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| <b>Risk Assessment – COVID-19 (v3.4)</b> |  | <b>November 2021</b> | <b>Dukesgate Academy</b> |
| <b>Responsible Person</b>                | Jane Garner  |                      |                          |
| <b>Other Persons Involved</b>            | Miss Melanie Slater – School Business Manager  |                      |                          |
| <b>Guidance Material Considered</b>      | <ul style="list-style-type: none"> <li>• DfE – <a href="#">Schools coronavirus (COVID-19) operational guidance (from Step 4) (27 September)</a></li> <li>• DfE - <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (27 September)</a></li> <li>• DfE - <a href="#">Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (27 September)</a></li> <li>• DfE - <a href="#">Safe working in education, childcare and children’s social care (20 July)</a></li> <li>• PHE - <a href="#">COVID-19: cleaning in non-healthcare settings outside the home (19 July)</a></li> <li>• DfE Asymptomatic Testing Procedures and Guidance – available through the <a href="#">DfE portal (secondary)</a> and <a href="#">DfE portal (primary)</a></li> </ul> |                      |                          |

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| <b>Details</b>   | <b>DFE Coronavirus Helpline 0800 046 8687</b> |
| <p>A risk assessment covering school/setting operation from September 2021</p> <p><b>A revised system of control measures is in effect</b></p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol> <p>The symptoms of COVID-19 are a new and continuous cough, or a high temperature, or a loss of or change in a person’s normal sense of taste or smell</p> |   |

| Hazard                               | Who is at Risk          | How Can the Hazards Cause Harm                                      | Control Measures Currently in Place   |
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| Infection Control (people)           | Staff, Pupils, Visitors | Staff contracting COVID-19  | <ul style="list-style-type: none"> <li>• Staff who are required to quarantine having recently visited a county outside the <a href="#">common travel area</a> will not come into school</li> <li>• Staff are encouraged to take part in asymptomatic testing</li> <li>• Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a PCR test.</li> <li>• Where an LFD test returns a positive result the staff member must self-isolate and arrange a PCR test.</li> <li>• Anyone having to go home will be encouraged to not use public transport where this is applicable</li> <li>• Where a PCR test returns a positive result:               <ul style="list-style-type: none"> <li>○ The staff member must notify the school of the test result immediately</li> <li>○ The staff member self-isolates in line with self-isolation guidance</li> <li>○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i>.</li> </ul> </li> <li>• If the PCR test result is negative the staff member can return to school when they feel well enough to do so.</li> <li>• Staff are encouraged to continue twice weekly home testing in line with PHE/DfE guidance whenever they are due to come into school. In the event of any outbreak management, the frequency of testing will be directed by Public Health.</li> <li>• Any fully vaccinated staff identified as close contacts of a positive case are advised to carry out a PCR test and are also advised to carry out an LFD test <b>which must be negative</b> each day prior to attending work.</li> </ul> |
|                                      |                         | Pupils contracting COVID-19   | <ul style="list-style-type: none"> <li>• Any pupil with symptoms of COVID-19 is told to self-isolate and undertake a PCR test. The pupil/parents are instructed to notify the school of the test result. A negative PCR test result means the pupil can return to school when they are well.</li> <li>• Anyone having to go home will be encouraged to not use public transport where this is applicable</li> <li>• <b>Previously CEV pupils are no longer classified as such and should therefore follow current guidance.</b></li> <li>• Pupils/children who are required to quarantine having recently visited a county outside the <a href="#">common travel area</a> must not come into school</li> <li>• Where an LFD test returns a positive result the pupil will self-isolate and be advised to arrange a PCR test, continuing to self-isolate if the result is positive.</li> </ul>   |
| Suspected / confirmed case in school | Staff/ pupils           | Potential contamination of surfaces and for person to person spread | <ul style="list-style-type: none"> <li>• Pupil/staff member sent home and instructed to arrange a COVID-19 PCR test.</li> <li>• Pupils with symptoms are isolated in a dedicated <b>area</b> with an open window if possible. Any <b>areas</b> used will be cleaned once they have left.</li> <li>• Cleaning and disinfection of the area is carried out in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>• Any pupil with symptoms is escorted to the allocated area and not sent alone.</li> <li>• Headteacher immediately informed of child being unwell with suspect Covid-19.</li> <li>• Parents/Carers contacted and asked to collect immediately (3 emergency contact numbers held by school for most pupils).</li> <li>• Updated guidance received from local Health Protection Team detailing local arrangements. Copy given to JG, YD, MS and VH.</li> </ul>  |

