

**St Peter's CofE Academy: Covid Risk Assessment**

School	<b>St Peter's CofE Academy</b>	Name of assessor	Louise James	Date Completed	August 2021
--------	--------------------------------	------------------	--------------	----------------	-------------

Review Date	Ongoing as Government legislation is issued	Area	St Peter's CofE Academy site
-------------	---	------	------------------------------

What is the hazard?	Who might be harmed?	How might people be harmed?	Risk Rating with no controls			Existing risk control measures	New risk rating (Residual)			Additional controls (if required)	Action/monitored by whom?	Action/monitored by when?
			C	L	R		C	L	R			
<b>Spread of Covid-19 Coronavirus</b>	Staff Pupils Parents Visitors Contractors/ suppliers	Covid-19 is a virus that can cause various issues including breathing difficulties leading to pneumonia and other complications including hospitalisation and death	5	5	H	<p><b>Hygiene Procedures:</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place. Hand sanitiser available at entry and exit points. Dispensers outside each set of toilets, inside zones and as you enter each classroom.</li> <li>Posters in all wash areas to show correct procedure for hand washing and 'now wash your hands posters'</li> <li>All staff and students wash their hands and use sanitiser when entering the school site and before leaving and at regular intervals during their time on site including before and after break and lunch time.</li> <li>Students and staff on site reminded to regularly wash their hands and use disposable tissues to cough or sneeze into Lidded bins in all classrooms and toilets.</li> <li>Tissues in each room.</li> <li>All staff have received the video on hand washing techniques.</li> </ul> <p><b>First Aid:</b></p> <ul style="list-style-type: none"> <li>Reception staff have all completed a full 3 day first aid course and additional courses for Defib, CPR and Epipen. All certificates are up to date.</li> <li>All staff have watched the video guidance on how to put on and dispose of PPE.</li> <li>All staff will receive a copy of this risk assessment and a protocol for dealing with staff and students showing symptoms of Covid 19.</li> </ul>	5	2	M	<p>Ensure a good stock of soap and sanitiser on site at all times.</p> <p>First aiders will wear full PPE when treating staff or students for accident or injury. PPE to be double bagged and disposed of immediately in the skip. Staff are aware of hygiene procedures for administering first aid and for the disposal of PPE. Good stock of PPE and first aid supplies. RA to be sent out to all staff and placed on website/accessible in the shared area</p>		

				<p><b>Students showing symptoms of Covid 19</b></p> <ul style="list-style-type: none"> <li>• A clear message has gone out to staff and students to inform them that they are not to attend school if they are showing symptoms of Covid 19</li> <li>• Students showing symptoms of Covid 19 will be taken to the isolation room which has been designated as the Fitness Suite.</li> <li>• Depending on the severity of the symptoms, the First Aider will decide if a member of staff needs to stay with the child while waiting for parents to pick them up. In this case the First Aider will social distance where possible and if needed will wear PPE.</li> <li>• If the child tests positive for Covid 19, L James will contact the DFE to report, NHS Track and Trace will identify and contact close contacts</li> <li>• Students under 18 years and 6 months do not need to isolate and will instead be encouraged to get a PCR test, they do not need to isolate whilst awaiting PCR test results</li> <li>• Business Manager will inform parents of the need to obtain advice from 119/111 if the child has Covid 19 symptoms. Students who test positive will have the facility to login to remote learning as they did during lockdown and resources will be provided by their teachers.</li> </ul> <p><b>Staff showing symptoms</b></p> <ul style="list-style-type: none"> <li>• Staff showing symptoms and feeling unwell should leave site as soon as possible after developing symptoms.</li> <li>• The areas the staff member has worked in will be cleaned thoroughly after they have departed.</li> <li>• If the staff member is waiting for someone to pick them up, they are to wait in the isolation room. The above procedure will be followed and close contacts identified by NHS track and trace.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Cleaning will be completed at the start and end of each day, a cleaning operative will be available between 9am and 2pm to clean hand rails, toilets and frequently used/touched surfaces.</li> <li>• Surface wipes available in each room.</li> <li>• Hand sanitiser in every room for students to use upon entry.</li> </ul> <p><b>Zones</b>  Bubbles have been removed but students will stay in their areas for firm time only as follows:  Year 7 – Yellow Zone  Year 8 – Blue Zone  Year 9 – Gold Area  Year 10 – Red Area  Year 11 – Green Area  All year groups have been allocated a different entrance/exit point into the school to avoid congestion at the main gates.</p>		<p>The Fitness suite and the area that the child has been working in will be cleaned thoroughly following departure.  Those who have been in contact do not need to be tested or isolate unless a test result is positive.</p> <p><b>DFE Contact: 0800 046 8687</b>  <b>PHE contacts: 0344 2253560</b>  <b>Out of hrs: 01384 679031</b></p> <p>If the staff member tests positive, they must follow the usual procedure for absence reporting.  Staff to leave site straight away if well enough to drive, if not emergency contact to be called to collect. The staff member will wait in the isolation room.</p> <p>COSHH Data Sheets for all surface wipes and sanitiser are available in the shared area – health and safety/COSHH Data/Frequently used items.</p>		
--	--	--	--	---	--	--	--	--

