



This is a generic risk assessment for Aspire Academies Trust, complete for your own establishment. The information provided is current at the date of distribution, guidance may change or added at a future date. This risk assessment will be constantly reviewed.

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak – after July 19th 2021			
Establishment: Aspire Academies Trust KNUTSFORD PRIMARY ACADEMY	Assessment by: Aspire Central Staff	Date: 17th January 2022	
Risk assessment number/ref: COVID19 – COVID19-16	Manager Approval: On behalf of The Board of Trustees	Date:	

This Risk Assessment has been updated to reflect the change in the period of self-isolation from 7 to 5 allowing staff/pupils to return on day 6 having had two negative Lateral Flow Device Tests results

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff, Students / pupils / wider contacts Spread of COVID 19	Those CEV pupils unable to attend school because they are under specific care and following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending school) will be provided with remote education. School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required. Existing individual health care plans in place for pupils/students to be reviewed.		Principal	Ongoing	

		<p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p>Staff Individuals classed as clinically extremely vulnerable to have a risk assessment undertaken on their role.</p> <p>School to discuss arrangements / concerns with individuals and provide assurance of controls in place (i.e. hand washing, enhanced cleaning, ventilation, managing confirmed / suspected cases, LFD testing) and through the risk assessment process determine if any additional measures are required.</p> <p>Consider if these staff are able to work remotely or in areas / roles where limiting close contact is easier.</p> <p>Any existing individual risk assessments to be reviewed.</p> <p>See https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>Encourage vaccine take up for staff (both doses and booster)</p> <p>Asymptomatic testing (LFD testing) Staff should continue to test twice weekly at home with lateral flow device (LFD) test kits, 3-4 days apart</p> <p>Close contacts should take a daily lateral flow test for 7 days. Should they develop COVID symptoms, then a confirmatory PCR should be taken.</p>	<p>From 1st April CEV staff are able to return to the workplace. Individual risk assessments for CEV staff to be reviewed if they cannot work from home.</p> <p>In the event of an individual following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending the workplace) it is strongly recommended that schools contact their HR Advisor.</p> <p>COVID-19 booster vaccines recommended for everyone who has had two vaccines Encourage vaccine take up (both doses plus the booster)</p>	Principal	Ongoing	
School occupants coming into contact with those with Coronavirus symptoms	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell.</p> <p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed. These have been communicated to all.</p> <p>Arrangements in place to ensure symptomatic staff/pupils do not return until isolation period has passed or negative test result confirmed.</p> <p>No symptomatic individuals to present on site.</p>	<p>Frequent reminders for staff and parents. Posters in prominent positions.</p>	SLT/Admin	Ongoing	

		<p>In the event of a suspected case whilst working on site Ensure Principal and Deputy Principal are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly. All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Students / staff informed via NHS test and trace or the NHS COVID-19 App they have been in close contact with a positive case to self-isolate for 10 days(reduced from 14 days on 14th December) See https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</p> <p>Staff and pupils may come out of self-isolation on day 6 following two negative lateral flow tests. Tests can be taken on day 5 and day 6. Tests must be taken 24 hours apart</p> <p>Testing Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can be tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p>	<p>Isolate in the welfare room (or outside if well enough and weather permits). Have PPE equipment accessible.</p> <p>Ensure parents are given clear guidance when collecting child.</p> <p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>A positive PCR Test will still require self isolation regardless of vaccination status or age</p> <p>From Dec 21 Staff and pupils may come out of self isolation</p>	<p>SLT/Admin</p> <p>SLT/Admin</p> <p>Admin</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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<p>General Transmission of COVID-19</p> <p>Ineffective hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used to reduce congestion at toilets / where soap and water is not available.</p> <p>Review existing levels / location of hand sanitiser stations.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit points; student entrance /reception and should be used by all persons when entering/leaving.</p> <p>Additional hand sanitiser within classrooms where required e.g. for Early years children returning from the toilet where hand washing will not be as robust.</p>	<p>Ensure stock is available and replenished daily.</p> <p>Frequent reminders.</p>	<p>Admin/ premises staff</p> <p>SLT/Admin</p>	<p>Ongoing</p> <p>Ongoing</p>	