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|                                      |                         |  | <ul style="list-style-type: none"> <li>RD/ Dawn Lester notified immediately of any confirmed cases in school on the UL template provided.</li> </ul>  |
| <b>Infection Control (practices)</b> | Staff, Pupils, Visitors | Operational practices in place to minimise the risk of the spread of infection | <u>Good Hand and Respiratory Hygiene</u> <ul style="list-style-type: none"> <li>Hands are cleaned regularly by all pupils, staff members and visitors and soap and running water or hand sanitiser is readily available for this purpose.</li> <li>'Catch-it, bin-it, kill-it', promoted throughout school.</li> <li>The school provides tissues and sufficient bins to support disposal of waste.</li> <li>Teachers revisit infection control practises with children at the start of term and at least weekly.</li> <li>Individual children with skin conditions are identified and use prescribed handwashing lotions <b>brought in from home.</b></li> <li>Frequent reminders throughout the day to promote good hand and respiratory hygiene.</li> <li>Regular robust handwashing to be carried out. Signage advocating more frequent handwashing is displayed in various locations around the premises.</li> </ul>  |
|                                      |                         |  | <u>Cleaning</u> <ul style="list-style-type: none"> <li>A cleaning schedule is in place with an emphasis on frequently touched surfaces</li> <li>Cleaning following confirmed/suspected case carried out in accordance with PHE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>Where cleaning is contracted out the school maintains a record of what enhanced processes have been implemented.</li> <li>All staff provide an element of day to day cleaning, wiping of surfaces and resources during the day. This is in addition to the thorough cleaning provided by contracted cleaners. Staff are trained in the use of appropriate PPE for such tasks and the use of COSHH approved substances and the safe disposal of waste. <ul style="list-style-type: none"> <li>Staff made aware of COSHH/data sheets, which will be made available and must only use products made available.</li> <li>Cleaning materials provided in the staffroom to allow staff to clean their eating area before and after use.</li> <li>Cleaning materials provided in the staff toilets.</li> <li><b>Frequent reminders to staff that all</b> surfaces to be clear at the end of each day to ensure robust cleaning can take place.</li> </ul> </li> </ul> |
|                                      |                         |  | <u>Outbreak Management Plans</u> <ul style="list-style-type: none"> <li>Mechanisms are in place for the rapid deployment of enhanced control measures, e.g. face coverings, bubbles, should the school be advised to do so by a relevant body (central government, Local Director of Public Health).</li> <li>Individual risk assessments will be reviewed at this time in line with any additional guidance from Public Health.</li> </ul>   |
| <b>Infection Control (premises)</b>  | Staff, Pupils, Visitors | Changes to or introduction of physical control                                 | <ul style="list-style-type: none"> <li>The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment.</li> <li>Mechanical ventilation systems are set to 'fresh air' mode where possible.</li> </ul>   |

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|   |                                    | measure to minimise the risk of the spread of infection  | <ul style="list-style-type: none"> <li>• Single room ventilation systems continue to operate as normal</li> <li>• Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks.</li> <li>• Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room</li> <li>• Non-fire doors are propped open to support ventilation and to remove need for hand contact</li> <li>• Occupied spaces are kept well ventilated insofar as ventilation systems allow and whilst maintaining a suitable teaching and working environment (Staff &amp; pupils may wear a fleece if windows are open). Windows and doors open where possible and weather permitting. Fire Doors should NOT be blocked or propped open.</li> <li>• HVAC system unable to be switched to fresh air mode however rooms which have been identified with poorer ventilation will now utilise the air conditioning unit and will open nearby doors and windows to create a fresh air supply.</li> <li>• All surfaces are clear at the end of each day to ensure robust cleaning can take place.</li> <li>• Site Manager to conduct daily quality assurance checks of cleaning standards by the cleaning contractor and to rectify any areas immediately, before school opens for the day. In Site Manager's absence, SBM and HT will conduct quality assurance checks.</li> </ul> |
| <b>Anxiety, stress and worry</b>  | Staff, pupils (parents indirectly) | Those coming to work or school may be anxious, worried or stressed                             | <ul style="list-style-type: none"> <li>• The workforce and any Union reps have been consulted in the development of this risk assessment and associated control measures</li> <li>• This risk assessment and its findings have been shared with staff and published on the school website.</li> <li>• Staff have access to Group's <a href="#">occupational health and counselling service</a></li> <li>• <b>Staff encouraged to proactively address and maintain their own and pupils' Health &amp; Wellbeing, through implementing group wide and whole school systems and/or approaches.</b></li> <li>• Headteacher and SBM briefings and shared updates with all staff.</li> <li>• Timetable has explicit well-being lessons daily, including Emotional Literacy, PHSE, Online Safety and the Daily Mile.</li> </ul>  |
| <b>Failure to follow local rules</b>  | Staff, Pupil, Visitors             | Persons fail to follow local rules due to lack of awareness or persons who violate local rules | <ul style="list-style-type: none"> <li>• All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner</li> <li>• Transgressions will be escalated through existing behaviour/disciplinary arrangements</li> <li>• Behaviour Policy updated to reflect any new procedures and uploaded to the website</li> </ul>   |
| <b>The school lapses in following national/ group guidelines and advice</b> | Staff, Pupil, Visitors             | Lack of awareness leads to failure to follow required controls                                 | <ul style="list-style-type: none"> <li>• Important updates/changes included in CEO's Heads Bulletins .</li> <li>• Regular key guidance updates issued by Group H&amp;S Manager.</li> <li>• Headteacher to ensure that all relevant guidance is followed and communicated to staff.</li> <li>• Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly.</li> <li>• The LGB is kept informed of changes in guidance and school approach.</li> <li>• <b>Risk Assessment available on school website for visitors and parents to view.</b></li> </ul>  |

| Details of any additional control measures for consideration  | Target for completion | Date of completion | Completed By |
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| The use of CO2 detectors for identifying poorly ventilated spaces will be kept under review pending further information from DFE. |                       |                    |              |

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| <b>Assessment completed by:</b> | J Garner & M Slater | <b>Date:</b> 08/11/2021 | <b>Date of next review:</b> | Wk comm 06/12/2021 |
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