



THE ABBEY SCHOOL

A BUSINESS & ENTERPRISE ACADEMY

Covid-19 Risk Assessment

Managing The Safe Return of All Students

September 2020

BE THE BEST YOU CAN BE

THE ABBEY SCHOOL RISK ASSESSMENT FOR RETURN FROM COVID-19
ASSESSMENT DATE: 24TH AUGUST 2020 REVIEWED: 7TH September/6th November 2020 NEXT REVIEW: 6th December 2020

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Column 4 KEY:	HIGH	High risk of serious injury possibly life threatening or permanent. Do not progress until controls implemented	MEDIUM	Medium risk of moderate injury. Maximum effort must be made to reduce risk further to enable LOW / GREEN ranking	LOW	Nominal risk of slight injury. Continue to monitor	
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<p>Transmission of virus through close contact with direct transmission (coughing and sneezing)</p>	<ul style="list-style-type: none"> Anyone who is unwell with CV-19 symptoms does not attend school setting. Hands washed regularly after each learning session for at least 20 seconds and with running, hot water, Staff and children follow the Catch it, Bin it and Kill it routine of good respiratory hygiene. Social distancing rules stringently adhered to where possible and appropriate (children will find this difficult the younger they are the harder this is) PPE including a face mask worn if there is a risk of spitting, vomiting or coughing when contact with a child is necessary. Pupils work in groups of 8 and stay in this group where possible and without contact with others. 	<ul style="list-style-type: none"> Site team to check toilets are adequately stocked. Reminders to staff at each briefing. PPE provided for administering First aid or caring for a staff member / pupil who becomes unwell on site with CV-19 symptoms. Keep windows and doors open where safe to do so. Staff and students follow HANDS-FACE-SPACE routine of good hygiene Staff and students to wear face-mask or face covering in busy communal areas, such as corridors during lesson changeover times. 		<p>RHS, SF & JL</p>	
<p>Transmission of virus through indirect transmission (touch and surface contact)</p>	<ul style="list-style-type: none"> All those with Covid symptoms, or who should be shielding should remain at home, and follow government guidelines. Pupils will follow Covid contingency timetable, remaining in year group bubbles, until government relaxes this mandatory ruling. Anti bac gel at each entrance to the school and at each transition point – e.g. corridors and toilets. Breaks and collections / drop off are staggered. Practical lessons in science not to take place. 	<ul style="list-style-type: none"> Equipment left out for cleaning at the end of the day. All surfaces cleaned and by the site team at the end of the day, at lunch break and morning break where there are hot spots of contact (main entrances, toilet doors and handles etc...) Socially distanced demarcations identified on the school site to give community a visual reminder of social distancing. 		<p>SLT, HoY</p>	

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	<ul style="list-style-type: none"> Where ICT is used computers thoroughly cleaned after use. No shared use of cups, crockery, fabric resources, musical instruments that are blown, etc. Children collect pre-prepared food on a staggered system and eat in classroom. Collection socially distanced. Kitchen to provide risk assessment for cleaning and serving. 	<ul style="list-style-type: none"> PE changing rooms are 'defogged' once per week Teaching staff clean as they go approach when children have finished exploring resources. Bins changed when surfaces are wiped. Cleaning logs maintained in each area. Uniform and clothing kept on individual and not left lying around. Students can bring, packed lunches for eating in canteen Years 7, 8 & 9 to have staggered 'family lunch' in canteen in 20minute intervals followed by 20 minute recreation time and 20 minutes in form rooms with DEAR 			
Social distancing protocol is not adhered to.	<ul style="list-style-type: none"> Staff briefing each day initially reminding staff of the rules. Physical distance in the classroom to be maximised. Pupils sat socially distanced apart in the classroom. Marking of work will be verbal feedback. Written feedback only if necessary. Pupils' line up socially distanced with guidelines marked on the floor where possible. Pupils and staff reassured that transitory contact is a very low risk. 	<ul style="list-style-type: none"> If assembly groups are considered then these are limited to no more than one year group at a time Site team support the management of collection by using a system at the gate socially distanced apart for while children are collected. Use external doors to classrooms and buildings rather than main entrances. Clubs and services after school are cancelled. 		SLT, HoY, Subject Leaders & Teachers	