		<p>Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced.</p> <p>Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste)</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	<p>Follow the Trust cleaning schedule.</p> <p>Frequent reminders and posters</p>	<p>Simon/ premises staff</p> <p>SLT/teachers</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Documented cleaning schedule in place.</p> <p>Enhanced cleaning schedule implemented throughout the site during school day, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all cleaned and disinfected regularly.</p> <p>Shared areas and rooms that are used by different groups will require more frequent cleaning / cleaning between groups.</p> <p>Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p>	<p>Follow the Trust cleaning schedule.</p> <p>Ensure risk assessments are in place and accessible.</p> <p>Ensure all site staff are aware of the procedure.</p>	<p>Simon/ premises staff</p> <p>Simon/ premises staff</p>	<p>Ongoing</p> <p>Ongoing</p>	

		<p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance</p> <p>If an alternative non chlorine based disinfectant is used ensure that it is effective against enveloped viruses i.e. a product BSEN14476.</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
General Transmission of COVID-19	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Occupied rooms to be kept as well ventilated as possible (by opening external windows / doors) or via mechanical ventilation systems.</p> <p>Where mechanical ventilation is present that removes and circulates air to multiple rooms, increase ventilation rate and recirculation should be turned off adjust these to full fresh air where possible.</p> <p>There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation.</p> <p>See HSE guidance and CIBSE COVID-19 ventilation guidance (v4 Oct 20)</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. to purge the air in the space.</p> <p>Use heating / additional layers of clothing to maintain comfortable temperatures.</p>	<p>Identify any poorly ventilated areas and take steps to improve. A CO₂ monitor can help identify if the space is poorly ventilated (CO₂ levels of between 800-1000ppm are indicative of a well-ventilated room.)</p> <p>Use high level windows where available to minimise drafts.</p> <p>Where lower level windows are being opened out onto</p>	SLT	Ongoing	

		<p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p> <p>Identify any potentially poorly ventilated areas and monitor using CO2 Monitors. (CO₂ levels of between 800-1000ppm are indicative of a well-ventilated room.) CO2 Monitors should be checked and readings recorded throughout regular intervals during the day with actions taken to increase ventilation when readings consistently exceed 1000ppm</p> <p><u>Dining Hall</u> Full occupancy with children sitting on both sides of the tables can resume. Children will continue to sit in class groups. Both fire doors to be kept open to aid ventilation.</p> <p><u>Staffroom</u> Full occupancy of the staffroom will resume. Windows and the door to the corridor must be kept open.</p> <p><u>Meetings</u> Hybrid approach to meetings / parents evenings etc. with use of virtual platforms where appropriate</p> <p><u>Face coverings</u> <u>The re-introduction of staff/visitors wearing masks when walking around school and when interacting with adults.</u></p> <p>Any individuals who continue to choose to wear face coverings should be supported to do so. Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use. See guidance on face coverings in Education</p> <p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>Face coverings should still be worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.</p>	<p>play areas then ensure these don't create a risk of pupils running into the edge of an open window.</p> <p>School outbreak management plan to include possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups</p> <p>In the event of an outbreak the wearing of face coverings may be required to be re-introduced in classrooms / communal areas.</p>	<p>Teachers/SLT</p> <p>Principal</p>	<p>Ongoing</p> <p>Ongoing</p>	
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		<p>See protective measures for holiday and after school clubs, and other out of school settings.</p> <p>Performances Audiences indoor / outdoor have been permitted since May 17th (see also performing Arts guidance). For all indoor spaces, maximise natural ventilation (through opening windows and doors or using air conditioning systems wherever possible-see ventilation and music).</p>	In the event of a local outbreak additional measures may be required. School outbreak management plan to consider any individual events. Be prepared to change or cancel events depending on the scale of the outbreak, associated risks, and advice from the HCC Public Health team.			
Access to & egress from site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Visitors Ensure all visitors / building users are aware of school's expectations. They must follow school expectations on face coverings, social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.</p> <p>Signage in reception regarding good hygiene. Use of Perspex screens for open receptions</p> <p>Staff / pupils On arrival all staff and students to wash hands using nearest available trough or hand basin, or use the sanitiser provided at their point of entry.</p>		SLT/admin	Ongoing	
Curriculum Activities	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>PE / school sport No restrictions on how many people can take part in sport indoors / outdoors. No set restrictions on activities – continue to follow relevant National Governing Bodies guidance. Since 29th March outdoor fixtures against other schools have been permissible (in line with restrictions on grassroots sport). Since 12th April indoor competition between different schools has been permissible. See guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England</p>	In the event of a local outbreak additional measures may be required. School outbreak management plan to consider any individual events. Be prepared to change or cancel events depending on the scale of the outbreak, associated risks, and advice from the HCC Public Health team.	SLT/teachers	Ongoing	

