

# Goldington Academy: Risk assessment - Summer Term 2021

Review date: 10/05/2021

The measures listed are based on current government guidance:

- > [Guidance for full opening: schools](#)
- > [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- > [Actions for early years and childcare providers during the coronavirus outbreak](#)
- > [Safe working in education settings](#)
- > [Face coverings in education](#)
- > [COVID-19 contain framework: a guide for local decision makers](#)
- > [How schools can plan for tier 2 local restrictions](#)
- > [Critical workers who can access schools or educational settings](#)

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone will be expected not to come into school if they need to self-isolate under <a href="#">current guidance</a>.</p> <p>If pupils or staff have travelled abroad, they will be asked not to come into school and to quarantine under the <a href="#">current government guidance</a>.</p>	Admin Staff, Business Manager, Site Team	Sept 2020	The Business Manager will be responsible for contacting the local help protection team if someone has tested positive.

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		<p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school or develops symptoms while in school, they will be sent home immediately or isolated until they can be picked up. The small meeting room in the reception area will be used for this purpose.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m cannot be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there is a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for at least 20 seconds after the pupil has been picked up.</p> <p>Home testing kits are available in school; these will be given to parents/carers collecting symptomatic children, and to staff who have developed symptoms at school (if providing one will increase the likelihood of them getting tested).</p> <p>Only in exceptional circumstances, if parents/carers cannot collect their child and they agree it is age-</p>			<p>The Site Team will be responsible for ensuring deep clean is carried out</p> <p>Admin Staff will supervise anyone with symptoms, communicate with parents and advise on testing.</p>

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		<p>appropriate and safe to do so, the pupil can walk or cycle home. If the pupil cannot be collected or travel home independently, we will make alternative arrangements to transport the pupil home. In this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</li> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> <li>• The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</li> </ul> <p>If a parent or carer insists that a pupil with symptoms attends school, the school will use reasonable judgement and refuse the child if this is necessary to protect pupils and staff. The school will consider all circumstances and the latest public health advice when making this decision.</p> <p>A deep clean will take place in the areas that the symptomatic person or pupil who has tested positive in school has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p><b>Rapid testing programme:</b></p> <p>We will offer <b>staff</b> 2 lateral flow tests per week, to take at home.</p> <p>We will offer <b>pupils</b> 2 lateral flow tests per week, to take at home.</p> <p>Both staff and pupils will be regularly reminded to take their tests, via email and the daily bulletin.</p>			

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		<p>In all cases:</p> <ul style="list-style-type: none"> <li>• We will carefully read the government's guidance on administering tests and ask the individual to read the instructions in the test kit carefully / explain the instructions to them (as appropriate) to make sure everyone knows how to safely administer or self-administer tests</li> <li>• If the lateral flow test is <b>positive</b>, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms. They will need to take a 'standard' coronavirus (PCR) test to confirm their result if the lateral flow test was done at home</li> <li>• If the lateral flow test is <b>negative</b>, the pupil/staff member can continue to attend school</li> </ul> <p>We won't need to see evidence of a negative test result in order to allow staff and pupils to attend school.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we are participating in rapid testing.</p> <p>We will ask pupils and staff to share positive test results with us, and we will keep accurate records of these results. We will only share health records with the relevant people.</p> <p>We will report test results to NHS Test and Trace wherever this is required by current government guidance.</p>			

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		<p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, either with a lateral flow test or PCR test, the school will contact the DfE helpline on <b>0800 046 8687</b> and select option 1 for advice. The advice service (or <a href="#">local health protection team</a>, if the call is escalated to them), will carry out a rapid risk assessment to confirm who has been in close contact with the person when infectious.</p> <p>The school will ask (using a template letter from the local health protection team) these people to self-isolate for <b>10 days</b> from the day they were last in close contact.</p> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team, who can be reached by calling the DfE helpline and selecting option 1, to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>To help with identifying staffs' and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact with an infected person means:</p> <ul style="list-style-type: none"> <li>• Face-to-face contact, including: <ul style="list-style-type: none"> <li>○ Being coughed on</li> <li>○ A face-to-face conversation within 1 metre</li> </ul> </li> <li>• Being within 1 metre for 1 minute or longer without face-to-face contact</li> </ul>			