				<p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>• Where possible staff should social distance from each other Staff zone marked out at the front of each classroom and all desks face the front of the class.</li> <li>• A glass screen is in place in reception and in the Atrium where the food is served</li> </ul> <p><b>Visitors and Contractors</b></p> <ul style="list-style-type: none"> <li>• All visitors where possible will meet remotely over Zoom or Teams, where this is not possible:</li> <li>• Visitors and contractors to school will be informed of the hygiene and social distancing procedures prior to arrival.</li> <li>• Reception strictly controlled by the Receptionist in relation to access to school site. Both sets of Reception doors are automatic to avoid staff and visitors having to touch the doors.</li> </ul> <p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• Face masks are no longer a necessity legally, staff and students can choose to wear/not wear as per Government guidance, this will be reviewed if there is a local outbreak.</li> <li>• Government advice is to wear masks in crowded or congested areas – this has been briefed to staff and students.</li> <li>• Full PPE will be worn by First Aiders if dealing with a suspected positive case.</li> </ul> <p>Staff are aware of when PPE should be used:</p> <ul style="list-style-type: none"> <li>• When in congested areas</li> <li>• When dealing with students who have conditions where PPE is needed.</li> <li>• When someone on site is showing symptoms of Covid 19.</li> <li>• When administration of first aid is needed (non Covid related)</li> </ul> <p><b>Premises &amp; Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• All day to day maintenance will continue as normal. Site Manager to liaise with contractors regarding planned maintenance as the school is a PFI school.</li> </ul> <p><b>Fire Drill &amp; Lock Down</b></p> <ul style="list-style-type: none"> <li>• Drills will now take place as normal and assembly areas will move back to the Tennis Courts</li> <li>• A whole school drill will take place in the first week of term and year 7s will have a practice on the first day of term, all students will be made aware of the muster points.</li> <li>• Lockdown drills – as above</li> </ul>		<p>Clear 2m distancing signage in place around the Academy.</p> <p>All desks are front facing</p> <p>Access button outside reception to be cleaned regularly throughout the day.</p> <p>Clear distancing signage around the school Visitor Protocol in place and sent to all visitors prior to arrival.</p> <p>All students have been informed via email and social media of the need to wear face masks in crowded areas and when moving around the building – this is now <b>COMPULSORY</b> The Academy has a stock of face masks but parents will be contacted if their child is continually not wearing a face mask.</p>		
--	--	--	--	--	--	--	--	--

