

Risk Assessment for Autumn Term - Educational settings				
Completed by: Sarah Hall		Date created: 20/07/2020 Date Last updated: 01/09/2021		
Next Review Date: 1 <sup>st</sup> January 2022				
<b>Applicable to:</b> Pupils Parents/ carers Visitors Staff Governors Venn Staff		This risk assessment is based on the subsequent Government guidance that was published to support schools and the country to reduce the transmission of Covid <a href="https://www.gov.uk/government/guidance/schools-covid-19-operational-guidance">Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</a>  Links to other relevant information can be found at the end of this risk assessment		
Hazard / Risk (without controls)	Who is at Risk?	Risk Low – Medium – High <i>see risk matrix table</i>	Control Measures	Residual Risk score Low – Medium - High
Spread of infection	All stakeholder groups	High	<u>Hygiene</u> <u>Education</u> <ul style="list-style-type: none"> <li>Regularly communicate good hygiene practices to parents through a variety of media including Twitter, newsletters, letters, emails and the Academy website, encouraging parents to support the education of handwashing with their children at home</li> <li>Posters to be displayed throughout school to support the education of children, staff and visitors.</li> <li>Regular assemblies to children to promote handwashing and good hygiene using NHS guidance videos</li> </ul> <u>Respiratory Hygiene</u> <ul style="list-style-type: none"> <li>Apply catch it, bin it, kill it for coughs and colds.  <a href="https://www.youtube.com/watch?v=BEJHHuT9_ig&amp;feature=youtuve">https://www.youtube.com/watch?v=BEJHHuT9_ig&amp;feature=youtuve</a> </li> </ul>	Medium

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- Classroom windows and internal doors will be kept open to aid ventilation and when rooms are empty windows may be opened further and doors to corridors will be left open for better air flow.
- A separate bin is provided in every work area for used tissues and these are sanitised daily.

#### Handwashing and Hand Sanitising

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

- Increased availability of hand washing and sanitising facilities throughout school.
- PE coaches to be provided with a hand sanitiser
- All adults and children will sanitise their hands-on entry and exit of the building. Hand sanitiser will be available at all entry and exit points. Alternatively, in the event that hand sanitiser is not available, water and soap must be used.
- All adults and children to wash hands or use hand sanitiser frequently throughout the day.
- Hand sanitisers will be refilled every day, and these may be sent to the office to be refilled during the day.
- Teachers will plan for children to wash their hands at the following key times (1) entry to the building, (2 ) before and after AM playtime (3) before lunch time (4) after lunch time (5) end of the day. Hand sanitiser and soap will be provided by school. Children will not bring their own.
- Adults should plan their own times to wash hands. If in class, this should be carried out at the same time as the children, modelling good hand washing technique.

			<p>Staff to reinforce good hygiene with the children through lessons and information to be regularly sent out to parents.</p> <p><b><u>Cleaning</u></b></p> <p><u>General Cleaning services</u></p> <ul style="list-style-type: none"> <li>• Increased general cleaning services throughout the week through Metro Clean and school staff – new guidance given to cleaners and staff</li> <li>• The clear desk policy at the end of the day will be adhered to, this will enable Metro clean staff to thoroughly clean surfaces at the end of the day.</li> <li>• It may be deemed necessary to wipe tables in the middle of the day – this should be carried out by the staff using the cleaning packs provided in each classroom.</li> <li>• If cleaning packs in rooms are running low, it is expected that staff ask for replacements in good time</li> <li>• Doors and windows will be propped open where possible for ventilation and so that door handles do not need to be used</li> <li>• Bins will have lids in order to contain used tissues etc</li> <li>• All computers in the ICT suite or Ipads should be cleaned with a wipe before a child uses the equipment.</li> </ul>	
			<p>Staff will open doors and windows further during playtimes and lunchtimes to allow for more ventilation, if required,</p> <p><u>Cleaning Services (Metro Clean)</u></p> <ul style="list-style-type: none"> <li>• All rooms will be ‘deep cleaned’ again during the half term and end of term holidays and maybe carried out at other times of the school year if deemed necessary.</li> <li>• Metro clean will be given guidance as to which areas are priority to be cleaned thoroughly every day.</li> <li>• Any staff may ask for an extra clean of their room if there are any concerns.</li> </ul>	

	<u>The</u>	<u>Curriculum</u>		
<ul style="list-style-type: none"> <li>• The remain</li> <li>• Children</li> <li>• PE will as</li> <li>• Singing</li> <li>• In the</li> <li>• PE</li> <li>• PE</li> </ul>	<p>pupils will of the will be take possible, will only event of coaches</p>	<p>receive a highest of taught in place outside however, the take place in poor equipment will ensure equipment</p>	<p>broad and balanced curriculum and all subjects will be taught. The quality of the curriculum standard. their classroom, apart from PE and ICT as much as possible. We ask parents to follow the normal school PE uniform guidance as school allows children to wear jogging bottoms and jumpers for cold weather. class with all children facing forward. weather conditions, the school hall will be used for PE will be cleaned regularly hands are sanitised before and after PE lessons.</p> <ul style="list-style-type: none"> <li>• Equipment – teachers will need to plan ahead for the use of equipment to ensure the will be available when needed i.e. instruments, I pads, PE equipment</li> </ul>	<p>will much</p>
<p><u>Rooms</u></p> <ul style="list-style-type: none"> <li>• Classes</li> </ul> <p>Clean)</p>	<p>will</p>	<p>remain in thoroughly</p>	<p>their own classroom the majority of teaching, apart from PE, music and computing.</p> <ul style="list-style-type: none"> <li>• Computing will take place in the computer suite. The computer suite will be wiped before use (by a member of support staff or by the children) and/or at the end of each day</li> </ul>	<p>down (Metro</p>

### Resources and classroom setup

- All necessary equipment and resources for the school to provide a broad and balanced curriculum will be returned to classrooms or accessible centrally.
- Any unnecessary items will be removed from classrooms and stored in cupboards
- Normal classroom set up will apply in EYFS
- Staff will use their own resources where possible and not share with other adults – ie ipads, pens
- Staff will 'clean down' touched surfaces and equipment when deemed necessary.
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### Uniform

- Staff and children will follow the school dress code/uniform policy
- On their PE day the children from Year 5 and 6 will wear their PE kit to school and remain in it for the day (see information above regarding PE uniform expectations)

<p>stored</p> <ul style="list-style-type: none"> <li>• In FS2</li> <li>• Children             <ul style="list-style-type: none"> <li>○</li> <li>○</li> </ul> </li> </ul> <p>Teachers to</p>	<ul style="list-style-type: none"> <li>• In on their children should coat back pack             <ul style="list-style-type: none"> <li>○ a</li> <li>○ All hanging</li> </ul> </li> </ul> <p>be on the</p>	<p>years 1 – 6</p> <p>peg in the will remain in only bring containing named water items will up their</p> <p>playground</p>	<p>children have their own PE kit which they will change into in their classroom and will be cloak room.</p> <p>their school uniform for their PE lesson.</p> <p>essential items to school which include:</p> <p>reading book / homework book etc ○ Lunch box/bag (if bring a packed lunch)</p> <p>bottle remain in their cloakroom/classroom and the pupils will be supervised when coats and bags</p> <p>from 8:40am</p>	
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			<p><u>Accessing the main school reception</u></p> <ul style="list-style-type: none"> <li>We ask that parents avoid coming to the school reception/office unless absolutely necessary.</li> <li>Parents will be encouraged to contact the school via phone or email where possible</li> <li>Queries will be dealt with by phone or email at <a href="mailto:ml-admin@vennacademy.org">ml-admin@vennacademy.org</a></li> <li>In the school office only one family/visitor should be present in the reception area at any one time.</li> </ul> <p><b>Attendance</b></p> <p>Children and adults <b>should not</b> attend the school setting if they:</p> <ul style="list-style-type: none"> <li>have coronavirus symptoms – they should follow this guidance <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stayat-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stayat-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>Have tested positive in the last 7 days</li> <li>Been in contact (within the last 48 hours) with someone who has been confirmed positive as having coronavirus (Test and Trace should inform the adult of this).</li> <li>Live with someone who is displaying Coronavirus symptoms and is waiting for their test result.</li> <li><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stayat-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stayat-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>All children and adults displaying coronavirus symptoms should be tested immediately <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>. The school should be informed of the results of the test as soon as the results are available.</li> <li>If a child/adult remains at home for one of the above reasons, normal absence protocol should be followed, and the school should be contacted immediately.</li> </ul>	
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			<ul style="list-style-type: none"><li>• Children and adults in the 'bubble' do not need to isolate initially. However, if the test</li></ul>	
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			<p>result comes back as positive the 'bubble' will be informed and will then be required to isolate.</p> <ul style="list-style-type: none"><li>• If a child or adult subsequently develops symptoms, he/she will then isolate according to government guidance.</li></ul>	
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		<p><b><u>Limiting interactions between adults/children</u></b></p> <p><b><u>Social Distancing - general</u></b></p> <ul style="list-style-type: none"><li>• Social distancing in a school setting is difficult, however where possible it will be applied.</li></ul>	Medium
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			<p><b><u>Staff medical assessment</u></b> Risk assessments, upon request, are in place for adults who have been identified as being vulnerable</p>	Medium
			<p><b><u>Personal Protective Equipment (PPE)</u></b></p>	Medium

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			<p><u>Intimate care</u></p> <ul style="list-style-type: none"> <li>'routine' PPE will be worn to deal with intimate care situations i.e. nappy changing (disposable gloves and apron)</li> </ul> <p><u>PPE - Face coverings</u></p> <ul style="list-style-type: none"> <li>Visitors may choose to wear a visor/face mask when in the buildings.</li> <li>Disposable face coverings will be placed directly into a lidded bin</li> </ul> <p><u>Other</u></p> <p>A face covering, disposable gloves and apron are available for the following situations</p> <ul style="list-style-type: none"> <li>Child/adult displaying symptoms of coronavirus</li> <li>Gloves and aprons will be available to any member of staff when carrying out cleaning</li> <li>PPE is provided when a member of staff is administering first aid</li> </ul>	
			<p><u>Virtual communication technologies</u></p> <ul style="list-style-type: none"> <li>MS Teams/Zoom to be used for meetings and training where possible</li> <li>If a child is unable to attend school due to coronavirus related issues, we will send work home to the child either through virtual means or printed copies. This will be provided within 24 hours of a parent reporting that their child is self-isolating</li> <li>Laptops will be provided to support pupils with home learning</li> </ul>	Medium

		<p><b><u>COVID-19 symptom identification and reporting</u></b></p> <p><u>Development of Coronavirus symptoms during the school day:</u></p> <p><u>Child</u></p> <p>If child present in the school setting develops coronavirus symptoms <a href="#">coronavirus (COVID-19) symptoms</a>, during the school day, the following procedure will be followed:</p> <ul style="list-style-type: none"> <li>• Removal of the child to the 'First Aid Room'</li> <li>• PPE (gloves, apron and face mask) will be readily available in this room if the supporting adult needs to remain with the child to support his/her wellbeing and is unable to maintain a 2m distance</li> <li>• The child's parents/carers will be contacted to collect the child immediately</li> <li>• The child will remain in the room (if possible) until parents/carers arrive.</li> <li>• If the child needs the toilet whilst waiting to be collected, the child should be allowed to do so using the toilet in the First Aid room.</li> <li>• Window and door in the First Aid room should be opened</li> <li>• The room will be cleaned down thoroughly by the member of staff once the child has left.</li> <li>• The child's belongings will be brought to them in the First Aid room. The child will only leave the First Aid room once ready to leave the school building.</li> </ul>	Medium
		<ul style="list-style-type: none"> <li>• Once the child's parents/carer arrive he/she will be supported/guided to the front office and taken home immediately by the parent/carer.</li> <li>• The adult who has supported the child can remain in school, unless he/she starts to display symptoms. The adult should ensure he/she washes their hands thoroughly (see handwashing guidance) and may go home to shower and change their clothes if they request to do so</li> <li>• If the child tests positive for coronavirus, other children and staff in the child's allocated 'bubble' will be informed but the child's name will not be mentioned.</li> </ul>	

			<ul style="list-style-type: none"> <li>Parents are expected to organise a test for their child, however there will be a small number of testing kits available from school in the event that a test cannot be organised.</li> <li><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stayat-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stayat-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> </ul> <p><u>Adult</u></p> <ul style="list-style-type: none"> <li>As above.</li> <li>A discussion will be held with the adult to ascertain whether school should contact a family member/friend to collect.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>The First Aid room will be cleaned according to this guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-nonhealthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-nonhealthcare-settings</a></li> <li>In the event of a positive case of Coronavirus this will be reported to the South Yorkshire Health Protection Team (HPT) <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a></li> </ul>	
			<p><b><u>Education of adults and children</u></b></p> <p>Develop understanding of the following aspects through teaching, reminders, communication</p> <ul style="list-style-type: none"> <li>handwashing practices</li> <li>Hands, face, space</li> <li>catch it, bin it, kill it</li> </ul>	

			<ul style="list-style-type: none"> <li>• Coronavirus</li> <li>• Routines for hygiene in school – regular handwashing times, not sharing resources and why.</li> </ul> <p>All of the above will be done with care and kindness</p>	
Negative effects on Mental Health and Wellbeing		High	<p><b><u>Staff</u></b></p> <ul style="list-style-type: none"> <li>• Share the VENN Wellbeing policy and refer staff to the support section</li> <li>• Regular health and wellbeing checks on staff by line manager</li> <li>• Health and wellbeing check for all staff as part of appraisals</li> <li>• Wellbeing board in the staff room</li> <li>• Weekly agenda item on staff briefing and staff meeting regarding wellbeing</li> <li>• Weekly meetings for leaders with H&amp;W of staff an agenda item</li> <li>• Support from VENN HR partner, Lynsey Cook</li> </ul> <p><b><u>Children</u></b></p> <ul style="list-style-type: none"> <li>• PSHE, Health and wellbeing resources to be shared with children through the academy website</li> <li>• The curriculum for all children will be supported by SEMH activities</li> <li>• The school will use the wellbeing resources produced by Mentally Healthy Schools</li> <li>• There will be a weekly PSHE lesson in every classroom</li> </ul>	Medium



<p>Communication issues</p>		<p>Medium</p>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>Weekly Monday briefing through FED briefing and morning minutes to be delivered either through teams or in the hall</li> <li>Continued drive towards a reduction in emails. Where possible information to be shared through Monday briefing in the hall.</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li><a href="mailto:ML-admin@vennacademy.org">ML-admin@vennacademy.org</a> email address and the academy telephone number to be used by parents to communicate with teachers and school leaders</li> <li>Twitter, academy website, text, newsletters, email and telephone calls will be used by staff to communicate with parents</li> </ul>	<p>Low</p>
			<ul style="list-style-type: none"> <li>Any parental concerns will be dealt with promptly, with a response made within 48 hours by the appropriate adult.</li> <li>Staff email addresses <u>will not</u> be communicated to parents</li> <li>Regular updates to parents through the school website</li> </ul>	
<p>Information</p> <p>COVID-19 staff reminder guide  <a href="#">COVID-19 STAFF SAFETY REMINDER GUIDE</a></p>				
<p>Head of School</p>	<p>Sarah Hall</p>	<p>Signature </p>	<p>Date 1/09/21</p>	