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		<ul style="list-style-type: none"> <li>Sexual contact</li> <li>Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day)</li> <li>Travelling in a small vehicle or a plane.</li> </ul>			
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages:</p> <ul style="list-style-type: none"> <li>That only one parent/carer should attend</li> <li>Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> <p>Everyone will be asked to keep on or put on a face covering when arriving at school and moving around indoors, unless they are exempt from wearing one.</p> <p>Pupils and support staff will also be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity for example, PE lessons (or they are exempt from wearing one).</p> <p>Teachers will be asked to keep on a face covering where it is not possible to maintain 2 metres distance within a classroom.</p> <p>Anyone wearing reusable face coverings will be expected</p>			

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		<p>to bring a plastic bag to keep these in when not in use. Disposable face coverings will be disposed of in a covered bin.</p> <p>Everyone will be asked to wash their hands before and after putting on or removing a face covering.</p> <p>Everyone will be made aware that they must not touch the front of the covering during use or removal.</p> <p>A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear.</p>			
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided. In areas where there are no sinks hand sanitiser will be provided.</p> <p>Free standing hand sanitising stations have been placed in the following locations:</p> <ul style="list-style-type: none"> <li>- Main reception</li> <li>- Small Hall</li> <li>- Main Hall</li> <li>- Staff Room</li> <li>- Arts Centre</li> <li>- Performing Arts Centre</li> <li>- Sports Barn</li> <li>- Entrance to each stairwell</li> </ul> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>,</li> </ul>	All staff		<p>Site team to ensure supplies are regularly replenished.</p> <p>All staff to promote good hygiene.</p>

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		<p>or use alcohol-based hand sanitiser to cover all parts of their hands</p> <ul style="list-style-type: none"> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Lidded bins for tissues will be emptied throughout the day.</p>			
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> </ul>	Site Team Cleaners		



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		<ul style="list-style-type: none"> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Telephones</li> </ul> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. Cleaners and the site team have been provided with a checklist and additional cleaning requirements are logged on a spreadsheet to ensure all areas are covered.</p> <p>The site team will ensure that there is a sufficient supply of disposable gloves, tissues and two bottles of sanitiser in every classroom every day (one sanitiser for the students and one for the teacher).</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>Toilets will be cleaned after lunch and at the end of the day. There will be a plentiful supply of paper towels and sanitiser.</p>			

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		<p>Photocopier: staff should sanitise their hands both before and after using the photocopiers.</p> <p>Staff room: use of the staff room should be kept to a minimum. Staff are encouraged to bring in their own cold drinks/lunches which should be kept in a personal cool bag rather than using the fridge. Hand sanitiser will be available in the kitchen area. Every second seat has been taped off and must not be used.</p> <p>The work room: some seating has been removed to facilitate social distancing. The staff room can be utilised as a work space (see above). Where a teacher has a non-contact time and they are not needed for duty, there is no necessity to work from school. Please agree with SLT first.</p> <p>If a person with a confirmed case of coronavirus has been in school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p> <p>In addition to enhanced cleaning measures, all teachers will be provided with a mouse and a keyboard for their own personal use.</p>			

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<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>		<p>Pupils in Key Stage 3 will be kept to their class groups, with the exception of maths, French and Year 9 PLP, where they will be taught in sets/groups.</p> <p>Pupils in Key Stage 4 will be kept to their year groups.</p> <p>All staff will ensure that lessons start and end promptly to reduce congestion in the school corridors.</p> <p>Fixed seating plans will be adhered to in all year groups to minimise close contact.</p> <p>SLT have scrutinised the timetable and made room changes to ensure that those who are clinically vulnerable, extremely clinically vulnerable or in other vulnerable groups (e.g. BAME, pregnant, over 50 years of age), are not teaching in the smaller teaching spaces wherever possible.</p> <p>All classrooms will have a 2 metre marking around the teacher's desk. Where this is not possible a 1 metre+ mark has been made.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, where the classroom layout allows it and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will follow the government's <a href="#">guidance</a> for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). Larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p>	<p>SLT</p>		