		<p>See advice and FAQ's from Association for Physical Education, AfPE have also published a model risk assessment for PE. https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/</p> <p>Music Singing and wind / brass instruments No limits on the number of people who can sing indoors or outdoors. However there is Increased risk of aerosol transmission with volume and larger numbers of individuals within a confined space.</p> <p>Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors. Use larger rooms with high ceilings (school hall) for larger groups. Encouraging the use of outside space where practical</p> <p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service. https://www.hertsmusicservice.org.uk/schools-area/covid-guidance-for-schools-herts-music-service.aspx</p> <p>Offsite visits Offsite visits (day visits) able to be run since 12th April in line with the Government's roadmap. Domestic residential visits able to take place since 17th May International visits able to commence from start of Autumn term. Off site visits risk assessment to be undertaken and include IPC measures.</p>					Travel list (and broader international travel policy) is subject to change, contingency plans required Requirement to isolate and test (PCR) on arrival back in UK introduced from 4am 30 th November 2021.
Canteen use / lunchtimes	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Reinforce handwashing prior to eating food.</p> <p>Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p>		SLT	Ongoing		
Minibus Use	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Minibus use Vehicle contact points (handles, keys, display and controls etc.) to be cleaned regularly (sanitiser / disinfectant wipes to be available on the vehicle). Use hand sanitizer on entering / leaving vehicle. Switch ventilation systems on and set to draw fresh air in, not recirculate air to improve ventilation. Windows to be open for ventilation (open partially if cold).</p>		SLT	Ongoing		

Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	<p>School and any on site contractors (catering, cleaning, FM provider etc) to co-operate and share risk assessments.</p> <p>All contractors will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (1 metre where practical).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. School to seek confirmation of the contractors method statement / risk assessment.</p>		Admin/ premises staff	Ongoing	
Provision of first aid	Staff, Students / pupils / wider contacts, Spread of COVID 19	<p>Where reasonable physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE.</p> <p>All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE.</p> <p>See also 'provision of personal care' and 'Suspected case whilst working on site'.</p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p>	Review use of first aid rooms, allocate a waiting area. Review location to administer medication.	SLT	Ongoing	
Provision of personal care	Staff, Students / pupils / wider contacts, Spread of COVID 19	<p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.) Face visors or shields should not be worn as an alternative to face coverings. Ensure any reusable PPE such as face visors are cleaned after use.</p>		Admin	Ongoing	

		<p>Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if close contact is required.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p>				
Premises safety	<p>Staff, Students / pupils</p> <p>Wider safeguarding / safety risks</p>	<p>Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational</p> <p>Legionella Follow normal practices for re-opening after summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>	Simon to monitor.	Premises staff	Ongoing	
Lack of awareness of PHE / school controls	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>All staff consulted on plans and risk assessment.</p> <p>Parents/carers and pupils informed of measures in place to protect them.</p> <p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.</p>	<p>Risk assessment shared with all staff. Regular reminders for staff.</p> <p>Clear instructions on arrival.</p>	SLT/admin	Ongoing	
Staffing levels	<p>Staff, Students / pupils</p> <p>Spread of COVID 19</p>	<p>Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school.</p> <p>Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)</p>	Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such	SLT/admin	Ongoing	

	Wider safeguarding / safety risks	Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.	circumstances for those pupils affected.			
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Relevant links

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening from Sept 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

CPR on adults <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

Therapeutic use of Hydrotherapy pools ATACP <https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>

Stay at home guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Cleaning after a positive / symptomatic case on site <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Test and trace <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Face coverings <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>