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	<ul style="list-style-type: none"> Communicate drop off plan to all staff and parents and ensure protocol is adhered to including times and expectations. Amend behaviour expectations to reflect the importance of compliance to safety Quickly identify all pupils and staff who must adhere to stringent distancing rules as a matter of vulnerability and deploy in school appropriately to minimise risk. Strict enforcement of one-way system. 						
Staff or pupils become symptomatic whilst in school	<ul style="list-style-type: none"> Temperatures taken using digital thermometers. Home is telephoned immediately and parents must collect in line with social distancing protocol. Staff member to wear a face mask and gloves when moving a child to an isolation area. Follow PHE/DfE published guidance regarding 'what to do if...' 		<ul style="list-style-type: none"> Designated Covid-19 isolation room. Deep cleaned if used. PPE ordered to cover urgent requirements PPE used for staff supporting very young or disabled / unconscious staff or pupils. Call 999 if symptoms are such that life appears at risk. 			PH	
Pupil or staff have been in contact with a symptomatic individual	<ul style="list-style-type: none"> Staff member or children do not need to isolate if they have been in contact with someone displaying new symptoms such as a cough or cold. Temperature taken of symptomatic person – if above 38 degrees inform Headteacher or SLT for that day. Follow good hand and respiratory hygiene at all times. Clean the immediate affected area and record on a cleaning log for that area. 		<ul style="list-style-type: none"> All those in proximity of infected person to be tested where possible. Follow PHE/DfE published guidance regarding 'what to do if...' 			RHS, SF & JL	

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Contact with a diagnosed case of CV-19	<ul style="list-style-type: none"> If a staff, member or pupil develops symptoms compatible with CV-19 then they will be sent home to isolate for 7 days Test administered when available. If positive, all members of teaching group and teacher self-isolate for 14 days. Class deep cleaned and all resources cleaned or discarded. SLT to contact Public Health and advice followed. 	<ul style="list-style-type: none"> Members of that household must also self-isolate for 14 days. Staff will be asked to complete a self-isolation assessment on-line using the government website. Tests will be sourced as early as are available to test those isolating. Cases reported via the RIDDOR process, PHE and DfE. 		RHS, SF & JL	
Insufficient staff to maintain group ratios identified in risk assessment.	<ul style="list-style-type: none"> Keep all staff informed of all decisions in good time to alleviate any concerns where possible. Identify as accurately as possible how many children will be coming into school. Ensure government guidance is followed and adhered to. Manage the impact of NEU advice on refusal to work. 			RHS, SF & JL	
Danger to vulnerable staff and pupils with an underlying health condition.	<ul style="list-style-type: none"> Staff who have underlying health conditions, or where a member of their household has underlying health conditions (as listed on the NHS website, IN ADDITION TO the higher risk shielding group) to work from home for the duration of the pandemic. Parents should keep children at home if they have underlying health conditions Staffing decisions led by scientific research at all times. 	<ul style="list-style-type: none"> Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the guidelines on self-isolation and are tested. ALL NHS AND GOV.UK guidance to be followed at all times regarding isolation, distancing and hygiene. Staff who have been provided with a shielding letter for second lockdown must isolate at home for the duration (to 2nd December 2020) 		RHS, SF & JL	

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Plan insufficiently communicated or risk assessed.	<ul style="list-style-type: none"> Complete plan in good time. Identify all stakeholders who need to know info. Share plan on website and FB. Risk assessment to be completed prior to the end of Term 5 2020. 	<ul style="list-style-type: none"> All Government guidance is taken into consideration but the decision must be on the grounds of safety and not guidance or getting people to work. 			RHS, SF & JL		
Pupil and staff well-being significantly harmed by impact of CV-19.	<ul style="list-style-type: none"> Well-being plan written by week being team for first few week back in school. Parent views taken into consideration and school communicate how these have been responded to. Staff support line shared to all staff. Fresh air breaks for students and staff where needed Praise and encouragement and high levels of compassion displayed at all times by all leaders. Send staff home asap if groups are smaller. 	<ul style="list-style-type: none"> Referrals for pupils / parents displaying sigs of emotional stress or mental health concerns. Pastoral support team on call to provide check-ins at all times for home and school learners. Staff well-being newsletter Introduction of some face-to-face contact via MS Teams during Term 6 to ensure the students that are not in Y10 or Y12 do get to interact with teaching staff, where possible. 			RHS, JL & SF		
Preparing buildings and facilities	<ul style="list-style-type: none"> Premises and utilities have been health and safety checked and building is compliant. Water treatments Fire alarm testing Repairs Grass cutting PAT testing Fridges and freezers Boiler/ heating servicing Internet services 	<ul style="list-style-type: none"> Clear premises rota and appropriate training implemented. Whole school checking rota in place. Budget review to determine access to emergency funds Social distancing fully enforced to mandatory level. One way system put into in place to enter and exit the school. Signage put in place. 			SLT & PH		

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	<ul style="list-style-type: none"> • Other statutory inspections • Insurance covers reopening arrangements • Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place. • Consideration given to premises lettings and approach in place. 	<ul style="list-style-type: none"> • Lettings risk assessment completed • No lettings for the remainder of school year. 			
Emergency evacuations	<ul style="list-style-type: none"> • Evacuation routes are confirmed, and signage accurately reflects these. <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p>	<ul style="list-style-type: none"> • Revise evacuation procedure and share with all staff and children. 		PH	
Cleaning & waste disposal	<ul style="list-style-type: none"> • Adequate cleaning supplies and facilities around the school are in place. • Arrangements for longer-term continual supplies are also in place. • Sufficient time is available for the enhanced cleaning regime to take place. • Waste disposal process in place for potentially contaminated waste. 	<ul style="list-style-type: none"> • Hand sanitiser available at the school entrance • Lidded bins in classrooms • Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach • Stock check and ordering schedule reviewed and order made. • All staff advised to leave the site by 17:00 time so that cleaning to be undertaken. • Waste bags and containers - kept closed and stored separately from communal waste for 72 hours • Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). 		PH	

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Classrooms	<ul style="list-style-type: none"> Classrooms have been re/arranged to allow for required space between individuals. Appropriate resources are available within all classrooms NB: sharing of equipment should be limited to the bubble (if mandatory). Shared materials and surfaces should be cleaned and disinfected more frequently Information posters are displayed in every classroom, at the main entrance, in the staffroom and in all toilets. Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front. 	<ul style="list-style-type: none"> Removal of excess chairs and marking of 'non-use' tables in classrooms. Premises team afternoon site walks to monitor classroom materials. 			
Staffing	<ul style="list-style-type: none"> Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT and office/admin staff. Including at least one of the following: <i>SLT member</i> <i>Designated Safeguarding Lead (DSL)</i> <i>SENCO</i> <i>Caretaker/site member</i> <i>Office staff member</i> Approach to staff absence reporting and recording in place. All staff aware. Risk assessments in place for those staff who were previously working from home due to shielding when they have requested this (clinically vulnerable and/or living with someone in these groups), and appropriate 	<ul style="list-style-type: none"> Check relevant staff qualifications and make sure updated accreditation is acted upon in a timely manner. Updated staff roles & responsibilities updated and distributed. Procedures for staff illness and personal absence reinforced for all staff. SLT staff well-being responsibility implemented. Remote new staff induction undertaken to alleviate any concerns and provide relevant procedural information. 		RHS, PH & SJS	

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	<p>arrangements for mitigating risk are identified.</p> <ul style="list-style-type: none"> Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts. Approaches for meetings and staff training in place. Approach to support wellbeing, mental health and resilience in place, including bereavement support The approach for inducting new starters has been reviewed and updated in line with current situation. Return to school procedures are clear for all staff. Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. <p><i>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</i></p>				
Group sizes	<ul style="list-style-type: none"> All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible to the extent required by government guidelines. 	<ul style="list-style-type: none"> Daily review of DfE expectations. 		SLT & Subject Leaders	

