

# Transmission of Coronavirus within the School Premises – Minimum Occupancy January 2021

## - RISK ASSESSMENT during National Lockdown

<b>LOCATION:</b> Forest Lodge Academy	<b>DEPARTMENT / TEAM:</b> All building users	
<b>WHO IS AFFECTED BY THE RISKS?</b> All building users	<b>HOW MANY ARE AFFECTED?</b> Up to 76 staff members and up to 623 pupils During minimum occupancy – less numbers on site staff on rota 25 staff and up to 130 pupils	<b>REF:</b> COV- RA5
See end of template for explanation of hazard, risk, control measures, severity, likelihood, risk rating.		

HAZARDS	EXISTING CONTROL MEASURES	RISK RATING			ADDITIONAL CONTROL MEASURES REQUIRED	BY WHOM & WHEN	DATE COMPLETED
		S	L	RR			
<p><b>Section 1: public health advise to minimise the spread of Coronavirus</b></p> <p><b>Virus Spread (via airborne aerosol droplets – coughing and sneezing)</b></p>	<p><b>SOCIAL DISTANCING</b></p> <ul style="list-style-type: none"> <li><b>Social distancing</b> is in place in order to reduce airborne transmission risk as per current government guidance. During minimum occupancy less personnel and pupils/less parents social distancing easier</li> <li>This includes: - Staff / Parents / visitors asked to all wear masks when on site. Staff in communal / congested areas to wear a mask/visor or both where appropriate. In class staff to wear visor/mask for close contact work or when appropriate during teaching times – reminders continuously communicated by text / email – all staff issued with visors to minimise risk.</li> <li>Parents informed that staff will not communicate face to face with them at staggered drop off and collection times unless they are wearing a mask and practice social distancing. This would then have to be done through email or telephone. Reminders regularly sent through text and in newsletters</li> <li>Masks to be worn by all staff personnel in communal areas and when meeting parents and start/end of day and visor if appropriate</li> <li><b>Lateral Flow testing programme implemented from 26.1.21 for all staff who opt in. The majority have. 2 x weekly testing and reporting to minimise spread and isolate asymptomatic positive cases. Separate RA available on request</b></li> <li>Ensuring staggered lunch sittings for individual year group class bubbles – less pupils on site more time between</li> </ul>	3	1	Med	<p>Staggered times adjusted due to minimal occupancy/users</p> <p>Personnel on site reduced on rota due to minimal occupancy</p> <p>SL / KS</p> <p><b>2 x weekly testing and recording</b></p> <p>New section of pathway between Year 1/2 access to allow for social distancing at start and end times Jan2021</p>	<p>SLT</p> <p>All Users</p> <p>SLT / Class Teachers Parents</p> <p>Class Teachers</p> <p>All site staff</p> <p>SLT</p> <p>Class Teachers</p>	<p>24/08/20 Updated 8/1/21</p> <p>26.1.21</p>



