



The de Ferrers Trust

## LAN/ETN Risk Assessment Form - October 2020

Date of Assessment: 2nd July 2020 - updated September 2020 Updated October 2020				Academy Settings planning for return – parties affected: all staff, pupils, families, leadership team, Principals and Trust central team.				
Name: Helen Phillips				Job Title: Executive Principal				
Signature:				Person (S) involved: Jane Casey & Lisa Kay				
<u>Identified potential hazards:</u>	<u>Risk Factor</u>			<u>Control Measures</u>	<u>Residual Risk</u>			<u>Person (S) responsible</u>
	L	S	RS		L	S	RS	
Returning staff member or pupil contracting covid-19 as a result of the government opening schools to more pupils	3	3	9	Reduce mixing within education setting by: <ul style="list-style-type: none"> <li>creating a 'bubble'. Maximum of 30 children in room and with consistent staffing DfE guidance states 'maintaining distinct groups or bubbles that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible'</li> <li>Y2 and R children are a larger bubble (60) due to the logistics of the classroom layout and intervention</li> </ul> <p>'teachers in primary schools can still work across groups if that is needed to enable a full educational offer.'</p> <ul style="list-style-type: none"> <li>Classrooms to be arranged so that two children can share desks, ideally 1m apart. This</li> </ul>	1	3	3	H Phillips to plan bubble groups and staffing with LK and JC  Communicate rules of collection and school day to parents via letter by 17/7/20  Staff to be briefed via letter from IMC - 2/7/20, Full risk assessment to be summarised in PPT and email from HP by 10.7.20 and 17.7.20. INSET - 1st Sept 2020 - all staff to be briefed again and risk assessment signed by all.  Email - 7/10/20 to brief staff of changes, IMC and AA updated. Risk assessment shared 9/10/20

may not be possible due to shapes of tables and physical space. DfE guidance states 'We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.'

- Where possible tables are arranged in blocks of 2 with children sat 1m apart. In certain year groups this is not possible due to the size of the cohort and the undersized classrooms (eg Y5) Classroom places are fixed.
- One parent to drop off/pick up
- staggered start times, access rooms directly from outside, different routes into building for different classes
- movement between rooms in school to be kept to a minimum. Children passing in corridors are at a low risk according to government guidance
- staggering breaks and lunch to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time
- lunch breaks - children and young people should clean their hands with sanitiser/wash with soap before lunch. They will eat in the classroom and the group they are already in. They will eat at their own table. Tables should be cleaned before lunch and after lunch using antibacterial spray. This will be done by the teacher in charge or SLT.

Lansdowne children will eat in the hall. Year groups and bubbles will be separated. Staggered lunch breaks will enable staff to clean down the areas in between sittings. This is not possible at EP due to the circular tables, number of staff and size of hall.

Additional cleaning organised by Accuro -approx 10am and 2pm

Change to start times for pupils at EP in order to allow children to be dropped off quickly in inclement weather.

Y4 & Y6 - 8.40

Y3 & Y5 - 8.50

- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. Children to wash and sanitise hands before going to the toilet and then repeat before returning to the classroom. Toilet surfaces to be cleaned regularly (3x day). Additional cleaning or SLT?

- Teachers to begin the start of the year recapping the rules around social distancing. Use of Jigsaw assembly across both schools. Remind children of behaviour policy and expectations of their conduct.

- Utilise outside space, particularly for EYFS. Year groups and 'bubble' groups to be separated for play and PE - NB outdoor equipment should be cleaned after use by the teacher in charge. If this is not manageable it should not be used. It should be put in quarantine for 48 hours (72 hours for plastics). Staff must liaise with SLT/PE coordinator re: ongoing risk assessments. Read [COVID-19: cleaning of non-healthcare settings](#)

For shared rooms:

- Hall not to be used for whole school assembly or celebrations.
- stagger the use of staff rooms and offices to limit occupancy. Staff to seat themselves 2m apart. Maintain proximity of 1m for only 15mins. Staff to be

EP - lower school girls to use the disabled toilet and upper school to use the girls toilets. This will hopefully reduce queuing and congestion.

Agreement from Accuro that the hall floors can be cleaned daily so the hall can be opened to 1 bubble per day for indoor PE. Rota to be generated by PE lead - to start w/c 12th Oct

Reminder sent to staff 7.10.20

made aware this is their responsibility.