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	<ul style="list-style-type: none"> Staffing allocations to groups determined, minimising contact with multiple groups as much as possible. 				
Social distancing	<ul style="list-style-type: none"> Arrangements for social distancing in place to consider: <i>Pupil drop-off</i> <i>Staggered & limited amounts of moving around the school/ corridors.</i> <i>Classroom design.</i> <i>Lunch arrangements adapted, including 'family lunch' and 'DEAR'.</i> <i>Toilet arrangements.</i> Approach to avoiding children and young people entering school congregating and breaching social distancing is in place. Approach to assemblies – plan in place to manage social distancing. Social distancing plans communicated with parents, including approach to breaches. 	<ul style="list-style-type: none"> Adaptation of timetable to remove morning breaktime. Limit on number of pupils congregating in groups during unstructured time. Guidance and information provided for parents to support our practice. 		SLT & PH	
Transport	<ul style="list-style-type: none"> Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible. 	<ul style="list-style-type: none"> Headteacher letter distributed. 		RHS	
Catering	<ul style="list-style-type: none"> Arrangements in place to safely provide food to CYP on site, including the requirement of universal free school meals. 	<ul style="list-style-type: none"> School day adapted to facilitate year group bubbles in unstructured time. 		SLT & PB	

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	<ul style="list-style-type: none"> • Arrangements for when and where each group will take lunch are in place so that children do not mix with children from other groups. 				
PPE	<ul style="list-style-type: none"> • PPE requirements understood and appropriate supplies in place. • Long term approach to obtaining adequate PPE supplies in place. 	<ul style="list-style-type: none"> • Technology TA working with staff to provide additional PPE equipment for school use. • School procures sufficient disposable face-masks for all students in event they fail to bring their own into school • School procures appropriate PPE for first-aiders 		SLT	
Response to suspected/ confirmed case of COVID19 in school	<ul style="list-style-type: none"> • Approach to confirmed COVID19 cases in place: during school day. Staff made fully aware of: <i>Which staff members who should be informed/ take action.</i> <i>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated.</i> <i>Cleaning procedure in place.</i> <i>Arrangements for informing parent community in place.</i> • Approach to confirmed COVID19 cases in place: outside of school hours <i>System in place to relocate CYP away from certain parts of the school to clean, if required.</i> <i>Cleaning procedure in place.</i> <i>Arrangements for informing parent community in place.</i> 	<ul style="list-style-type: none"> • School INSET session in September to cover these points. • Constant liaison with local authority. 		SLT & PH	

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	<ul style="list-style-type: none"> Process in place to engage with the Test and Trace and contract tracing process. <i>Refer to ECC and public health guidance for more information.</i> 				
Pupil Re-orientation	<ul style="list-style-type: none"> Changes to the school day/timetables shared with parents. All students instructed to bring a water bottle each day. Water fountain cleaning arrangements in place. Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. Audit of the impact of COVID19 on families and whether any additional support may be required: <i>Financial.</i> <i>Increased FSM eligibility.</i> <i>Referrals to social care and other support.</i> <i>PPG/ vulnerable groups.</i> 	<ul style="list-style-type: none"> DSL and school councillor involved in putting programme together to deal with affected pupils and families. Vulnerable families contacted at the beginning of term. 		SLT and Head of Years	
Safeguarding	<ul style="list-style-type: none"> Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved. Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school 	<ul style="list-style-type: none"> Appropriate enhances safeguarding training provided for staff. Updated Child Protection Policy in place. 		LT & SAF	

