

DAT COVID-19 RISK ASSESSMENT FOR FULL OPENING OF SCHOOLS



Academy	
Activity / Procedure	Full Reopening – COVID19 (version 1.4)
Assessment Date	08/10/2020 – to be reviewed and updated regularly

Identify People at Risk	YES or NO
Employees	YES
Learners	YES
Visitors	YES
Contractors	YES

In line with the Department for Education’s instruction and relevant advice and guidance on effective infection protection and control, it is our plan that all learners, in all year groups, will return to school full-time from the beginning of the autumn term.

This risk assessment provides an examination of risks which must be factored into the planning of the full opening of the full opening of Dudley Academies Trust schools and has been completed in accordance with the latest [Department for Education guidelines](#).

The assessment takes account of government guidance on planning for all learners in all year groups, to return to school full-time from September 2020 and will be amended as appropriate in the context of any changes to government and/or public health guidance.

Thorough hand washing/sanitising to be carried out regularly (minimum alcohol 60%):

- Before leaving home.
- On arrival at school.
- After using the toilet.
- After breaks.
- Changing classrooms.
- Before eating any food, including snacks.
- Before leaving school.
- To avoid touching eyes, nose and mouth with unwashed hands.

Primary school learners encouraged to wash hands/use hand gel before starting a new activity/each time they move to a new activity.

Supervision of hand washing and sanitising – small children should continue to be helped to clean their hands properly (**primary school only**).

Teachers to reiterate message in class:

- Covering your cough or sneeze with a tissue.
- Then throwing the tissue in a bin. See Catch it, Bin it, Kill it and Hands, Face, Space.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Wash your hands.

Enhanced cleaning schedule introduced to include:

Ensure cleaners resources are adequate and door handles, doors, toilet space, table tops, consideration of cleanable temporary coverings for soft floor finishes (**nursery and reception classrooms only**).

Floor activities to be limited (**primary school only**).

Ensure good ventilation in classrooms where possible by opening windows and doors (unless fire doors).

DfE continues to advise against domestic (UK) overnight and overseas educational visits.

Non-overnight domestic education visits now resumed including any trips for learners with SEND.

Any Visits (non-overnight domestic) to be carried out in line with protective measures, such as keeping children within their consistent group and the COVID-secure measures in place at the destination.

Academies to make use of outdoor spaces in the local area to support delivery of the curriculum.

Ensure full and thorough risk assessment in relation to all educational visits to ensure they can be done safely in accordance with health and safety guidance on educational visits. See information on travel insurance produced by [The Association of British Insurers \(ABI\)](#) to consider any implications following the coronavirus

<p>one time. This communicated to learners and staff during induction.</p> <p>Portaloos to be key access only and locked during lessons to avoid people inadvertently contaminating by not being part of the designated 'bubble'.</p> <p>Where appropriate queuing will be supervised by a member of staff or at least numbers waiting managed by a member of staff.</p> <p>Barrier tape to be used to prevent overcrowding.</p> <p>Posters on toilet doors as visual reminders for social distancing.</p> <p>Regular cleaning to be carried out between each cycle of use and frequent checks made of the toilets to ensure cleanliness and hygiene throughout the day.</p>		
<p>All academies to receive an initial supply of 10 home test kits. Home test kits to be offered in exceptional circumstances only where an individual may have a barrier to accessing testing elsewhere.</p> <p>From 16 September academies can order additional test kits online.</p> <p>Home test kits must not be given directly to learners, only to adults over the age of 18 or parent or carer. Parents and carers will be required to administer the test to those under</p>	<p>All staff and understand the symptoms of COVID-19 and the NHS Test and Trace process and how to contact their local Public Health England Health Protection Team.</p>	<p>Learner, member of staff or someone in their household has Coronavirus (COVID-19) symptoms.</p> <p>Medium</p>

seek alternative work that they can complete from home, if they remain well and if it is practicable to do so.

A negative test result means the test did not find coronavirus - individuals **do not need to self-isolate** and should **return to work** as long as:

- Everyone they live with who has symptoms tests negative.
- Everyone in their support bubble who has symptoms tests negative.
- They were not told to self-isolate for 14 days by NHS Test and Trace.
- They feel well.