Reduce the use of shared resources:

- Reading books can be taken home, as can educational materials necessary for education. NB - this should be returned to quarantine area and sprayed with anti-bacterial spray.
- Every child to have their own resources at their work station, in a labelled bag, to be sanitised at the end of the day by staff member
- practical lessons can go ahead but equipment should be cleaned thoroughly after use by the member of staff on duty or by SLT with prior negotiation. Be mindful that covid can live on items for up to 48 hours (72 hours on plastics) These should be quarantined.

Adjust transport arrangements where necessary including:

- Limited risk as children do not use public transport and will not be using transport as a school as no visits planned
- encourage parents and children and young people to walk or cycle to their education setting where possible
- Should emergency transportation be required ie: hospital SLT to take appropriate

PE kit acceptable, however this should be kept in the building. EP Children will now come into school in their PE kit on PE days to minimise contact of clothing when changing.

No use of ICT suite still, at present. Advice being sought from MAT

				actions to reduce risk. Use of PPE required.				
Clinically extremely vulnerable employees/pupils exposure to covid-19	3	3	9	<p><b>DfE guidance indicates that 'shielding advice for all adults and children will pause on 1st August, subject to a continued decline in the rates of community transmission of coronavirus (COVID 19)'</b></p> <p>With this in mind all employees are expected to be able to return to work in September <b>DfE guidance states 'we expect that most staff will attend school' 'school leaders should consider what is feasible and appropriate' 'people who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.'</b></p>	<u>1</u>	3	3	<p>Individual risk assessments required for clinically extremely vulnerable and clinically vulnerable - to be issued in draft form by 23.7.20 and to be signed and agreed by 2.9.20 <b>updated w/c 12.10.20</b></p> <p>Pregnant staff are considered 'clinically vulnerable' and are advised to follow the relevant guidance for clinically vulnerable people.</p> <p>If people who consider they have significant risk of contracting covid they should discuss concerns with school leaders.</p>
Clinically vulnerable employees/pupils exposure to covid-19	3	3	9	<p>Good hygiene advice for all employees</p> <ul style="list-style-type: none"> <li>- Wash your hands often for 20 seconds with soap and warm water</li> <li>- Use tissues to wipe your nose or catch a sneeze, and then put them in the bin straight away</li> <li>- Don't touch your eyes, nose or mouth if your hands aren't clean</li> <li>- Social distancing advice for all employees</li> <li>- Keep your distance from people when you see them (2 metres suggested)</li> </ul>	1	3	3	Additional cleaning products to be purchased by Academy and Trust.
Risk of exposure to any other staff members	3	3	9	<p><b>Follow government advice on social distancing in the workplace</b></p> <p>Good hygiene advice for all employees</p> <ul style="list-style-type: none"> <li>- Wash your hands often with soap and warm water</li> </ul>	1	3	3	<p>Pastoral team to monitor hygiene of pupils. Report to SLT so that contact can be made with parents.</p> <p>SLT to ensure that there are enough cleaning products, soap and tissues for all classes.</p>