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		<p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>During music lessons, pupils will be positioned either back-to-back or side-to-side at an appropriate distance.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible, where it is not, we will use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>For team sports, we will follow the <a href="#">return to recreational team sport framework</a>. For individual sports, we will follow the <a href="#">guidance</a> on the phased return of sport and recreation.</p> <p>Extra-curricular sports will take place as permitted by the respective National Governing Bodies. All sports will be played outside, numbers will be kept to a maximum of 30 and each evening will be dedicated to a different year group to prevent any bubbles mixing unnecessarily and to minimise transmission.</p> <p>Extra-curricular Performing Arts clubs will take place, all clubs will limit numbers to a maximum of 20 students, a seating plan for each class must be completed ensuring students work 2 metres apart. Each evening will be dedicated to a different year group to prevent any bubbles mixing unnecessarily and to minimise transmission.</p>			

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		<p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. These staff will also participate in the school's rapid testing programme, as outlined for other staff/pupils above. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Instrumental lessons with peripatetic staff will take place in large practice rooms in which a minimum of a 2-metre distance between staff and pupils can be kept at all times</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>For those pupils who are extremely clinically vulnerable, are self-isolating or have symptoms of Covid, a blended approach to remote learning will take place within 24 hours.</p>			

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<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>Everyone will be asked to wear face coverings in areas of the school where social distancing is difficult to maintain, such as in corridors, outside of classrooms and in communal areas, unless they're exempt from wearing one.</p> <p>Everyone will also be asked to wear face coverings in classrooms or during activities, unless social distancing can be maintained or the face covering would impact on the ability to take part in exercise or strenuous activity (or they're exempt from wearing one).</p> <p>Everyone will be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For more detail about our arrangements for face coverings, see the control measures above for the hazard 'Contact with coronavirus when getting to and from school'.</p> <p>Pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, should be able to continue attending both settings. The school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Toilet use will be managed to avoid crowding. During lessons, staff will only allow one pupil at a time to go to the toilet if students ask to go. At break and lunch time, staff on duty will supervise toilets appropriately.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to</p>	SLT		

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		<p>them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Educational visits will take place in line with updated advice from the government.</p>			
Spreading infection due to the school environment		<p><a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> <li>• Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a single room and supplemented by an outdoor air supply. These systems will be maintained in accordance with the manufacturers' recommendations</li> <li>• Opening windows</li> <li>• Propping open internal and external doors, where fire safety and safeguarding wouldn't be</li> </ul>	Site Team		

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		<p>compromised</p> <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> <li>• Opening high level windows in preference to low level to reduce draughts</li> <li>• Providing flexibility to allow additional, suitable indoor clothing</li> <li>• Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied</li> <li>• Rearranging furniture where possible to avoid direct drafts</li> </ul> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>			
Spreading infection due to excessive contact and mixing in meetings		<p>The majority of meetings will be conducted by telephone or using video conferencing where this is practical. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted in a room large enough to allow for social</p>	All Staff		



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Individuals vulnerable to serious infection coming into school		<p>distancing.</p> <p>Staff who are clinically extremely vulnerable and clinically vulnerable will come into school if they can't work from home, unless they have been advised to stay at home by their GP/clinician. If in school, they will closely follow the protective measures outlined in this risk assessment, including:</p> <ul style="list-style-type: none"> <li>• Where possible, maintaining 2 metre distance from others</li> <li>• Avoiding close face-to-face contact and minimising time spent within 1 metre of others</li> </ul> <p>Staff that may be otherwise at increased risk of coronavirus will come into school if they can't work from home. We will consider putting specific protective measures in place.</p> <p>Staff that live with someone who's extremely clinically vulnerable, who's clinically vulnerable, or who may be otherwise at increased risk of coronavirus, will come into school if they can't work from home, and will follow good prevention practices.</p> <p>We will follow the <a href="#">government guidance for pregnant employees</a>. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are</p>	SLT		

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		pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.			