Designated room used as isolation room until parent/carer collects. Advice is for child to be supervised by an adult – to sit 2 metres away. A facemask and gloves should be worn by the supervising adult if a distance of 2 metres cannot be maintained (safe working in education childcare and children's social care settings, including the use of personal protective equipment (PPE)).

A sign to be put on the meeting room door to inform staff not to enter the room. Room to be isolated. Avoid touching people, surfaces or objects and advised to cover mouth and nose with a disposable tissue.

If they need to go to the washroom while waiting to be collected separate washroom is to be used, where possible. Washroom must be cleaned and

Principal/SLT guidance sheet produced for each academy regarding the management of COVID-19 symptoms and positive cases.

Advice on rubbish which may have been contaminated:

- Learners and staff to provide their own mini garbage/recycling bag in order to collect their own personal garbage and dispose of at home.

No sharing of stationery permitted.

Classroom resources, such as books and games, can be used and shared within the 'bubble'. These should be cleaned regularly, along with all frequently touched surfaces.

Learners can take books and other shared resources home. Teachers can take books home for assessment marking. Unnecessary sharing should be avoided especially where this does not contribute to learner education and development – similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

Resources shared between classes or 'bubbles', such as sports, art and science equipment should be cleaned frequently and meticulously and always between 'bubbles', or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different 'bubbles'.

			<p>engagement with this activity as set out in the action for all schools and local authorities section.</p>
<p>Confirmed cases of coronavirus (COVID-19) amongst academy community.</p>	<p>High</p>	<p>All staff are aware of what action to take when they become aware that someone who has attended has tested positive for COVID-19.</p>	<p>Immediate contact to be made with the DfE via their Helpline on 0800 046 8687 (option 1).</p> <p>DfE will carry out a rapid risk assessment to confirm close contacts and ensure they are asked to self-isolate.</p> <p>If required, the DfE will escalate the academy's call to the PHE local health protection team.</p> <p>Based on their advice, send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin). - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual. - travelling in a small vehicle, like a car, with an infected person

<p>Staff do not report sickness</p> <p>Staff are unwell but attend school</p> <p>Staff absence increases</p>	<p>Low</p>	<p>National Guidelines: People who feel unwell: People who feel unwell should stay at home and should not attend work.</p>	<p>Academies should not request evidence of negative test results or other medical evidence before admitting learners or welcoming them back after a period of self-isolation.</p> <p>IMPORTANT: Testing should not be arranged unless someone develops symptoms of coronavirus. The most important symptoms are:</p> <ul style="list-style-type: none"> - A new continuous cough. - A high temperature. - A loss of, or change in, their normal sense of taste or smell. <p>The PHE local health protection team will contact academies directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the academy - as identified by NHS Test and Trace.</p>
			<p>Communicate to staff the importance of continuing to follow national guidelines.</p> <p>Remind staff to report immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and to follow medical advice immediately.</p> <p>In light of staff absence:</p> <ul style="list-style-type: none"> - School will supply cover where possible including cover supervisors, rota staff and agency staff to cover lessons, as well as senior leadership team staff.

<p>pandemic including who would take key decisions in the event of leadership team absence.</p> <p>Dudley Academies Trust is actively promoting use of the new NHS Test and Trace app.</p>	<p>Maintaining consistent learner 'bubbles' remains important.</p> <p>Given the decrease in COVID-19, 'super bubbles' are to be created allowing two year groups (30x2=60) to join together for assemblies and playtimes. This will help to manage the schools time more effectively and at the same time allow social distancing provision to be maintained during assemblies (Primary School only).</p> <p>Learners to be supported to maintain distance and not touch staff and their peers where possible.</p> <p>Ensure learner groups 'bubbles' are kept apart from other groups where possible and learners to be encouraged to keep their distance within their own group.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum.</p> <p>Limit interaction, sharing of rooms and social spaces between groups/ 'bubbles' as much as possible.</p>
<p>Ineffective social distancing creating further spread and infection of the virus.</p>	<p>Bubbles provide an additional protective measure and make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.</p>
<p>Medium</p>	<p>Medium</p>

Risk assessments to be undertaken for all vulnerable learners.

