Maltby Lilly Hall Academy

Covid-19 risk assessment

Premises: Maltby Lilly Hall Academy
Assessor(s): Richard Pease (Principal)
Updated: 11/01/22 (constantly under review)

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Section 1 - Overview and rationale

"As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance". Schools Covid-19 Operational Guidance.

Underpinning all of these plans will be the safety of both pupils and staff. Our updated plans and risk assessment are based on the government's systems of control to:

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.

The updated operational guidance for primary schools can be found here: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance

This plan and risk assessment has been created based on the following guidance and advice:

- Official government guidance for full opening: schools (details outlined above):
- Implementing Protective Measures in Education and Childcare Settings
- Safe working in education, childcare and children's social care
- NEU/GMB/Unison/Unite FAQs and guidance documents.
- CST shared models of good practice
- Each updated Risk Assessment has been shared with governors, staff and parents throughout the year.

Section 2 - Outline of plan

2.1 Systems of Control: Protective Measures

- The table below outlines the key protective measures the school will take to deliver the four systems of controls identified by Public Health England.
- Further controls are set out in the plan and risk assessment below.

No	Essential Control	School Actions
1	Ensure good hygiene for everyone.	- All pupils and staff will be reminded to wash hands at regular intervals during the day. This includes before and after visiting the toilet, coughing/sneezing and having a meal. - All pupils will receive reminders on effective handwashing routines via posters and verbal reminders. The 'catch it, kill it, bin it' approach will be used. - All classrooms, social spaces and corridors will have adequate lidded bins. - Ensuring the control measures identified in the schools Covid-19 operational guidance document are in place and adhered to by all. - All staff are encouraged to wear face coverings on corridors
2	Maintain appropriate cleaning regimes.	- A reactive cleaner will be in place and has a schedule of cleaning areas most used throughout the day. - The school will be cleaned every morning before school opens (a specific focus on door handles, desk surfaces). - Cleaning products will be available in all classrooms and are expected to be used appropriately by staff as and when required.
3	Keep occupied spaces well ventilated.	- Classroom doors and windows and doors to remain open when appropriate (when there is adverse or cold weather the doors will be shut). - Windows in the classrooms will be open when appropriate (when there is adverse or cold weather the doors will be shut). When the weather is too cold, the windows will be opened when the room is not occupied over break and lunch to allow for air circulation. - Classroom doors / other exits may remain open during lesson time, these may be temporarily closed when different groups of pupils are moving between groups (e.g for phonics) so not to disturb the quality of teaching and learning. - CO2 monitors in every classroom to ensure ventilation is adequate – where it is not, then ventilation is increased through door and window opening.
4	Follow public health advice on testing, self-isolation and managing	- If any staff member or pupil develops symptoms they will be sent home immediately and asked to take a lateral flow test (LFT). If this is positive then guidance here should be followed: stay at home guidance for households with possible or confirmed Covid-19 infection. Individuals may also obtain a PCR test if they so wish. - Staff members or pupils should remain at home if they develop symptoms or test positive on a LFT test.

confirmed cases of Covid-19.	- If a student develops symptoms whilst at the academy they will be isolated until they are picked up or alternative arrangements are made to get them home. - Close contacts will be identified via NHS Track and Trace. The academy may be contacted by NHS Track and Trace, if this is the case we will work with the NHS Track and Trace to identify close contacts. - Pupils and staff will no longer be required to self-isolate if they are contacted by NHS Track and Trace as a close contact of a positive COVID-19 case. Instead, children or staff should take daily LFT tests for 7 days and report the results through the governments online reporting system and to school. While negative, children can attend school, if positive, the child must self-isolate for at least 7 days. If a negative LFT test is obtained on days 6 and 7 of self-isolation, then the individual can return to school on or after day 7. If these remain positive, then the full 10 days self-isolation must occur. - School will inform parents if there has been a confirmed covid case in their child's class using our normal channels of communication. In these cases, we will ask parents to undertake regular testing with their child as outlined above. Whilst a child returns a negative test, they should continue to attend school. - Any adult in school who is not vaccinated must isolate in line with government guidelines if identified as a close contact. - For any child with SEND who struggles with testing or is unable to swab for 7 days, an appropriate testing route will be agreed. **Asymptomatic Testing** - All school staff will continue to take twice weekly LFT tests, and daily tests where necessary. - Any member of staff who tests positive on the lateral flow device test should not attend school and begin self-isolation.	

