childcare and Children's Social Care Settings Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if the symptomatic person subsequently tests positive, they develop symptoms, they are instructed to do so by Test and Trace or PHE, or they test positive from an LFD test as part of a community or worker programme. 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)
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Face Coverings</u></p> <ul style="list-style-type: none"> <u>Secondary</u> <ul style="list-style-type: none"> Adults and pupils will wear face coverings when moving around the premises, in corridors, communal areas and in areas where social distancing cannot be reliably practised (subject to any exemptions and not during exercise or strenuous activity) Pupils will be strongly recommended to wear face coverings in classrooms where social distancing cannot be reliably practiced. Teaching staff will wear face coverings in classrooms where social distancing cannot be reliably practiced. All classrooms will have a designated 'safe zone' that allows a teacher to remove their face coverings and still maintain social distancing <u>All</u> <ul style="list-style-type: none"> All pupils and staff will be supplied with a face covering on their return Each morning face coverings will be checked and reissued to any student who has not brought one. All students and staff who are medically exempt from wearing a face covering will be issued with a bronze star Face coverings are required by law for those >11yrs using public transport. The school supports safe disposal and hand hygiene practices for those arriving with these The school holds a small supply of disposable face coverings Pupils, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene

		<p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> • Soap and running water or hand sanitiser is readily available • Hands are cleaned by all pupils, 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 • ‘Catch-it, bin-it, kill-it’, promoted throughout school and on TV’s. • The school provides tissues and sufficient bins to support disposal of waste. • The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. • Sanitisation stations are made available throughout the school and always at all entrances into the building. • Each classroom has available a tub of sanitiser wipes and a bottle of sanitiser for additional use <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces 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 PHE guidance COVID-19: cleaning of non-healthcare settings <p><u>Grouping and Measures Within Classrooms</u></p> <ul style="list-style-type: none"> • <u>Primary and Secondary</u> <ul style="list-style-type: none"> ○ Consistent grouping practised as much as possible ○ Mixing between groups is minimised and secondary pupils 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 pupils is managed ○ All staff can operate across multiple classes and year groups but will practise social distancing where possible. ○ A record is made of group/bubble composition and any close contact that takes place between children and staff in different groups ○ In secondaries, staff endeavour to remain at the front of the class, 2m away from each other and children ○ Pupils 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, and they will be expected to remain in the same seat at all times during lessons. • 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 they 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 pupils cannot gain access.
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		<p><u>Measures Elsewhere</u></p> <ul style="list-style-type: none"> Groups are kept apart where possible. Assemblies/worship are held one group at a time. Timetabling reviewed to keep groups apart and minimise movement around the site as much as possible. Break and lunch procedures are in place to minimise mixing of groups with dining hall surfaces cleaned before groups are allowed to sit down. Staff spaces are reviewed against the guidance on Office and Contact Centres to support distancing and hygiene Staff workroom use is minimised except where social distancing and enhanced cleaning can be reliably practised. Designated start / end times for bubble groups have been implemented to avoid large numbers attending at the same time Year groups taught in zones, with students remaining in classrooms and staff moving where possible between lessons. Zones will be marked using coloured lines outside. These will be linked to the student badge – detailing the student year group Student will enter and exit through 3 different entrances R and R will remain in place with specific desks for year groups – these will be cleaned down thoroughly in between. 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. We will evacuate one floor at a time in the fire drill to ensure minimising mixing (in a real fire the risk from fire takes precedence).

			<ul style="list-style-type: none"> Domestic residential educational visits can resume from 17 May. Children should be kept within their groups while on visits.
			<p><u>Other Considerations</u></p> <ul style="list-style-type: none"> 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. 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 Resources shared between groups are cleaned frequently, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). Outdoor play equipment is cleaned more frequently Pupils are advised to limit the amount of equipment they bring to school Resources can be taken home by pupils and staff and are subject to the same rules re cleaning and rotation as above.
			<p><u>Public Transport</u></p> <ul style="list-style-type: none"> Steps are taken to depress demand at peak times (Stagger start/finish times) Walking, cycling, scooting to and from school are all promoted Face coverings are required by law on public transport for all over 11 years old.
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> Any unnecessary furniture removed to aid distancing between groups Demarcation of playground spaces, classrooms and offices where social distancing controls are difficult to manage Room capacities considered to ensure spaces cannot become suddenly overloaded by persons from different groups e.g. print rooms, lifts 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

			<ul style="list-style-type: none"> • 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 need for hand contact • Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> ○ Work back-to-back ○ Install screens between workstations ○ Developing a rota so that staff don't have to work together • <i>Covid-19 Secure in 2020</i> poster displayed in various places across the school
Delivery of 'higher risk' subjects	Staff, Pupils	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p>	<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. Where possible outdoors if the weather permits. • 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. • Microphones used where possible and amplification is required; if shared they are cleaned between each user • Performances with an audience to not take place at this time. • Robust handwashing practised, before and after handling equipment/instruments • Any shared equipment is cleaned regularly and always between users <p>Physical Activity</p> <ul style="list-style-type: none"> • Consistent groupings maintained • Equipment thoroughly cleaned between groups • Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised • Use of external facilities is risk assessed on a case-by-case basis • Team sports only carried out where NGB has published guidance on how this can be carried out safely and with this guidance implemented

			<ul style="list-style-type: none"> • Inter-school sport to not take place • Physical activity is encouraged at break and lunch time where it can be carried out within existing groups and with any equipment pr <p>Educational Visits</p> <ul style="list-style-type: none"> • Secondary – Trips will not take place at this time.
Anxiety, stress and worry	Staff, pupils (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 online staff briefings are run where the operational functions are shared and where specific projects are run all involved personnel are involved in group discussions. • Regular line management meetings are held with welfare a major consideration in discussions • Staff reminded regularly of access to Group's occupational health and counselling service. • Risk assessment published on the school website • PowerPoint shared with students on first morning to talk through expectations/wellbeing/safeguarding • Town Hall to parents and also to students before return to ask any questions • Students/staff given opportunity to share any concerns on a daily basis. Staff to contact Christian Down
Intimate Care/Higher Dependency Pupils	Staff, Pupils	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 providing intimate care to use PPE as they would do normally for providing care in line with children's needs • No specific PPE is required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section).
Failure to follow local rules	Staff, Pupil, 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 pupils 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 • Pupils – 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 the VP will conduct these meetings.

			<ul style="list-style-type: none"> • Visitors – asked to leave site immediately/Police contacted where necessary. Will be made clear to parents/carers that we are not allowing visitors to school – signage on front reception and displayed in website • Staff – Will be reminded on 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 • Student not wearing facemasks in communal will not be sanctioned but issued a letter informing parents of their child choice in the matter and to speak with them (no power of exclusion in guidance)
The school lapses in following national/ group guidelines and advice	Staff, Pupil, 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 • Headteacher to ensure that all relevant guidance is followed and communicated to staff • Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly • The LGB is kept informed on changes in guidance and school approach
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> • Extra-curricular provision/wraparound care is carried out line with the principles outlined in this risk assessment • Fire safety procedures have been amended to support COVID-19 infection control arrangements • Staff training schedule monitored and any slippage identified and managed • Full risk assessment completed by Caterlink and this has been checked off by Business 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, and open days can take place but need to be risk assessed and carried out 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 are allowed to take home peripherals and chairs from office • 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.

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	Christian Down	Date:	2 nd March 2021	Date of next review:	19 th April 2021
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