


Attigo Academy Trust Risk Assessment: Coronavirus – To be implemented on 29th November 2021

Updated 17th April 2020 (version 2), Updated 18th May 2020 (version 3), Updated 13/7/2020 (version 4), Updated 3/8/2020 (version 5), Updated 27/8/2020 (version 6) 31/8/2020 (version 7), 22/10/2020 (version 8), 18/11/2020 (version 9), 15/12/2020 (version 10), 31/12/2020 (version 11), 29/01/2021 (version 12), 1/3/2021 (version 13), 30/3/2021 (version 14), 5/07/2021 (version 15), 31/8/2021 (version 16), 30/11/2021 (version 17), 9/12/2021 (version 18), 3/1/2022 (version 19)

	<p>RISK ASSESSMENT FOR: School activities during COVID 19 outbreak. The risk assessment reflects and should be read in conjunction with government guidance Systems of control must be adhered to in this risk assessment</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone 2. Maintain appropriate cleaning regimes 3. Keep occupied spaces well ventilated 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID 19 5. Staff well-being and health <p>All schools are no longer expected to undertake contact tracing this will be done by NHS Track and Trace.</p>
<p>Assessment by: CEO of Attigo Academy Trust</p>	<p>Date: 3/1/2022</p>
<p>Trustees Approval: All amended versions of the risk assessment are emailed to Trustees</p>	<p>Date: 15th July 2020 - Amended version circulated to Trustees 27th August 2020, 31st August 2020, 21st October 2020, 18/11/2020, 15/12/2020, 31/12/2020, 22/01/2021, 29/01/2021, 1/3/2021, 31/3/2021, 23/6/2021, 30/8/2021, 9/12/2021, 4/1/2022</p>
<p>All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment?</p>	<p>Yes emailed to all staff date: 13/7/2020, 1/9/2020, 22/10/2020, 19/11/2020 4/1/2020, 31/1/2020, 22/1/2021, 29/01/2021, 1/3/2021, 26/3/2021. 31/3/2021, 23/6/2021, 1/9/2021, 9/12/2021, 4/1/2022</p>

What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed	Done
Good Hygiene						
<p>Ensure good hygiene for all</p> <p>Systems of control 1</p>	Staff, pupils, parents/carers community	<ul style="list-style-type: none"> Regular handwashing must be promoted in each school Staff to remind pupils about regular 20 second handwashing Hand washing/gel must be in all key areas eg reception, staffroom, classrooms Tissues to be readily available for all staff and pupils to follow the catch it bin it kill it advice Site Managers to replenish stocks of soap throughout the school day Lidded pedal bins to be provided for each class Support with handwashing for pupils unable to do Pupils to be allowed to bring hand sanitiser to school Schools to decide on PPE used for pupils needing intimate care Where possible all pupils to be provided with their own equipment and shared resources to be cleaned regularly Visitors to sanitise hands before entering the building 	<p>Updated Risk assessment shared with all staff</p> <p>Continuous reminders given to pupils and staff through newsletter/CEO letters</p>	Headteacher SLT Site Staff		<ul style="list-style-type: none">

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Cleaning Regimes						
<p>Maintain appropriate cleaning regimes, using standard products such as detergent</p> <p>Systems of control 2</p>	Staff, pupils, parents/carers community	<ul style="list-style-type: none"> Cleaning company continues to focus on surfaces that are a risk of transferring the infection – tables, door handles flush handles, toilets, taps, bannisters, phones, keyboards etc Site staff or cleaners to provide additional cleaning of areas during the school day – taps, soap dispensers, door handles etc Shared rooms should be frequently cleaned Schools to continue to have additional cleaning during the school day All staff to clear away personal items, rubbish and ensure they clean cutlery and crockery Cleaning materials provided in each class/group room 	Updated Risk assessment shared with all staff			