The Foreign & Commonwealth Office (FCO) advises against all non-essential international travel for an indefinite period. Latest guidance on social distancing also recommends avoiding all non-essential domestic travel and use of public transport, where possible.

Any member of staff should read the latest health advice and follow guidance for travellers to reduce risk of exposure to COVID-19. Also consult PHE Public Health matters guidance before travelling.

Any member of staff who is required to quarantine and is unable to report for work must follow the Trust's absence reporting procedure. Provision of sick pay for periods of quarantine, where a member of staff has travelled abroad voluntarily and could have avoided the consequent of quarantine restrictions, will be decided on a case by case basis. Individual circumstances to be referred to Laura Round, Senior HR Adviser.

Ensure access to remote learning for any learner who is unable to attend school because they are complying with clinical and/or public health advice.

Any concerns regarding high incidence of COVID-19 related absences to be reported to

Physical Activity

Learners to be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.

Outdoor sports to be prioritised where possible, if not large indoor space, maximising natural ventilation flows (through opening windows and doors) encouraging social distancing.

Music Teaching

Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space to allow for ventilation and ability to social distance. See Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](#).

If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission.

Singing, wind and brass playing

Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies.

Social distancing

In smaller groups where these activities can take place, strict social distancing is to be observed between each singer and player, and any other

<p>PPE</p>	<p>Low</p>	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work.</p> <ul style="list-style-type: none"> - Instruments should be cleaned by the learners playing them, where possible. <p>Non-medical or fabric face coverings/masks to be worn by all learners, staff parents/carers and visitors as they move around the academy and spend time in communal areas where social distancing is difficult to maintain such as corridors. This means:</p> <p>Parents/carers are asked to wear face coverings:</p> <ul style="list-style-type: none"> - On the academy site when dropping off and picking up children (where applicable). - If they need to access the main academy reception area for any reason. - If for any reason they need to access a classroom or corridors in the academy. <p>Staff:</p> <ul style="list-style-type: none"> - In the playground when parents/carers are dropping off or collecting children (where applicable). <p>Other visitors:</p> <ul style="list-style-type: none"> - When accessing the main reception. - If they are unable to keep a safe 2 metre distance from other people when working on site. <p>All staff and learners encouraged to add a cloth face mask for extra protection when wearing a plastic face shield,</p>
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<ul style="list-style-type: none"> - Whether there is widespread transmission in the area where the child resides. - The ability of the child to safely and appropriately use a mask. - Access to masks, as well as laundering and replacement of masks in certain settings. - Adequate adult supervision and instructions to the child on how to put on, take off and safely wear masks. - Potential impact of wearing a mask on learning and psychosocial development, in consultation with teachers, parents/carers and/or medical providers. - Specific settings and interactions the learner has with other people who are at high risk of developing serious illness, such as those with other underlying health conditions. 	<p>Consistent with WHO's advice, schools should take additional precautionary measures in areas where the transmission of the virus is high. These areas are defined as areas of <u>National Government Intervention</u>.</p> <p>Where a learner becomes unwell, with symptoms of coronavirus, at school the supervising adult must wear PPE if they cannot maintain a 2 metre distance.</p> <p>Face coverings are required at all times on public transport (for children aged 12 and above) or</p>
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			<ul style="list-style-type: none"> - Optimise distance between people in the vehicle, for example by the passenger sitting in back left-hand seat of a car. - Wear a face covering. - Clean door handles and other areas that people may touch between journey using gloves and standard cleaning products. - Avoid physical contact and have good ventilation (keep the car windows open). <p>Promote safe cycling routes. Staff, Parents/carers and learners encouraged to walk or cycle to school if at all possible.</p>
<p>Moving around school</p>	<p>Low</p>	<p>Staff will supervise this as a matter of course to avoid learners clashing with others within the school.</p>	<p>All academies to consider their own logistics for movement around the building and constantly review plans regarding circulation and zoning.</p> <p>Staggered start times to enable more journeys to take place outside of peak hours.</p> <p>Consider different entrances/exits for all year groups.</p> <p>Request that only one adult comes onto the school site in order to help maintain effective social distancing between parents/carers.</p> <p>Communicate agreed process for drop off and collection to parents/carers including to be prompt, not loiter outside the academy and coming onto site without an appointment is not allowed.</p>