2.2 Attendance

All pupils are expected to attend school full-time. Government guidance has made it very clear that it is vital for **all** children to return to school to minimise the possible longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks pupils falling further behind. This means from 6th September 2021 the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age
- school's responsibility to record attendance and follow up absence via the attendance pathway
- the availability to issue sanctions, including fixed penalty notices, in line with the local authority's code of conduct.

A register will be taken at 8:50am each morning for all pupils and at the start of the afternoon session. The school will follow the DfE guidance on absence codes for pupils who fail to attend school.

Covid-19 Isolation related absence

Only pupils who have contracted Covid-19 or have been instructed to isolate by NHS Track and Trace will be able to access learning from home. All other pupils are expected to attend the academy to access their education. If the child is doing daily LFT tests and returning a negative result, they should continue to attend school.

If a student is absent due to contracting covid-19 or has been instructed by NHS Track and Trace to self-isolate then they will immediately switch to our remote education offer via Purple Mash

2.3 Timings of the school day

- Pupils will arrive at school for 8.45am and will leave school at 3.15pm (Nursery pupils 8.30-11.30 and 12.30-3.30)
- After school clubs will finish no later than 4.45pm
- Any pupil attending breakfast club will arrive for 8.10am and be taken to class for 8.45am for the start of school

2.4 Arrival and entry to the site

- All pupils and parents will continue to be allowed to arrive and leave through both the Lilly Hall Road entrance and the Cliff Hill gate.

2.5 Breaks and lunch times

- Break times for KS1 and KS2 will be staggered, as will lunchtimes – these will be supervised accordingly and catering staff will observe the system of controls.
- Affected classes with an outbreak of Covid-19 will be more isolated. They will eat lunch in their classrooms and have separate break and lunch times.
- Lunches for the rest of school will be served and eaten in the hall.

2.6 Assemblies

- Assemblies are currently remote only. When it is safe to do so, assemblies will take place in the small hall (KS1) and the main hall (KS2). These will initially be staggered (LKS2 and UKS2) with an eventual aim of whole KS2 assemblies later in the term.

2.7 Policies

The following policies are on the academy website:

- First Aid
- Administration of Medicines
- Toileting and Intimate Care
- Attendance
- Safeguarding
- Behaviour
- Remote Learning Guidance
- Health and Safety
- Home/Academy Agreement
- Sickness absence policy

2.8 Toilets

- All toilets in the building will be open.
- Year groups will use their respective toilets as they did pre-pandemic
- Only one student per cubicle should enter the toilets.
- Staff will support the supervision of the use of toilets during break and lunchtime.
- Toilets will be checked regularly by the reactive cleaner
- All cubicles will be disinfected regularly.
- Those staff with a radio can call for assistance in toileting children who require intimate care.
- Reactive cleaners will ensure toilets and toilet door handles are cleaned regularly during the day

2.9 Cleaning

- There will be a reactive cleaner on site from 10am until 2pm.
- In each of these areas, cleaners will disinfect and wipe down all surfaces in these high frequency areas:
    - In toilets
    - Stair railings, entrances to the buildings, empty classrooms, staff room,
    - Entrances to classrooms

- Break and lunch locations before, during and after break and lunchtimes

- The school will be cleaned every morning before school opens
- Nursery will be cleaned between sessions
- Cleaning products will be available to all staff in school and will be used appropriately.

2.10 Staffing

- Teaching assistants are allocated across different year groups, in the event of a localised outbreak, these will be designated classes and will stay with them. Staff will be allocated more flexibly where needed.
- SMSAs are allocated year groups and will stay with those year groups.
- Face coverings are advised on corridors and in crowded spaces such as the dining hall.
- If staffing levels drop to a sufficiently low level then combining classes will be considered.

