

Goldington Academy: Risk assessment - Autumn Term 2021

Review date: 06/09/2021

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"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone will be expected not to come into school if they need to self-isolate under current guidance.</p> <p>If pupils or staff have travelled abroad, they will be asked not to come into school and to quarantine under the current government guidance.</p>	Admin Staff, Business Manager, Site Team	Sept 2021	<p>The Site Team will be responsible for ensuring deep clean is carried out</p> <p>Admin Staff will supervise anyone with symptoms,</p>

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		<p>Anyone self-isolating with symptoms will be encouraged to access testing 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 and advised to arrange a PCR test. 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"> • If a distance of 2m cannot be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there is a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <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>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"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or • 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 <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 decontamination guidance.</p> <p>Rapid testing programme:</p> <p>For all secondary pupils (including new year 7 pupils) at the start of the autumn term:</p> <ul style="list-style-type: none"> • Pupils need to receive 2 on-site lateral flow tests, 3 to 5 days apart. 			

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		<p>Following the initial 2 on-site tests for secondary pupils:</p> <ul style="list-style-type: none"> Pupils will be provided with lateral flow tests, which they should take twice a week at home <p>Asymptomatic testing for pupils will be in place until the end of September, when the government will review the need for it</p> <p>We will offer staff 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> <p>In all cases:</p> <ul style="list-style-type: none"> 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 If the lateral flow test is positive, 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 If the lateral flow test is negative, the pupil/staff member can continue to attend school <p>We won't need to see evidence of a negative test result in order to allow staff and pupils to attend school.</p>			

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		<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> <p>Testing remains voluntary.</p> <p>If a member of staff or student shows symptoms or tests positive (LFD), they will be told:</p> <ul style="list-style-type: none"> • To start self-isolating • That members of their household should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or are taking or have taken part in an approved COVID-19 vaccine trial • (If the pupil/staff member has a positive lateral flow test result:) To report the test result to NHS Test and Trace • To take a 'standard' PCR test (this must be taken within 2 days of a positive lateral flow test result) and report the test result to NHS Test and Trace. If a home testing kit is available in school, this can be given to them to take home if you think they may have barriers to accessing testing 			

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		<p>elsewhere.</p> <p>Note: members of their household, and close contacts, should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or are taking or have taken part in an approved COVID-19 vaccine trial. If any of the above applies, NHS Test and Trace will contact them to advise them to take a PCR test. Children aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.</p> <p>NHS Test & Trace will advise on the necessary steps to be taken depending on the result of the PCR test.</p>			
Spreading infection due to touch, sneezes and coughs	<ul style="list-style-type: none"> • 	<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"> - Main reception - Small Hall - Main Hall - Staff Room - Arts Centre - Performing Arts Centre - Sports Barn 	All staff		<p>Site team to ensure supplies are regularly replenished.</p> <p>All staff to promote good hygiene.</p>

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		<ul style="list-style-type: none"> - Entrance to each stairwell <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <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> <p>Face coverings are no longer advised to be worn within school, however they remain optional for both pupils and staff.</p>			

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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"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Computer equipment (including keyboards and mouse) • Telephones <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 tissues and two bottles of sanitiser in every classroom every day (one sanitiser for the students and one for the teacher).</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</p>	Site Team Cleaners		

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		<p>sanitiser.</p> <p>Photocopier: staff should sanitise their hands both before and after using the photocopiers.</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 decontamination guidance.</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>			
Spreading infection due to the school environment		<p>Checks to the premises 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.</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</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> 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 	Site Team		

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		<p>outdoor air supply. These systems will be maintained in accordance with the manufacturers' recommendations</p> <ul style="list-style-type: none"> • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • 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. <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>			
Individuals vulnerable to serious		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	SLT		

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infection coming into school		<p>their GP/clinician. If in school, they will closely follow the protective measures outlined in this risk assessment, including:</p> <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 government guidance for pregnant employees. 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 pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p>			