<p>Increased incidences of poor behaviour and social, emotional and mental health concerns.</p>	<p>High</p>	<p>Learners are expected to adhere to strict safety measures.</p> <p>The DfE guidance states “We expect school leaders and teachers to consider their pupils’ mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn and assess where pupils are in their learning, and agree what adjustments may be needed to the school curriculum.</p>	<p>breaks and lunch time to facilitate staff breaks without potential transmission across groups.</p> <p>Playgrounds will be zoned and each class will only be allowed to play within its own zone.</p> <p>Increased cleaning regimes to manage any potential risk in high traffic points including:</p> <ul style="list-style-type: none"> – Any outside equipment – focusing efforts on plastic or metal surfaces (it is not practical to disinfect entire, large playground structures, and is not proved to reduce risk of COVID-19 – cleaning and disinfection of wooden play structures, benches and tables etc. is not recommended). – Entry and exit points such as gates. – Seating areas such as benches and picnic tables. – Refuse areas/bins. <p>Use of staff rooms to be minimised.</p>
			<p>Communicate behaviour expectations to staff, learners, parents and carers to ensure they are clearly understood and consistently supported. Learners will be reminded of these throughout each day.</p> <p>Parents/carers will be contacted for any learner that is unable or unwilling to adhere to new restrictions and/or social distancing while at school.</p>

			<p>all staff and learners have access to appropriate support.</p> <p>Consultations with school community nurse to support the health and wellbeing of learners including anxiety, bereavement, sleep issues, additional and complex health needs.</p> <p>Additional wellbeing support available for both learners and staff including the <u>Education Support Partnership</u> free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>Learning is differentiated according to need.</p> <p>All academies encouraged to take part in the Government <u>Wellbeing for Education Return programme</u>.</p>
<p>Vulnerable learners and learners with SEND do not receive appropriate support</p>	<p>Medium</p>	<p>Learners with SEND and those concerned about returning to school are well supported.</p>	<p>Appropriate planning is in place to support the mental health of learners returning to school.</p> <p>Agree what returning support is available to learners with SEND in conjunction with families and other agencies.</p>
<p>Increased number of safeguarding concerns reported after lockdown.</p>	<p>Low</p>	<p>Safeguarding remains of the highest priority and practice.</p>	<p>All staff will continue to have appropriate regard to <u>Keeping Children Safe in Education 2020</u> (KCSIE) and the Department for Education guidance on <u>Coronavirus (COVID-19): Safeguarding in Schools, Colleges and Other Providers</u> and these will remain in force throughout the response to coronavirus (COVID-19).</p>

<p>Staff to be reminded to ensure they follow social distancing and support learners in doing so.</p> <p>Year group fire drills to be executed on return to school to help avoid cross contamination across bubbles.</p> <p>Whole school fire drills temporarily suspended until such time that COVID measures are lifted.</p>		
<p>Regular communications via briefings, social media updates, letters and websites.</p> <p>Continued development of Trust and academy websites to include a COVID-19 area inclusive of all communications, risk assessments and government updates.</p> <p>Parent/Carer Question and Answers page created on Trust and academy websites.</p> <p>Principal to share risk assessment with all staff.</p> <p>Parents/carers notified of risk assessment plan and shared with parents/carers via website.</p> <p>Ensure clear and consistent communication with parents/carers throughout the summer holiday regarding expectations around school attendance and provide reassurance of the measures in place to reduce the risk in school.</p> <p>Information sheet distributed to all parent/carers outlining what to do if their child develops symptoms, together with COVID-19 related</p>	<p>Strategic marketing plan to be in place to proactively communicate to staff, parents/carers and learner's health and safety measures and safeguarding that is being implemented Trust wide for the safety of all.</p>	<p>Trust Reputation</p> <p>Low</p>

Assessor's Comments

This is completed to the best of my knowledge in these unprecedented times. I have assessed the risks I see at this time, however, as a school leader, I cannot guarantee the full and total safety of the children and staff at these times.

Name of assessor - Principal	Signature of assessor	Date
	E. EDWARDS - M. MORGAN	9/16/20

Name of School, Business Manager	Signature of manager	Date
Risk assessment reviews (weekly)	Signed by:	Date: