

# Goldington Academy:

## Risk assessment - Autumn Term 2021

Review date: 01/11/2021

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>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</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>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"> <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-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</p> |                         |  | <p>communicate with parents and advise on testing.</p> |

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|        |                     | <p>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>Following the initial 2 on-site tests for secondary pupils:</p> <ul style="list-style-type: none"> <li>• Pupils will be provided with lateral flow tests, which they should take twice a week at home</li> </ul> <p>We will offer <b>staff</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> <p>In all cases:</p> |                         |  |                  |

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|        |                     | <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> <p>Testing remains voluntary.</p> |                         |  |                  |

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|        |                     | <p>If a member of staff or student shows symptoms they will be told:</p> <ul style="list-style-type: none"> <li>• To start self-isolating</li> <li>• Be advised to book a PCR test as soon as possible</li> <li>• Ensure child/young person/staff member isolates at home until test result is received, the rest of the household does <b>not need</b> to isolate if they are *</li> </ul> <p>If the result is negative the staff or student can return to school.</p> <p>If the result is confirmed case(s) in child/young person or staff member by either a Positive PCR Test or Positive LFD Test:</p> <p>Ensure child/young person/staff member isolates at home for 10 days. For symptomatic cases the first day of symptoms onset is DAY ZERO. For asymptomatic cases the date of the test is DAY ZERO.</p> <p>Their household/close contacts do <b>not need</b> to isolate if they are (see *) If none of these above apply, household contacts must isolate for 10 days. ALL household contacts of a positive case should follow Government guidance and book a PCR test. Staff and young people in Year 3 and above who are household contacts of a positive case, but are exempt from isolation (as *), are strongly encouraged to take a <b>daily lateral flow device test (LFD) for 7 days</b> and should only attend setting if their lateral flow test is negative.</p> <p>* fully vaccinated, below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or</p> |                         |  |                  |

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|  |   | are taking or have taken part in an approved COVID-19 vaccine trial.  |                         |  |  |
| Spreading infection due to touch, sneezes and coughs | <ul style="list-style-type: none"> <li>•</li> </ul> | <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>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <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> </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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|                     |                     | <ul style="list-style-type: none"> <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>Everyone will be asked to keep on or put on a face covering when arriving at school and moving around indoors in corridors and other communal areas, unless they are exempt from wearing one. Masks are not required in classrooms.</p> <p>Anyone wearing reusable face coverings will be expected 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 |                     | Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g.   | Site Team Cleaners      |  |                  |

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| through contact with coronavirus on surfaces |                     | <p>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> <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 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 sanitiser.</p> |                         |  |                  |



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|   |                     | <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 <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>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><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.</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"> <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> </ul> | Site Team               |  |                  |

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|  |                     | <ul style="list-style-type: none"> <li>• Opening windows</li> <li>• Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised</li> </ul> <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> </ul> <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 and extra- |                     | <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, meetings will be conducted in a room large enough to allow for social distancing and</p>  | All Staff               | Immediately                              |                  |

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| curricular clubs   |                     | <p>mask wearing will be encouraged.</p> <p>Extra-curricular clubs will continue as normal that are played outside. If the club is due to take place inside, it will be conducted in a room large enough to allow for social distancing and mask wearing will be encouraged.</p>  |                         |  |                  |
| Individuals vulnerable to serious infection coming into school |                     | <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> <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</p> | SLT                     | Immediately                              |                  |

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|        |                     | <p>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> |                         |  |                  |