Section 3 – Risk Assessment

Hazards identified	Persons at risk	Key questions to review risk	Overview of information and actions taken regarding the hazard identified	Further action required (if any) / Comments
3.1 Infection control				
3.1.1 Risk - Spread of COVID-19 due to poor hygiene and infection control	All	1. Are protective measures in place to ensure lack of potential contamination? 2. Are all staff aware of the controls and resources they have at their disposal?	• The table in section 2.1 on pages 4 - 5 outlines the key protective measures the school will take to deliver the nine essential controls identified by Public Health England and the control measures highlighted in Schools Covid-19 operational guidance. • Hand sanitiser stations remain in place around the internal and external areas of the academy.	Keep controls and protective measures under constant review for effectiveness – change where required.
3.2 Staffing / facilities / compliance				
3.2.1 Staff shortages due to absence may compromise operational safety	Staff	1. Calculate grouping sizes/likely attendance against number of available staff 2. Calculate groupings against statutory ratios 3. What provision is in place for monitoring and adjusting arrangements?	• The health status and availability of every member of staff is regularly updated so that deployment can be planned. • All staff members are briefed on each other's roles so supervision of groups is covered well and transfer to and from the classroom is smooth. • Sufficient cover staff are available and will be used flexibly. • Combining classes will be used if necessary. • Staff will continue to have individual risk assessments where necessary as per joint union advice. • Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles. • There are sufficient qualified first aiders to cover the numbers of staff and pupils on site. • Covid-19 response a regular part of each SLT meeting.	Ensure staff know to inform SLT / line manager of any change of circumstances. Monitor first aid training and arrange where necessary.
3.2.2 Are measures in place	Staff	1. Is a paper-based system needed	• Staff will take registers on SIMs at the start of the school day and at the start of the	

to ensure registration processes are undertaken effectively and accurately?		or can SIMs access be provided to all staff for whom it is needed? 2. Are systems in place for registers to be completed in a timely manner? 3. Are systems in place for registers to be returned to the office with minimal footfall in school? 4. Is school able to differentiate between those pupils expected/shielded/ being kept at home / absent due to illness/ absent due to safeguarding concerns 5. Has thought been given to how late arriving pupils will be taken to groupings? 6. What provision is in place for monitoring and adjusting arrangements?	afternoon. • A member of the attendance/pastoral team will be available to contact home for pupils who don't arrive. • Key staff have radios to pass messages on absence to and from the office. • Late arriving pupils will report to reception, their attendance logged and then escorted to class by a member of the office team. • Enquiries emails will be checked regularly. Reception will be manned at all times (8:00 – 16:00). • Emergency procedures have been reviewed and practised. In the event of a fire / lockdown event, register protocols are in place to cover all classes. • All recording and actions regarding attendance will comply with school attendance: guidance for schools.	Paper based system in place in case of SIMS failure. All office staff made aware of codes and attendance pathway.
3.2.3 Risk of too many staff utilising toilet facilities causing cross contamination.	Staff	1. What cleaning regime are staff expected to adhere to after use? 2. How will cleanliness of handles and door plates be guaranteed to prevent cross contamination?	• Staff will have access to toilets throughout the building. All toilets will be clearly labelled and have available cleaning products inside to clean handles etc. • Staff should maintain social distancing when moving around the building. • Staff should use the staff toilet nearest to their classroom / work area	Monitor cleaning products and replenish where necessary. Take staff feedback on toilet arrangements.
3.3 Classroom environments				
3.3.1 Risk of infection spreading within groups due to poor hygiene – Surfaces/handles/equipment are not clean or become contaminated during the day.	All	1. What provision has been made for drying hands? Is this sufficient/sustainable? 2. What routines are in place for good cough/sneeze hygiene? Is this sufficient/sustainable? 3. Are interior doors propped open to minimise handle contact? Is a cleaning regime in place for handles/door plates? 4. Are clear, high-profile reminders prominently displayed for children giving key messages? 5. What provision is in place for monitoring and adjusting arrangements?	• Government document 'guidance on hand cleaning' to be shared with all staff and the principles of this with pupils. • The system of controls in schools covid-19 operational guidance will be adhered to. • Lidded bins will be in every classroom to promote the 'catch it, bin it, kill it' approach'. • All toilets in the building will be open. Reactive cleaners will be in place throughout the day to clean the toilets and frequently used areas regularly. • All classroom windows should be left open during the lesson unless it disrupts the learning. All classroom doors should be kept open wherever possible, using the door wedges. If the weather is too cold, the windows can be closed but must be reopened over break and lunch. • The school will be cleaned every morning before school opens (a specific focus on door handles, desk surfaces).	Order more resources (posters, bins etc) where necessary. Ensure all classrooms have door wedges.
3.4. Movement around school during day (children)				
3.4.1 Danger of cross-contamination from door handles, equipment etc in	All	1. Will doors etc be kept open to minimise the need for them to be touched?	• Pupils will be based in their relevant classrooms and the majority of the day will be spent in these areas.	Monitor movement through school,

classroom, communal and public areas		2. What cleaning regime will be needed in order to ensure that handles and door plates are not sources of cross contamination? 3. What hand cleaning regime will be implemented to minimise the risk of cross contamination from outside the classroom – eg provision of sanitiser/soap? 4. How will this be labelled/clearly communicated to pupils? 5. What provision is in place for monitoring and adjusting arrangements?	• Pupils will need to move to the relevant halls (and other areas) for assemblies, PE, ICT, break times etc. This should be done whilst avoiding movement with other classes. • A clear 'keep left' system remains taped to the floor and this should be adhered to when moving through school. • Pupils must attend school in full school uniform as expected by the latest government guidance what parents and carers need to know about schools and colleges during the covid-19 outbreak. • Doors will be kept open to reduce the need to touch door handles. Cleaning of spaces will take place every morning and the reactive cleaner will clean frequently touched surfaces during the day. • The site manager will ensure stock of cleaning products is monitored and refilled where necessary. • The importance of hand washing is communicated to parents via letter and posters will be displayed throughout the academy highlighting hand washing protocols. • Pupils will not be allowed out of the classroom unsupervised at any time. In an emergency the radio system will be used and SLT / pastoral / office staff will collect/escort the pupil.	especially at potentially busy times. Keep system under review and adjust if necessary. Ensure tape is ordered where necessary. Monitor hand washing before lunch and at break times.
3.4.2 Danger of Cross contamination in communal facilities	All	1. What provision is in place for monitoring and adjusting arrangements?	• Lunchtimes will be staggered into EYFS, KS1, LKS2 and UKS2 to avoid larger numbers in the hall at any one time. • Break times are staggered by key stage. • Face coverings are advised for staff on corridors and communal spaces within school • Parents and carers will be urged to drop their child off and leave promptly. • Pupils must attend school in full school uniform as expected by the latest government guidance what parents and carers need to know about schools and colleges during the covid-19 outbreak. • Pastoral / safeguarding officer will be on hand to ensure corridor rules are adhered to. • Doors will be kept open to reduce the need to touch door handles. Cleaning of spaces will take place every morning.	Keep the lunch arrangement under review – if it becomes too busy, consider staggering further or altering entrance and exit procedures.
3.5 Safeguarding / First Aid				
3.5.1 Risk of increased safeguarding/ pastoral needs following self-isolation – risk of pastoral worker/ safeguarding lead cross contaminating individuals and groups	All	1. What provision has been made for pastoral/ safeguarding support? 2. Have reporting lines been reinforced? 3. How will pastoral support be provided while maintaining social distancing – can outside spaces be utilised? 4. What consideration has been made to access by social workers/Early Help etc – how will this be managed? 5. What provision is in place for monitoring and adjusting arrangements?	• Staff will be briefed around the need to be vigilant to concerns over student wellbeing. Remind all staff of safeguarding responsibilities and reporting lines. • CPOMS to be used to note and report any emerging safeguarding concerns – safeguarding leads to contact appropriate agencies where necessary. • Pastoral programme introduced from the first week back (6/9). Activities and counselling will be provided by the pastoral lead and child need identified quickly. • Pastoral activities to utilise hall, pastoral office and outdoor space as appropriate. • All safeguarding training is up to date and reporting will follow the established channels to the safeguarding team. • First aid training up to date and first aid kits checked around school. • Designated first aiders in class and out of class identified. • All visitors to school will report to reception and sign in. If a LFT test has been taken before coming into school, this will be noted. • Visitors will be asked to look at this risk assessment before coming into school (emergency visitors excepted).	All safeguarding (including KCSIE 2021) training kept up to date. Monitor first aid training and arrange updates where necessary.
3.6 Suspected / Confirmed Cases				
3.6.1 Risk of contamination spreading as symptomatic child continues to mix with staff / children	All	1. Has a clear message been communicated to all stakeholders that any child with a raised temperature or cough	• Anyone displaying symptoms will be sent home immediately and asked to take a lateral flow test. They will be asked to inform the school of the result.	Ensure staff are aware of the new