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	<ul style="list-style-type: none"> Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission. 				
Curriculum / learning environment	<ul style="list-style-type: none"> Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? <i>Each activity risk assessed and will not be run unless the risks can be mitigated. Practical subjects to gain enhanced advice from their relevant educational associations.</i> Whole school approach to adapting curriculum (S/M/L term), including: Wellbeing curriculum. Recognising 'non-curriculum' learning that has been done. Capturing pupil achievements/ outcomes. Utilising the DFE 'catch-up' funding and programmes. 	<ul style="list-style-type: none"> PE, Science, DT and Art Subject Leaders to research and implement guidance. Implementing appropriate cross-curricular Afl to determine knowledge gaps and adapt curriculum accordingly. Student behaviour policy reviewed and reflects the current circumstances. Structure in place for effective remote or blending learning in case of a second -spike in the virus. 		SLT & Subject Leaders	
CYP with SEND	<ul style="list-style-type: none"> Approach to provision of the elements of the EHCP including health/therapies in place. Annual reviews. 	<ul style="list-style-type: none"> New requests for assessment considered. 			
Attendance	<ul style="list-style-type: none"> Promoting and supporting attendance for all pupils determined, including those who may be anxious. Support for parents where rates of persistent absence were high before closure. 	<ul style="list-style-type: none"> Attendance team, DSL and SLT involved in enhanced parental contact in relevant cases. 		Attendance Team, DSL, SLT, Heads	

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Governors/Governance	<ul style="list-style-type: none"> Governors made on their role in the planning and full opening of the school, including support to leaders. Approach to communication between Leaders and governors made clear and understood. Governors prepared for start of school year (clerking, etc). 	<ul style="list-style-type: none"> Meetings and decisions that need to be taken are prioritised. 			
School events, including trips	<ul style="list-style-type: none"> The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. 	<ul style="list-style-type: none"> SLT member i/c of trips to monitor closely. Trips only to happen in the short term when completely necessary from an educational perspective and fully comply unambiguously with all government guidelines. No international visits considered. 		PRS	
Finance	<ul style="list-style-type: none"> Additional costs incurred due to COVID19 are understood and clearly documented. Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM. Consideration given and research undertaken for any support that may be brokered through working together, for example, partnerships, trusts etc. 	<ul style="list-style-type: none"> Loss of income audited and implications understood, including the impact of lettings and the financial implications of possibly not restarting. Clarity on impact of reintroduction or re-contracting services, such as: <i>Cleaning.</i> <i>IT support.</i> <i>Catering.</i> 		KFD, AT	

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ASSESSMENT DATE: 24TH AUGUST 2020 REVIEWED: 7TH September/6th November 2020 NEXT REVIEW: 6th December 2020

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Column 4 KEY:	HIGH	High risk of serious injury possibly life threatening or permanent. Do not progress until controls implemented	MEDIUM	Medium risk of moderate injury. Maximum effort must be made to reduce risk further to enable LOW / GREEN ranking	LOW	Nominal risk of slight injury. Continue to monitor	
1. HAZARDS / WHO COULD BE HARMED / HOW	2. EXISTING CONTROL MEASURES			3. PROPOSED ADDITIONAL ACTIONS	4. RISK LEVEL	5. ACTION OWNER	6. ACTION COMPLETE

Extra-curricular provision	<ul style="list-style-type: none"> Short-term cancellation of all extra-curricular provision unless it is vital from an educational perspective. Then only if a discrete risk assessment has been completed and full parental consent has been given. 	<ul style="list-style-type: none"> Reviewed termly; future decisions based on DfE guidelines Proposal to enable Performing Arts dept to run after-school Dance club agreed. Plan to include Dance studio weekly defogging and controlled access arrangements in place for student movement, including change to Y8 line-up. 			
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LIKELIHOOD	LIKELY (3)	MEDIUM RISK (3)	HIGH RISK (6)	EXTREME RISK (9)
	UNLIKELY (2)	LOW RISK (2)	MEDIUM RISK (4)	HIGH RISK (6)
	HIGHLY UNLIKELY (1)	TRIVIAL RISK (1)	LOW RISK (2)	MEDIUM RISK (3)
		SLIGHTLY HARMFUL (1)	HARMFUL (2)	EXTREMELY HARMFUL (3)
SEVERITY				