	<ul style="list-style-type: none"> <li>• One-way system in place on site 2 entrances 1 exit at staggered times</li> <li>• Outdoor equipment protocol and appropriate cleaning in place if not their allocated equipment for their bubble</li> <li>• Shared rooms / areas used with much reduced occupancy (This includes areas such as staff rooms and offices)</li> <li>• Maximum room occupancy notices put on communal spaces e.g. staffroom, Intervention rooms, front office – less traffic on site due to minimal occupancy</li> <li>• Timetable of staggered drop-off, pick-up and break times organised and shared with parents and staff and other personnel</li> <li>• <b>Unnecessary visitors not permitted onto the premises</b>, trips cancelled, only essential contractors where appropriate</li> <li>• <b>Visitors</b> that are permitted on to site, will be properly briefed (see visitor section below/ visitor protocol distributed when necessary)</li> <li>• Social distancing protocol in place for parents (e.g. one parent instructed to collect at collection times, this is regularly communicated through weduc and signage)</li> <li>• Use of <b>video/Teams / telephone conferencing</b> where possible.</li> <li>• Parents are not allowed into the school building. Children will be dismissed at their classroom door where possible, in the courtyard, or playground to restrict parental contact</li> <li>• The school office is used minimally to restrict congestion and mixing. Parents informed of partial closure and to communicate through telephone call and email unless emergency</li> <li>• Staff will maintain distance from the children wherever possible, class teaching will be from the front of the classroom where possible</li> <li>• Close face-to-face contact regroup individual work limited times wearing a mask or visor where appropriate and from the side not face to face in class and intervention groups</li> <li>• Measures actively <b>monitored and policed</b> by SLT/ staff as much as feasible, all staff made aware of risks and have been instructed to take ownership of their own behaviours and move away, apart if feel at risk</li> </ul>				<p>During minimum occupancy furniture removed allowing for ease of movement and 2m where appropriate Jan 2021</p>	<p><b>Office Staff</b> <b>All staff personnel</b></p> <p><b>SLT</b> <b>All staff personnel</b></p> <p><b>H+S Team</b></p> <p><b>Class Teachers</b> <b>SLT</b></p> <p><b>CS/JP</b></p> <p><b>Lunchtime staff</b></p> <p><b>H+S team</b> <b>DSLs</b></p>	<p>January 2021</p>
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	<ul style="list-style-type: none"> <li>• Timetables have been reviewed to <b>reduce movement</b> around the school or building</li> <li>• <b>Ill health on site quickly dealt with</b> (identified, contained, collected from site and area clean up executed as necessary) Quarantine room ready as a waiting area for anyone displaying symptoms with appropriate equipment, dependant on circumstance and use a well ventilated quarantine room will be made available if necessary.</li> <li>• <b>Lessons/ Activities</b> to take <b>place outside</b> where possible</li> <li>• <b>Redesign classrooms</b> to facilitate desks that are spaced apart as far as possible_ Years 1-6 Early Years furniture relocated for space around each area. Classrooms to be organised so that desks face the front of the classroom and are 2m apart, ensuring distance between them and the teachers desks. Children will sit side by side at each desk and all children have personal equipment/ pencil cases etc. – further distancing when minimal occupancy due to less number 12-15 per bubble to allow for social distancing when feasible</li> <li>• Protocol in place for pupils to use <b>the same equipment/area</b> where possible. Precautionary cleaning undertaken as necessary</li> <li>• Playground fixed equipment and unsuitable areas closed off with tape</li> <li>• Lunchtime staff instructed to adhere to 2m rule where possible and not to have close proximity contact for a lengthy time</li> </ul> <p><b>FIRE DRILL/ACTIVATION OF FIRE ALARM</b></p> <ul style="list-style-type: none"> <li>• A fire evacuation addendum / protocols have been reviewed and shared with all staff accordingly to ensure that each bubble / year group are at varying assembly points. Fire drills have taken place at wider and minimum occupancy times</li> <li>• Staggered start / end times at all rest times must be adhered to when leaving and re-entering back into the school building / premises to maintain social distancing</li> <li>• Washing of hands etc. still required on entry back into the building after each session</li> </ul> <p><b>PERSONAL HYGEINE</b></p> <ul style="list-style-type: none"> <li>• Staff / pupils should always ensure that they have a <b>fresh tissue close to hand</b>. Box of tissues available in all classrooms.</li> </ul>				Regular reminders of window openings	SLT All building users  Class Teachers  SLT PC	24/08/20 Updated 8/1/21
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	<ul style="list-style-type: none"> <li>• Good respiratory hygiene is followed. 'Catch it, bin it, kill it' and elbow catching actively promoted. Small lidded bins in place in each classroom</li> <li>• Where possible, all spaces are well <b>ventilated</b> using natural ventilation (opening windows, doors) throughout the day where necessary and when unoccupied</li> </ul>					
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<p><b>Section 2: School Operations Risk of Spread</b></p> <p><b>Virus Spread (Surface / object to Person)</b></p>	<p><b>PERSONAL HYGEINE</b></p> <ul style="list-style-type: none"> <li>• <b>Handwashing guidance closely followed regular timetabled throughout the day</b> (e.g. on arrival entering the school, return from breaks, after sneezing, coughing and toilet use, prior to and after eating and regularly throughout the day).</li> <li>• <b>Soap, sanitiser and paper towels</b> are provided (checked and replenished)</li> <li>• <b>Hand sanitiser mounted dispensers available on entry and located around the school building in communal areas</b></li> <li>• <b>All classrooms have a supply of cleaning products anti bac spray</b> gloves and cloths to allow staff to surface clean when appropriate e.g. after lunch</li> <li>• Staff and pupils <b>briefed</b> on the <b>risks from touching face</b>. Staff police this as necessary. Information slide on IWB regarding hygiene protocol to be part of morning routine everyday</li> <li>• <b>Help is available</b> for children and young people who have trouble cleaning their hands independently</li> <li>• Personal hygiene following a day at school is emphasised to staff, visitors and parents</li> <li>• Those with Individual Risk Assessments are to ensure hands are washed every time after shared objects are touched.</li> </ul> <p><b>TOUCHING OBJECTS</b></p> <ul style="list-style-type: none"> <li>• Taught sessions to all pupils about the importance of new procedures and how to follow them, hand washing, staggered ties, reduced contact, touch/objects and surfaces</li> </ul>	3	1	Med	<p>Appropriate COSH RA updated if new stock</p>	<p>All building users Class teachers</p> <p>PC and Team</p> <p>SLT</p> <p>Class Teachers</p> <p>PC Office Staff</p>	<p>24/08/20 Updated 8/1/21</p> <p>24/08/20 Updated 8/1/21</p>
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	<ul style="list-style-type: none"> <li>• Soft furnishings, soft toys and toys that are <b>hard to clean</b> (such as those with intricate parts especially in early years) have been removed</li> <li>• All Equipment now reviewed. Some items removed (touch / key pads)</li> <li>• Electronic signing in system card read only no touch allowed</li> <li>• Each corridor / some year groups / classroom have own toilets others limited to certain year groups- these toilets used even at break and lunch to restrict bubble mixing</li> <li>• Class Teachers and support staff to monitor social distancing queuing or only a few children at a time to be allowed in the toilets / handwashing.</li> <li>• <b>Fixed outdoor play equipment will not be used – taped off ion large new Junior playground. Reception fixed equipment released 26.1.21 due to only 1 bubble being on site.</b></li> <li>• Teachers can mark books but not to be removed from site and ensure regular handwashing between or quarantine if appropriate</li> <li>• Reading books issued and changed after quarantine period</li> <li>• Parents have been told that pupils will be limited in the amount of equipment that they bring in to school each day only essentials</li> <li>• Pupils to wear PE kit on PE days to reduce the risk of changing, mixing etc.</li> <li>• Technology and resources limited to bubbles and if the need to share cleaned and quarantined</li> <li>• Pupils and Parents instructed that birthday treats / sweets are not allowed to be shared between pupils in classes</li> </ul> <p><b>DELIVERIES</b></p> <ul style="list-style-type: none"> <li>• Academy staff will adhere to social distancing from delivery drivers - allow packages to be left – use the delivery entrance limited contact with visor/mask</li> <li>• Staff should sign for deliveries with their own pen</li> <li>• Hands are to be thoroughly washed after handling all deliveries</li> </ul> <p><b>MUSICAL INSTRUMENTS / Peripatetic teaching</b>  Music lessons will continue provided in house or by the peripatetic service the following measures are in place:-  (An individual teacher RA has also been completed)</p>				<p>Reception fixed play equipment released due to 1 bubble being on site and risk of transmission low as outside.</p> <p>Peripatetic strings limited to 2-3 per group and restricted to class/year group bubble</p>	<p><b>All building users</b></p> <p><b>Class Teachers</b></p> <p><b>Parents / Pupils</b></p> <p><b>SLT</b></p> <p><b>CR</b></p> <p><b>Class Teachers</b> <b>PC</b> <b>Office Staff</b></p> <p><b>SLT</b> <b>Music Staff</b></p>	<p><b>26.1.21</b></p> <p><b>24/08/20</b> <b>Updated</b> <b>8/1/21</b></p>
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	<ul style="list-style-type: none"><li>• Each pupil has their own individual instrument, the instrument is wiped down before and after use with a product / wipe</li><li>• The instrument is stored securely in a case with the pupils name on</li><li>• Pupils are regularly reminded not to use other pupils instruments</li><li>• Small groups of children can partake in a music lesson – but they must remain in their protective bubbles as much as possible or T+T in place</li><li>• If the music teacher visits the School – he/she must maintain social distancing at all times and adhere to all hygiene protocols that the academy has in place and be fully aware of the RA</li><li>•  Ensemble teaching (steel pans) can take place within class bubble following the above measures</li></ul> <p><b>CLEANING (Individual Site and cleaning RA available)</b></p> <ul style="list-style-type: none"><li>• <b>Regular targeted cleaning</b> takes place on regular touch surfaces and high traffic areas by the facilities team in line with government guidance (see links section). See Cleaning RA</li><li>• Shared materials and surfaces to be cleaned and disinfected more frequently. Stationery sharing is prevented where possible</li><li>• Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal</li><li>• <b>Deeper cleans</b> initiated where a higher level of risk is identified.</li><li>• <b>A fogger has been purchased to deep clean rooms that are identified – rooms are sealed off for 72 hours before and after</b></li><li>• <b>Regular targeted cleaning takes place on regular touch surfaces and high traffic areas daily</b> by the site team see cleaning RA</li><li>• Academy staff to have <b>access to cleaning resources</b> so they can clean resources and surfaces after being used, these are replenished regularly and a central stock located in HT office if needed</li><li>• All bins are emptied each day</li><li>• Where necessary, cleaning of areas and equipment will take place between group different group / cohort / pupil occupancy</li><li>• Classroom based resources, such as books and games, will only be shared within a class / bubble and will be cleaned regularly</li><li>• Any resources that <b>MUST</b> be shared between bubbles will be cleaned meticulously between uses or rotated to allow 72 hours between use.</li></ul>			Site team informed of high use areas or any changes to timetable to identify cleaning regime	PC Site Team    All staff   All Personnel Site Team    Class Teachers  PC Site Team  Catering Staff	24/08/20 Updated 8/1/21
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	<ul style="list-style-type: none"> <li>Shared sports equipment will be cleaned meticulously between uses.</li> </ul> <p><b>LUNCH-TIME/DINING HALL</b></p> <ul style="list-style-type: none"> <li>When staff take their lunch breaks they need to ensure that they adhere to social distancing at all times and wash their hands before entering back into the classroom</li> <li>Staff must adhere to maximum occupancy signage and extra refreshment rooms have been added onsite to avoid congestion in these break out rooms (small kitchen, staff room, DT room and spare classroom if needed)</li> <li>Lunchtimes to be staggered to avoid congestion, 3 sittings in the hall</li> <li>Reception, Year 1, Year 2 to use the hall at individual times, lunchtime catering staff to clean between each bubble – Upper key stage children to eat and be served in classrooms. Cleaning equipment to be used after lunch sitting by lunchtime staff</li> <li>All children/adults will wash their hands thoroughly before entering the dining hall</li> <li>1 year group bubble per sitting.</li> <li>Children will all access the dining hall within their own bubbles and use dedicated entrances/exits from the hall.</li> <li>City Catering staff have read the school RA and they have their own too.</li> <li>Midday staff will be reminded to adhere to social distancing guidelines between themselves and the children as much as possible</li> <li>Tables and chairs will be cleaned between each bubble’s use by the catering team</li> <li>All areas used for eating must be thoroughly cleaned at the end of each lunch, including chairs, door handles etc.</li> <li>All kitchen waste should be doubled bagged and put in the external waste</li> <li>A seating plan has been designed for the dining area that ensures social distancing is maintained and areas that have been cleaned are allowed time to settle before use</li> <li>Headteacher to liaise with the catering / midday staff on any changes to a pupils dietary requirement</li> </ul>					<p>Lunchtime Staff Class Teachers SLT</p> <p>HT</p>	
<p><b>Section 3</b> <b>Virus Spread</b> <b>(Lack of awareness of the risks)</b></p>	<p><b>SHARING INFORMATION/TRAINING</b></p> <ul style="list-style-type: none"> <li><b>Staff and pupils regularly briefed and updated</b> as our understanding of this risk expands. Plans, measures and arrangements amended as necessary. Weekly HT briefings with PHE and LCC <i>Effective and timely</i></li> </ul>	3	1	Med		HT	24/08/20 Updated 8/1/21



	<p><i>communication is on-going (including with the unions via the central trust).</i></p> <ul style="list-style-type: none"> <li>• Minimum Occupancy guidelines sent to parents with new guidelines issued to lower staff and pupil numbers on site / not as much staggering.</li> <li>• Parents provided with regular <b>updates and advice</b> through school app.</li> <li>• <b>Any visitors</b> on site will be fully briefed with regards to the information within this risk assessment and will be given a copy beforehand of the academy visitors protocol</li> <li>• <b>Staff</b> have all completed the <b>Coronavirus learning module</b> on Flick.</li> <li>• Widespread use of handwashing <b>signs and warning posters.</b></li> <li>• <b>Staff/parents /pupils / visitors</b> understand the need <b>not to attend school if feeling unwell displaying symptoms</b> or believe that they may have been exposed to a person who has symptoms including someone in their household</li> <li>• Reminders shared regarding staff and pupil eligibility for testing if they become ill with coronavirus symptoms, as will members of their households. Leicester centres signposted and leaflet distributed.</li> <li>• Pupils and parents provided with education resources designed to increase awareness of the need for good personal hygiene (e.g. e-bug materials and <u>guidance on hand cleaning</u> ). These are regularly published on school app and facebook</li> <li>• Young children are encouraged to learn and practise good hygiene habits / cleaning methods through games, songs and repetition. Lessons on good hygiene built in to weekly planning especially in early years and lower school</li> <li>• <b>Central Trust</b> provides <b>regular updates</b> to all head teachers in the Trust. This compliments the regular updates received by the <b>DfE</b> and other government sources.</li> <li>• Leicester City council daily extranet updates with appropriate links to local advice.</li> <li>• Staff have access to a wide <b>range of guidance</b> that has been uploaded to a dedicated Coronavirus area of the Trust’s <b>SharePoint</b> site.</li> <li>• All staff and parents reminded of the need <b>not to attend school if feeling unwell</b> or believe that they may have been exposed to a person</li> </ul>					<p>SLT</p> <p><b>Office Staff</b> SLT PC</p> <p><b>All Staff Team</b></p> <p>SLT</p> <p><b>Class Teachers</b></p> <p><b>Central Team</b></p> <p>LCC</p> <p>SLT</p> <p><b>All school community</b></p>	
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	<p>who has symptoms including someone in their household. They will be told that they must:</p> <ul style="list-style-type: none"> <li>- Book a test if they are displaying symptoms</li> <li>- Not to come in to school</li> <li>- Will be sent home to self-isolate for 10 days if symptoms are developed in school</li> <li>- Comply with the NHS Test and Trace Process</li> </ul> <ul style="list-style-type: none"> <li>• Parents will be advised to walk or cycle to school wherever possible and avoid all forms of public transport.</li> </ul>						
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<p><b>Section 4</b> <b>Virus Spread</b> <b>(Additional Staff Specific measures)</b></p>	<p><b>This is in addition to the site wide measures listed elsewhere.</b></p> <ul style="list-style-type: none"> <li>• <b>Clinically Extremely Vulnerable</b> staff will be asked to work from home during this lockdown period if possible and others who cannot work from home will have a personal RA in place.</li> <li>• <b>First Aid</b> - only designated staff who have been briefed on the updated first aid risk assessment should be involved in first aid activity (i.e. within 2 meters). The exception to this is if a serious or life threatening or time critical incident is in progress. All first aiders have completed covid first aid training and this is signed off.</li> <li>• Steps will be taken to ensure the necessary <b>health and safety compliance checks</b> have been undertaken before opening. This includes procedures such as fire evacuation these are ongoing and regular</li> <li>• The Trust H+S lead has carried out a recent audit 1<sup>st</sup> December a substantial assurance level of procedures and RA was found. Recommendations have been acted upon and added to this reviewed RA.</li> <li>• Fire evacuation and invacuation drills have been carried out during wider school opening and minimum occupancy</li> <li>• <b>Rotas</b> - are drawn up in consultation with SLT. Where possible, staff attendance on site is minimised where possible.</li> <li>• <b>Staff contact with suspected cases</b> - Where a teacher has been with a child or another adult who has become unwell with a new, continuous cough or a high temperature, there is no requirement for that teacher to go home unless they also feel unwell with COVID-19 related</li> </ul>	3	1	Med		<p>All first aiders</p> <p>PC</p> <p>DM</p> <p>PC H+S Team</p> <p>SLT</p> <p>All Staff</p> <p>SLT PC</p>	<p>24/08/20 Updated 8/1/21</p>
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	<p>symptoms. However, they should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <ul style="list-style-type: none"> <li>• <b>Welfare Facilities</b> - Separate provision is made for dedicated staff facilities (including staff room, refreshment facilities, and additional break out rooms especially during low occupancy and dedicated toilets/washrooms). Appropriate social distancing will be enforced. Signage reminders are evident alongside email and staff briefings highlighting any breaches/recommendations</li> <li>• <b>Provision of PPE</b> – Current Government guidance, has said, “The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others”. PPE is only needed in a very small number of cases including: dealing with a suspected case or those with intimate care needs. <b>The HT has used her discretion to enforce staff to wear face coverings in all communal areas during this period of higher virus transmission.</b></li> <li>• All staff have been issued with a suitable visor</li> <li>• All staff are aware of the PPE locations 3 x boxes in school for first aid and intimate care or a suspected case. HT room, quarantine rooms, Hygiene room.</li> <li>• Any <b>visitors</b> or supply staff or specialist teachers that are used will be sent the updated visitors protocol prior to working within the school in order to discuss this Risk Assessment as well as other appropriate RAs</li> <li>• Should a child or member of staff present with symptoms of coronavirus, the “What to do if someone presents with symptoms of COVID-19 FLOWCHART2 will be closely followed</li> </ul>					<p><b>H+S Team</b></p> <p><b>All Staff</b></p> <p><b>Office Staff</b></p> <p><b>All Staff</b></p>	
<p>Transmission of the virus through <b>Physical Incidents /Intervention</b></p>	<ul style="list-style-type: none"> <li>• <b>Physical Intervention</b> - Staff should keep physical intervention with pupils to the absolute bare minimum possible. Use de-escalation skills if possible. If intervention is essential, gloves and masks that are to hand, can be worn if available and does not create undue delay (but PPE is not routinely provided by the school for this purpose). In all cases of close contact, staff (and pupils involved) should wash their hands thoroughly for 20 seconds afterwards.</li> <li>• Those with an <b>EHC plan are risk-assessed</b> in consultation with the relevant authorities and parents, to decide whether they need to</li> </ul>	<p><b>3</b></p>	<p><b>1</b></p>	<p><b>Med</b></p>		<p><b>HD SLT KS</b></p> <p><b>HD / SLT / KS</b> <b>1-1 staff</b></p>	<p><b>24/08/20</b> <b>Updated</b> <b>8/1/21</b></p>

	<p>continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home.</p> <ul style="list-style-type: none"> <li>• 1-1 staff have appropriate PPE as required and have a positive handling plan in place for pupils.</li> <li>• During national lockdown all EHCP and vulnerable pupils and those of key workers offered a place and if refused additional support put in place remotely.</li> <li>• For those who are having <b>difficulties complying with instructions</b>. Staff should review this on a case by case in liaison with SEND team to see if the risks to staff (and others) can be mitigated further.</li> <li>• In cases where pupils are <b>repeatedly non-compliant</b> in following instructions due to poor behaviour. The pupil may be removed from the classroom setting and if necessary, parents/ carer will be contacted to discuss / collect (Especially if spitting is involved).</li> <li>• A <b>system is in place to report incidents</b> and apply additional control measures as necessary on an individual basis</li> <li>• An addendum to the Behaviour policy during this period has been added and staff/parents and pupils are aware through a behaviour charter</li> </ul>					<p>SLT KS</p> <p>All Staff SLT KS</p> <p>HT</p>	
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<b>Risk of well-being and anxiety</b>	<ul style="list-style-type: none"> <li>Staff made aware of the signs of <b>stress and anxiety</b></li> <li><b>Information and Training</b> - All staff have completed stress flick training module and are aware of strategies to use for support SLT, Colleagues, EAP where necessary</li> <li>Staff have <b>regular contact</b> with Line Managers. Line Managers to be vigilant for signs of excessive stress amongst staff and to initiate remedial action as soon as possible. Support plan in place if necessary</li> <li>Workload and work life balance is being monitored on an ongoing basis. This includes all members of staff up to and including SLT</li> <li>Support available via the <b>Employee Assistance Programme (EAP)</b></li> <li>Consideration is given to pupils’ mental health and wellbeing and steps are taken to identify any pupil who may need additional support</li> <li>Mental Health first aiders triage cases from pupils and staff and offer support where necessary or refer to outside agencies.</li> <li>All staff briefed on the changes to KCSIE 2020 including mental health and well-being.</li> <li>A comprehensive recovery curriculum is in place for when pupils experience returning to school after being away or during lockdown. This aids anxieties alongside gap analysis so targeted support can be given.</li> <li>Unnecessary and unmanageable workload burdens will be avoided at all costs</li> <li>Pastoral support will be provided for staff and pupils as appropriate-sessions will be built in to each day to allow children to discuss their feelings and ask any questions as needed</li> </ul>	2	1	Low		All Staff  SLT  HR SLT  JM UM  HT  JM Class Teachers  SLT  KS HD SLT	24/08/20 Updated 8/1/21
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<p>Transmission of the virus through <b>PE Sessions</b></p>	<ul style="list-style-type: none"> <li>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. (large specialist materials)</li> <li>Each bubble has a dedicated box of PE equipment which they keep for a few weeks following their LTP</li> <li>Contact sports avoided where possible</li> <li>Outdoor sports should be prioritised where possible, and the hall used where it is not, maximising distancing between pupils</li> <li>The academy will work with external coaches, clubs and organisations for curricular and extra-curricular activities providing all measures are in place and this is safe to do so and following the academy and coaches RA</li> </ul>	3	1	Med			24/08/20 Updated 8/1/21
<p>Transmission of the virus through <b>Visitors on site</b></p>	<p><b>Any visitors to the site:</b></p> <ul style="list-style-type: none"> <li>Visits must be pre planned unless an emergency</li> <li>Staff will encourage visiting supporting staff members to liaise virtually and only if paramount visit site following the visitors protocol</li> <li>Academy visitor's protocol to be sent and RA discussed prior to visit. If an emergency this is to be discussed on entry and safety measure put in place, sanitiser mask, visor where appropriate.</li> <li>All staff will be made aware of day and time of visit</li> <li>The visit will be kept to the minimum time needed</li> <li>All visitors will complete a T and T form of contacts throughout the visits which will be held on site for 7 days</li> <li>If the visitor is to see a child a room will be organised/ if in class social distancing must be adhered to and preferably from the back of the classroom.</li> <li>The visitor will be escorted to their work[place by a member of staff</li> <li>The visitor will be reminded to clean hands on entry to and exit from the building using the sanitiser provided</li> <li>Visitors will use the toilet near the office area</li> <li>All staff and the visitor will be asked to remain at least 2m away from the visitor at all times</li> </ul>	3	1	Med		<p>All staff</p> <p>Office Staff</p> <p>Visitors</p>	24/08/20 Updated 8/1/21

<p>Transmission of the virus through <b>Administering Medication</b></p>	<ul style="list-style-type: none"> <li>• Children who require administration of medicines should continue to receive care in the same way</li> <li>• No additional PPE over and above what would be normally is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms</li> <li>• Where appropriate, staggered times of administration of medicines will be considered</li> <li>• Wash hands and ensure the affected area is cleaned upon completion</li> <li>• All waste and PPE should be disposed of by double bagging</li> <li>• Where a child’s care plan requires updating a zoom meeting will be arranged with a member of school staff, parents and a professional health worker, school nurse etc. to address any issues relating to the care plan</li> <li>• Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• Ensure adequate stocks of PPE are available and all staff are trained in the use of PPE including donning and doffing and disposing of PPE</li> </ul>	3	1	Med		<p>H+S KS TAs where appropriate</p> <p>PC</p> <p>1-1 TAs</p>	<p>24/08/20 Updated 8/1/21</p>
<p><b>Before and After School Club (Kids Club)</b></p>	<ul style="list-style-type: none"> <li>• Separate Risk Assessment completed for Breakfast Club and after school club</li> <li>• Parents will be given a short window where children can be dropped off in the morning</li> <li>• Minimum numbers – reduced to alleviate T+T only for essential care</li> <li>• Parents will drop at the door and will not enter the hall</li> <li>• Children will remain in Year group bubbles either in classes or separated socially distancing in the hall.</li> <li>• All hand wash on entry</li> <li>• Staff will ensure that children within separate bubbles adhere to social distancing guidelines and keep meticulous records of close proximity to ease with T+T if necessary</li> <li>• Breakfast club bagel staff reminded to adhere to a 2m distance and the use of a mask when preparing bagels</li> </ul>	3	1	Med		<p>KS / SM / RB</p> <p>SLT</p> <p>KS / RB</p> <p>Breakfast club staff</p>	

<p><b>Section 5 Risk of Local outbreak /Bubble closure Lockdown resulting in school closing temporarily to help control transmission.</b></p>	<ul style="list-style-type: none"> <li>All staff, parents and pupils are aware of the Covid-19 guidelines through posters and communication distributed regularly.</li> <li>A parent/carer and staff handbook has been written and is continually updated regarding to measures to minimise risk onsite</li> <li>HT attends weekly PHE and Leicester City meetings to keep up to date with regional, local and national information.</li> <li>DFE, PHE, TRUST and LCC guidance followed and actioned if needed to review any procedures, systems and risks.</li> <li>Staff updated weekly in a RA section all briefings – also take part in reviews where necessary.</li> <li>School community to engage with the NHS Test and Trace process</li> <li><b><u>Key Contacts for Early Advice and Support include:</u></b></li> <li>Public Health <a href="mailto:Leicester-c19support@leicester.gov.uk">Leicester-c19support@leicester.gov.uk</a> PHE advisor allocated to school Darnesh</li> <li>Public Health England – Tel: 0344 225 4524 (option 1) [Out of Hours]</li> <li>School has asked parents and staff to inform them immediately of the results of a test and follow guidance.</li> <li>A dedicated email address has been set up in school to aid with this covid19@forestlodgeacademy.co.uk</li> <li><b>If someone tests positive</b>, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms or test and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.</li> <li>Manage confirmed cases of coronavirus (COVID-19) amongst the school community / use track and trace and academy protocols, locate, trace, risk assess, follow PHE / DFE guidance, inform staff, pupils and parents</li> <li>School will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). School will contact the local health protection team / DFE advice line. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> </ul>	2	2	Med	<p><b>Weekly briefings attended by HT with LCC and PHE to offer advice information and guidance – this is implemented where necessary because of Leicester being in a Tier3/4 area and not been out of lockdown since March</b></p>	SLT	Headteacher	SLT PHE	SLT	<p><b>24/08/20 Updated 8/1/21</b></p>
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	<ul style="list-style-type: none"> <li>• The health protection team will work with school in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who have tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.</li> <li>• If an outbreak / lockdown is confirmed, we will follow local health protection team advice.</li> <li>• We have a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of key worker / critical workers, and providing remote education for all other pupils.</li> <li>• A register of these Key Worker / Vulnerable children has been drawn up using new guidance so swift actions and measures can be put in place if necessary.</li> <li>• Remote Education Support will once again be provided and has been proven to be effectively managed using the on-line platform TEAMS / website. Teachers will be able to ensure that the remote offer allows access to high-quality online and offline resources and teaching videos, and that it is linked to the school’s curriculum expectations following the LTP.</li> <li>• <b>If someone tests negative</b>, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>• Leicester City have several drive through testing centres near school site refer personnel to these: Birstall Park and Ride, County Hall, or Fosse Neighbourhood centre for a lateral flow test.</li> <li>• We will follow the guidance described in Section 5: Contingency planning for outbreaks contained within DFE full school opening guidance.</li> </ul>					<p>PHE</p> <p>SLT</p> <p>PHE</p>	<p>24/08/20 Updated 8/1/21</p>
<p><b>Other Risk Assessments</b></p>	<p><b>Specific activity risk assessments will include new additional control measures dealing with Coronavirus. Please refer to them as necessary. These include:</b></p> <p><a href="#">First Aid Risk Assessment</a>   <a href="#">Intimate Care and Administration of Medicines RA</a>   <a href="#">Site Managers and Cleaning RA</a>   <a href="#">Individual Staff RA</a>   <a href="#">Peripatetic RA</a>   <a href="#">Break and Lunchtime RA</a></p> <p><a href="#">Breakfast and Afterschool Club RA</a>   <a href="#">Early Years RA</a>   <a href="#">PE RA</a>   <a href="#">Minimum Occupancy RA</a>   <a href="#">Lateral Flow Device Testing RA</a></p>						

**The Headteacher has directed staff and pupils to carry out these arrangements. Steps have been taken to ensure that they remain in place and effective.**

At Forest Lodge Academy, we meet the government expectations of reopening in full and can offer full-time education for all pupils from Nursery to Year 6 from August 24<sup>th</sup> 2020.

In the event of a National lockdown the RA will be reviewed and updated to take into account minimal occupancy. January 2021 25 staff to 135 pupils

**The Headteacher has directed staff and pupils to carry out these arrangements. Staff briefings have been carried out and are regularly with any updates to guidance where the RA is also reviewed. All documentation is shared on H+S measures and routines. Steps have been taken to ensure that they remain in place and effective and will be reviewed weekly where necessary.**

**The above risk assessment allows for us to open fully for all pupils on roll (623).**

We are following Government guidance, procedures and systems to open safely for all pupils on roll. Staff, parents and pupils will all be made aware of the health and safety measures that the academy have put in place to minimise risk. At present, all staff have returned and timetables and organisation has been devised to allow for increased pupil numbers. Timetables will be adjusted and rotas put in place if a bubble closure/local outbreak or national lockdown happens to minimise risk to all.

Staff training took place virtually on the 24<sup>th</sup> August 2020, where staff, pupils and parents were issued with arrangements and expectations. The site setup, including layout of classroom and signage was completed for pupil return on Tuesday 1<sup>st</sup> September.

Staggered start and end times allow us to review and monitor procedures if needed. Cleaning regimes have been adjusted accordingly, included hours if needed. Peripatetic staff, sports coach and agency staff all have had training on school organisation and safety measures.

All classrooms will be used throughout the school, with several specialist rooms used for staff break out rooms to aid with social distancing. The majority of staff have already worked on site during the pandemic and understand the changes and procedures undertaken to mitigate risks. All staff questions will be answered from meetings held before the wider opening of the school on the 1<sup>st</sup> September.

Reviews will be carried out and this RA updated accordingly taking into consideration numbers on site and circumstance.

**Each new hazard must be on a new row. Add extra rows if necessary. This will make the assessment easier to view and understand. Roll over into another page if necessary.**

<b>ASSESSMENT OWNER:</b>	<b>DATE OF ORIGINAL ASSESSMENT:</b>	<b>DATE OF LAST REVIEW:</b>	<b>FREQUENCY OF REVIEW:</b>	<b>DATE OF NEXT REVIEW:</b>
<b>Claire Caldwell</b> <b>Forest Lodge Academy</b>	24/08/2020	8/1/21 29.1.21 11.02.21	1 Week or as advice changes if no additions Changes / updates in red	15/1/21 5/02/21 26.02.21

## Risk Assessment Guidance

Further guidance on the completion of risk assessments can be found in the risk assessment section of the Trust Safety Manual. This includes a specific sub policy covering risk assessment and associated documentation. This can be found in SharePoint. Advice is also available from the central Trust team.

## Standard Risk Assessment Definitions

- **Hazard** - is the *potential* to cause harm. e.g. an electric shock from using electrical equipment.
- **Control Measures** - are the actions taken to prevent harm (e.g. an electric shock) as a result of using electrical equipment - such as regular visual inspections to ensure there is no damage to the cable or the plug, making sure the cable is gripped correctly, making sure the right fuse is fitted, PAT Testing etc.
- **Risk** - is the likelihood that harm will occur, after the control measures have been carried out.
- **Severity (S)** - rated as follows:
  - **MAJOR** = 3 fatality or specified injury as defined by RIDDOR 2013 (e.g. a fracture).
  - **MODERATE** = 2 'over 7 day' injury - ref. RIDDOR 2013.
  - **SLIGHT** = 1 injuries where persons may be off work for less than 7 days (or not at all).
- **Likelihood (L)** - rated as follows:
  - **LIKELY** = 3 could happen anytime.
  - **POSSIBLE** = 2 might happen sometimes.
  - **UNLIKELY** = 1 where harm is unlikely to occur.
- **Risk Rating (RR)** - is a means of 'measuring' the risk by multiplying the *severity* by the *likelihood* e.g. a *severity* factor 'MODERATE' with a *likelihood* factor 'POSSIBLE' would give a risk rating of 2 x 2 =4. This should represent the risk at the time of the assessment, given the control measures in place at the time.
- **Additional Control Measures** – is what further action could be implemented to further mitigate the risk. If an action is identified, who will do this action and the time frame for implementation will also need to be identified. Once additional control measures have been put in place, the risk rating can be re-visited.
- **Risk Rating**
  - High** = from 6 – 9 requires **IMMEDIATE** action to achieve a reduction in risk.
  - Med** = from 3 - 4 requires action **AS SOON AS POSSIBLE**.
  - Low** = from 1 - 2 may be considered acceptable (although action may be possible to reduce the risk even further can be considered).

Simple Risk Matrix			
	Consequences		
Likelihood	Minor	Moderate	Major
Likely	Yellow	Red	Red
Possible	Green	Yellow	Red
Unlikely	Green	Green	Yellow

  

Risk Treatment Key	
Intolerable Risk Level. Immediate action required	
Tolerable Risk Level. Risks must be reduced so far as is practicable.	
Broadly Acceptable Risk Level. Monitor and further reduce where practicable.	

## Passing on the Key Findings

**Important:** The key findings of this assessment need to be passed on to those who need it. This does not necessary mean passing on this assessment. There are many ways to effectively communicate these findings. The method used needs to suit the recipient and be easy to understand (e.g. staff handbook, tool-box talk).

## Government Guidance – Links Section

Key government guidance is being followed includes (not an exhaustive list):

1. [Guidance for schools: coronavirus \(COVID-19\)](#)
2. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

3. [Actions for educational and childcare settings to prepare for wider opening](#)
4. [Social Distancing](#)
5. [Shielding and Protecting Vulnerable Persons](#)
6. [COVID-19: cleaning of non-healthcare settings guidance](#)