		will be sent home? 2. Have good hygiene systems been put in place to ensure basic sneeze/cough/hand hygiene is consistently adopted? 3. Has a well-ventilated area been allocated to 'hold' children with symptoms in isolation until they can be collected? 4. What arrangements are in place for supervision while a child is in the isolation space? 5. What provision is in place for monitoring and adjusting arrangements?	• Any child found to be positive for Covid-19 must self-isolate for 10 days and anyone identified as being in close contact will have daily LFT tests. If any of these return a positive result, then self-isolation will begin. • If the pupil cannot be picked up straight away, they will be isolated either in the sheltered corridor (outside) or in the PPA room with the door and window open (inside). • If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible (disabled upstairs). The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. • This message will be communicated to all staff, parents and governors. We will continue to liaise with the member of staff / pupil on their condition and eventual return to school. • Confirmed cases will be contacted by NHS Track and Trace with close contacts being identified by them. Any close contact must take daily LFT tests for 7 days. If these are negative, the child continues to attend school. If a positive result is obtained, the child should self-isolate. All procedures regarding tracing close contacts and isolation will be adhered to as in <u>schools covid-19 operational guidance</u> including section 4 of the controls. • If a pupil or staff member has self-isolated for 7 days and has had a negative LFT test on both days 6 and 7, then they can return to school on or after day 7. • If a member of staff displays symptoms they should leave the academy immediately and take a lateral flow test. Staff should inform the academy of the result. • Any individual who has symptoms should follow the <u>when to self-isolate and what to do</u> guidance.	arrangements for self-isolation. Continue to monitor twice weekly LFT tests for staff. Ensure cleaning products in isolation areas are replenished.

3.7 Health and Wellbeing

3.7.1 Risk to staff mental health and well-being 3.7.2 Risk to pupil mental health and well-being	All	1. What is in place to reassure staff / pupils they are working in as safe an environment as possible? 2. Have staff / pupils been asked what they need to feel safe? 3. What is in place to ensure that staff have opportunities for self-referral to mental health support? 4. What is in place to provide opportunities for confidential conversations/counselling sessions?	• Communication with staff is prioritised to ensure clarity of procedures and reassurance around safety measures being put in place. • Children showing signs of poor mental health are identified and prioritised for counselling, pastoral activities and MAST sessions. • Staff suffering with mental health issues are advised to contact their GP initially, but there are counselling services available, including bereavement counselling through the MAST service. Staff should contact a senior leader in school if they require this service • Wellbeing/mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities. • Age-appropriate websites/resources are provided for pupils. • Staff are directed to useful websites and resources that they might find helpful themselves. • Parents are informed if pupil mental health is deemed to be poor – they are informed of what school can do but also advised of outside agencies who can help. • Line managers stay in touch regularly with staff and check that they are well. • Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils. • Staff working from home help to provide remote learning for any pupils who are not at school. • Vulnerable pupils have individual risk assessments. • Staff and pupils are considered as individuals and managed accordingly. • Wellbeing and work-life balance are promoted with all staff. • The school has access to trained staff who can deliver any bereavement counselling and support.	Keep MAST places under review and ensure CPOMS is monitored regularly. SLT discuss staff well-being as part of the agenda for meetings.

3.8 Intimate Care

| 3.8.1 Pupil requires intimate care because of toileting issues – staff are potentially exposed to additional risks. | All | 1. Are there children with an existing intimate care plan attending? What adjustments have been made to the plan to enable staff to be protected?
2. What protocols in terms of PPE etc will be adopted if a child needs intimate care? Will additional adults be called upon? How will social distancing be maintained?
3. Are stocks of appropriate PPE available? Are they sufficient and sustainable? Where will they be located to ensure they are used when needed?
4. How will parents be informed of the potential use of PPE at these times? | • Individual risk assessments have been completed to assess the needs of children who require intimate care.
• Intimate care area has been designated as near as possible to the child's classroom.
• Extra PPE is provided both in the group area and in the changing area. This PPE consists of a disposable apron, disposable gloves, face masks and a visor.
• Additional adults, if required, are designated and given the same guidance. PPE is used where social distancing cannot be maintained, which will be the case with the child in question.
• The parents of children who need intimate care have been informed of procedures and of the need for PPE when in school. They, alongside the relevant intimate care worker have agreed the best way to talk to any children who have communication issues. | Ensure PPE and cleaning products are kept in plentiful stock in areas where intimate care takes place.

Ensure there are at least 2 people present when intimate care takes place. |