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Ventilation						
<p>Keep occupied spaces well ventilated</p> <p>Systems of control 3</p>	Staff, pupils, parents/carers community	<ul style="list-style-type: none"> Mechanical ventilation systems – air conditioning units should be supplemented with an outdoor air supply by opening windows Classroom windows and doors should be opened to provide constant background ventilation If possible classroom windows and doors should be opened more fully during break times Occupied areas must be fully ventilated at all times School leaders to consider heating levels Staff and pupils to be advised to wear extra layers to keep warm as rooms must be ventilated even if the weather is cold Leaders to set the number of staff/pupils allowed in Communal areas in each school – this includes setting limits on the number of pupils in small group rooms, staff rooms, assemblies etc Leaders to identify any poorly ventilated areas and consider if it should be used Use CO2 monitors to identify rooms that have above expected levels - CO2 levels are 800 ppm shows current ventilation is at a good level – CO2 levels are above 800 but below 1500 provide additional ventilation – CO2 levels are above 1500 provide additional ventilation 	<p>Staff briefings to include reminders about ventilating occupied spaces</p>	Headteacher	Ongoing	

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Public Health Advice						
<p>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</p>		<ul style="list-style-type: none"> If anyone in the school becomes unwell with coronavirus symptoms they must be sent home Isolation area for pupil's awaiting collection Train all staff with protocols for dealing with a pupil that presents with any symptoms linked to COVID-19 Communicate protocol clearly to parents/carers Staff to wear fluid resistant surgical mask, apron and disposable gloves when supervising a pupil with suspected symptoms Record symptomatic individuals, tests taken/test results Advise on how to have your child tested given to parents Households to follow the stay at home advice from PHE https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for- 	<p>Communicate control measures to welfare staff</p> <p>Follow guidance for response to any infection</p> <p>Template letter to be used if advised to send to parents on the advice of the health protection team</p>	Headteacher	Actions are ongoing	

		<p>households-with-possible-coronavirus-covid-19-infection</p> <ul style="list-style-type: none"> • Infected areas to be disinfected • If a child has COVID-19 symptoms they should not attend school and should book a PCR test. If a parent insists on their child attending the school can take the decision to refuse the pupil • Leaders to encourage all staff to take part in LFD testing twice a week until the end of September when this will be reviewed • All positive LFD tests should be followed up with a PCR and staff should self-isolate until results are received • Clear instructions given to parents/visitors via signage not to enter the school building if they have COVID-19 symptoms • Staff to wear face coverings in communal areas • Limit the number of staff using the staffroom • Headteachers to follow Public Health advice when cases are confirmed • Leaders to revert to remote staff meetings/briefings • Remote assemblies to be reinstated to limit mixing of classes 				
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Staffing						
Pregnant Staff	Staff that are pregnant.	<ul style="list-style-type: none"> • Individual risk assessments should be carried out for those staff that are pregnant and adjustments made if necessary. The risk assessment should use information based on the guidance in the following document: https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#pregnancy 	<p>Continue to review with government advice</p> <p>CFO/COO to assist with risk assessments where necessary.</p>	Line Managers to pregnant staff and CFO/COO	Ongoing	
Staff Well-being and health	Staff, pupils, parent and wider contacts	<ul style="list-style-type: none"> • Staff well-being continues to be a priority in all schools including 1-1 contact where this is a need • Weekly staff briefings support staff to know what is happening in each school and signpost staff to agencies that can support • Staff provided with access to external support online. www.educationsupport.org.uk. Occupational health referrals will be made if additional support is required by an individual • Employee Assistance Programme is available for staff needing counselling • Re-distribute the well-being leaflet to all staff 	Continue to review as needed	CEO and Headteachers	Ongoing	

		<ul style="list-style-type: none"> • Staff are reminded not to attend school if they have any symptoms linked to coronavirus • SLT to have regular well-being checks with staff • Executive board meetings to share ideas about staff well-being • CEO to ensure well-being measures in place for Leaders • Sign post staff to bereavement counselling if this is needed • Remind staff about the school bereavement policy • Staff briefings to keep everyone updated on what is happening so they feel involved and reassured • OH referrals available for all staff suffering from anxiety • Staff to wear a face covering in communal areas and to have the option of wearing one in class • No parent to be allowed into the school building unless they have an appointment or have been invited • Each school to set a limit on the number of parents able to visit at one time • School office staff to talk to parents either at a safe distance or behind a screen • Minimise the amount of parents invited on the school site • Remind staff to minimise their close face to face contact (adults and pupils) as far as practicable • Some contractors/visitors who need to be on site for a length of time or need access to the whole building will be required to evidence of a negative LFD test before entering the building • All visitors to wear a face mask • Double vaccinated staff are no longer required to self-isolate if they are a close contact of someone with a positive test unless this is identified as the Omicron variant 				
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