				<p><b>Ventilation:</b></p> <ul style="list-style-type: none"> <li>• Windows open in all areas used to ensure adequate ventilation. SPA ventilation systems are 'fresh air in' set up.</li> <li>• CO2 detectors are being supplied by the DFE in the Autumn term</li> </ul> <p><b>Deliveries to Site:</b> As the main gates are locked, reception staff will inform delivery drivers of the drop off points.</p> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• The school will follow Government guidance on the use of resources in classrooms.</li> <li>• In practical lessons i.e Science, PE, D and T, resources will be rotated where possible:</li> <li>• 48 hours after cleaning</li> <li>• 72 hours after cleaning for plastic products</li> <li>• Books and other resources will be cleaned regularly.</li> <li>• Students need to bring in their own pens, pencils etc.</li> </ul> <p><b>BAME/ Clinically Vulnerable Staff:</b></p> <ul style="list-style-type: none"> <li>• The school will follow Government advice for clinically vulnerable/BAME staff</li> </ul> <p><b>Extremely Clinically Critically Vulnerable students:</b> The school will follow Government advice on this group of students</p> <p><b>Pregnant Staff:</b> There are currently no pregnant staff on the Academy site.</p> <p><b>SEN Support</b></p> <ul style="list-style-type: none"> <li>• As there is no specific guidance on SEN support, TAs and HLTAS will support students in the open zones if they need to support one to one.</li> </ul> <p><b>Catering</b></p> <ul style="list-style-type: none"> <li>• At break and lunch time, students will follow the new rota which gives a short break in-between serving times for different year groups within the lunch period</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Staff briefing will be via email rather than Monday morning face to face</li> <li>• Communication will be via email where possible instead of face to face</li> <li>• Staff CPD will be conducted via Teams or in a well ventilated socially distanced space</li> </ul>		<p>Students are allowed to wear coats at the discretion of the teaching staff.</p> <p>Rotas to be displayed around school and are in the assemblies in the first week back.</p>		
--	--	--	--	--	--	---	--	--

				<p><b>Mental Health of Students</b></p> <ul style="list-style-type: none"> <li>In Rock, the main focus is students' mental health and helping and assisting them to adjust back to school life via the use of resources.</li> <li>The SDO and Safeguarding teams will work with students known to be vulnerable</li> </ul> <p><b>Communication with parents:</b> Parents are constantly emailed regarding changes or contacted via phone if needed. Meetings are taking place on Zoom or Teams. Messages are going on to social media and there is a Covid 19 Information area on the Academy website including regular messages from the Principal.</p> <p><b>Alternative Provision:</b> Alternative Provision is now in house at SPA other than two students who attend a medical PRU, risk assessments and control measures have been communicated to the Pastoral team and check on the students are made weekly.</p> <p><b>Supply staff, Volunteers and music tutors:</b> The Academy has 3 cover supervisors to cover staff absence but if supply is needed, they will be briefed on school procedures. If long term supply is needed, then the same teacher from the agency will be used on a long- term basis.</p> <p><b>School Uniform:</b> Start of term assemblies will give expectations for all students to wear full uniform unless they have PE on a particular day, in that case the student will remain in PE kit to avoid the use of the changing areas.</p> <p><b>Extra Curricular Provision:</b> Extra- curricular clubs will run as normal.</p> <p><b>Educational Visits:</b> All visits are reviewed by SLT, this will continue and staff will need to provide comprehensive risk assessments to be discussed at SLT.</p> <p><b>Catch Up:</b> A Learning mentor was appointed in 2020 to work with students to bridge the gap from that was missed during Lockdown. Students have attended summer school for 5 weeks and year 6 into 7 have attended a full week summer camp using the DFE funding for catch up.</p>						<p>Students are encouraged to wear jumpers and tee shirts under their shirts for warmth whilst windows are being left open for ventilation.</p> <p>Information only.</p> <p>Information only.</p>
--	--	--	--	--	--	--	--	--	--	---

				<p><b>Lettings:</b> All areas are fully open for lettings, for indoor lettings, all hirers must meet with school staff prior to the start of the letting to look at the areas to be hired.</p> <p><b>Staff and Student Testing:</b> The school will follow Government advice on testing</p> <p><b>Covid 19 Outbreak:</b> Cases will be monitored daily and reported to PHE as previously.</p> <p><b>The overall risk is sufficient to enable and support the re-opening of the schools to all students and staff in the new Academic year. All risks will be reviewed weekly.</b></p>			Changing facilities closed other than toilets.		
--	--	--	--	---	--	--	--	--	--

L = Likelihood

C = Consequence

R = Risk rating

RR = Residual risk rating

KEY:			Levels							
C	Severity of consequence		1 (min) to 5 (max)							
L	Likelihood		1 (min) to 5 (max)							
R	Risk Rating		1 (min) to 25 (max)							
RR	Residual Risk Rating		1 (min) to 25 (max)							
Score:	Low	1 - 8								
	Med	9 - 15								
	High	16 - 25								

  

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	Consequences					