				<ul style="list-style-type: none"> <li>- Use tissues to wipe your nose or catch a sneeze, and then put them in the bin straight away</li> <li>- Don't touch your eyes, nose or mouth if your hands aren't clean</li> <li>Social distancing advice for all employees</li> <li>- Try to cut down the number of people you meet with on a daily basis</li> <li>- Keep your distance from people when you see them (2 metres suggested)</li> <li>PPE to be provided to front of house staff to use if they need to meet with members of the public or provide first aid to children</li> <li>- limit number of students' staff member comes in to contact with - 'bubble'</li> <li>- hand washing built in to activities for staff member and students</li> <li>- Staff to call HP/SLT if any symptoms are evident. If both are absent from the building contact JC/DG at LAN for advice</li> <li>- All staff supporting pupils with first aid will wear PPE.</li> </ul>				<p>Tissue bins, with lids, provided in class. Please ensure these are used for tissues only.</p> <p>We are beginning to accept visitors such as Ed Psych, LST and governors. This should only be done where there is an opportunity to social distance and with approval of the Exec Principal.</p> <p>Temperature checks can be carried out by SLT when concerned. This is not to be done routinely to all children unless there is a change to guidance.</p>
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Lack of effective communication to all stakeholders	2	2	4	<ul style="list-style-type: none"> <li>• The <b>Principal</b> puts into place any actions or precautions advised by the DfE or the Trust.</li> <li>• The <b>Principal</b> liaises with the Trust about reopening the school and includes any local guidance into the reopening action plan, where required.</li> <li>• The school's website is kept up-to-date with any information regarding reopening, e.g. dates and local arrangements.</li> <li>• Parents are informed via <b>letter</b> about the relevant information</li> </ul>	1	2	2	<p>HP</p> <p>LK/AS</p>
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			<p>regarding reopening the school, including any pick-up and drop-off arrangements including any specific rules.</p> <ul style="list-style-type: none"> <li>• Staff are informed via <b>email</b> about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</li> <li>• Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</li> <li>• All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</li> <li>• The <b>Principal</b> liaises with the <b>Local Governing Body</b> about possible arrangements for reopening the school, where necessary.</li> <li>• Pupils are informed via <b>letter</b> about the relevant information regarding reopening, e.g. social distancing measures and how lessons will be delivered.</li> <li>• The <b>Principal</b> informs staff and the <b>Local Governing Body</b> about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.</li> </ul>			<p>w/c 13.7.20 - arrangements for pupils attending ie: entrances, pick ups, no open door, uniform, lunch etc Letter to parents sent 9.10.20</p> <p>staff briefing by 17.7.20 and further briefing on 1.9.2020 either face to face or via Zoom Email 7.10.20, AA and IMC contacted also. Risk assessment shared 8.10.20</p> <p>Posters on display in communal areas ie: toilets and staffroom</p> <p>Symptoms of coronavirus posters displayed around school. School has a small number of tests. These can be accessed by staff with the approval of Exec Principal</p> <p>Zoom LGB - 9.7.2020 Information re: opening sent to IMC by 10.7.20 at the latest</p> <p>Letter - w/c 13.7.20, reposted on dojo on 1.9.2020 Year group letters text and dojo message wb 24.08.20 update 7.10.20</p>
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- Staff and volunteer opinions are sought to assess how they feel about the school reopening and enable the SLT to act on any concerns staff and volunteers may have.
- Staff and volunteers notify the **Principal** and their line manager if they feel they still need to be shielded or require flexibility in working arrangements.
- The **SLT** liaises with HR and together they consider requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.
- The **Principal** ensures that the school can be adequately and safely staffed when it reopens. Contingency plans are in place to replace staff who may be sick through non-COVID related illness.
- The SLT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress.
- The **Principal** and the **SENCO** identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.
- The **Principal** and **DSL** ensure provision is in place to help

Email to request personal views/ information sent - w/c 13/7/20

See school planning

Two week recovery curriculum already planned. Staff will have full support within the bubble. Maintain open door policy - SLT  
Two INSET days planned for Sept 2020 to enable all staff to familiarise themselves with H&S routines and get the school ready for the children. Maintain open door policy

A Carvell to liaise with parents via dojo/ email to establish concerns re:

				protect wellbeing and mental health, and ensure all staff, and pupils have access to psychological support when the school reopens.				children's wellbeing on returning to school. DSLs to liaise with social workers post Summer holidays re: updates for families. Class teachers to liaise with pastoral team and SLT re: individual concerns for pupils/ families
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Site staff absence (including cleaners)	3	4	12	<ul style="list-style-type: none"> <li>Where the cleaning is contracted out, replacement staff should be requested from the relevant cleaning company.</li> <li>If the site cannot be cleaned or maintained due to lack of staff, the school should seek advice from the Trust before making a decision to temporarily close on health and safety grounds.</li> <li>SD to coordinate text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover.</li> </ul>	2	3	6	ETN - Accuro LAN - Accuro
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Lack of infection control and social distancing resulting	2	4	8	<ul style="list-style-type: none"> <li>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's <a href="#">guidance</a>.</li> <li>Visual aids are in use to display social distancing measures, e.g. floor tape/stars to mark two-metre spacing. Letters sent to parents and SLT on duty to ensure procedures are adhered to</li> <li>Infection control stations are set up throughout the school, providing soap and water, bins</li> </ul>	1	4	4	Both rooms currently used for quarantine remain the same. Please liaise with SLT if you wish to use them so we can advise when the last period of quarantine was.  Rooms are deep cleaned after a suspected or confirmed case which result in quarantine.
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			<p>and alcohol-based hand sanitiser.</p> <ul style="list-style-type: none"><li>• Adequate amounts of soap, tissues and bins are available in the relevant areas.</li><li>• Any phased reopening plans are in line with the relevant local and national advice. All planning checked with CEO.</li><li>• The <b>Principal</b> identifies which areas of the school are subject to high people traffic at the beginning and end of the day. Staggered starts and alternative entrances are provided .</li><li>• Class sizes are limited to a maximum of <b>30</b> - 'bubble'. Consistent members of teaching staff, adhering to ratios. <b>Bubble to remain in same room, same seat, use same equipment and socialise together.</b></li><li>• The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. Use of kitchen and shared office equipment should be limited and a <b>clean down procedure</b> after use followed.</li><li>• Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the <b>Principal</b> assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</li></ul>			<p>Y2 and R are larger year group bubbles due to the nature of the intervention and layout of the school. A confirmed case in either room would mean the year group would close.</p> <p>No breakfast or after school clubs to start at present</p> <p>Staff to be briefed w/c 13/7/20 and again at INSET briefed 7/10/20</p>
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				<ul style="list-style-type: none"> <li>• Pupils are allocated seating and resources (stationary) for sole use and devices are not to be shared between pupils without cleaning down. Items should be disinfected at the end of the day. Any shared equipment ie: PE should be isolated for 72 hours.</li> <li>• Staff, pupils and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and the <b>Infection Control Policy</b>, and are sent home as soon as possible.</li> </ul>				<p>No visitors on the premises unless permitted by the Principal/ SLT all appointments to be made by prior arrangement and where possible to take place outside the premises. (see comment above)</p> <p>Parents' evening will not run in October. Instead a paper report will be sent home with the option of a follow up phone conversation. Staff will also have the option of requesting a call</p> <p>Quarantine bay set up at both schools</p>
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Limited access to learning for all pupils	3	2	6	<ul style="list-style-type: none"> <li>• All pupils are expected to return to school on 3.9.2020</li> <li>• The <b>Principal</b> and Vice Principals work with teaching staff to ensure a plan is in place to provide adequate learning material for reopening.</li> <li>• The <b>Principal</b> and Vice Principals direct teaching staff to ensure home education can continue to be delivered if there is a need for pupils to learn remotely ie: local lockdown/ contracting COVID</li> </ul>	3	2	6	<p>7 day unit of work based around <i>Footpath Flowers</i> - focus on art, PE, PSHE and basic skills</p> <p>2 weeks of Home learning already planned and on Google Drive ready, in case. Paper packs will also be created for distribution if req.</p> <p>Remote education policy and work in place for a three tiered approach</p>
Reduced safeguarding ability due to students being away from school and staff	3	3	9	<ul style="list-style-type: none"> <li>• <b>This should no longer be an issue as children are expected to be in school according to DfE guidance.</b></li> </ul>	2	3	6	

			<ul style="list-style-type: none"> <li>• <b>If children are isolating or there is a local/ national lockdown. The same rules will apply as were in place (see below)</b></li> <li>• The <b>DSL</b> liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying.</li> <li>• The <b>DSL</b> liaises with staff to create a vulnerable list. All pupils on this list are contacted weekly by the DSL team. Updates are made on My Concern.</li> <li>• <b>The SLT and DSL ensure that adequate pastoral care is in place to support pupils and staff who require it.</b></li> <li>• Staff and pupil bereavement is managed in line with the <b>Bereavement Policy.</b></li> </ul>				<p>H Phillips and A Carvell</p> <p>H Phillips</p> <p><b>Staff to liaise with SLT and DSL over: concerns for pupils identified when they return to school. Hope/ pastoral support available.</b></p>
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Suspected staff or student Covid-19 case due to displaying symptoms	2	4	8	<ul style="list-style-type: none"> <li>• <b>If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, then they must be sent home, arrange a test and self isolate for 10 days.</b></li> <li>• <b>They must inform school of the outcome.</b></li> <li>• <b>Members of the household should be sent home to isolate for 14 days. Any additional case</b></li> </ul>	2	4	8	<b>Checklist in place in the office for track and trace.</b>
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				<p>of COVID to be confirmed with school.</p> <ul style="list-style-type: none"> <li>• If a positive result is confirmed with school then the bubble is closed and blended learning commences from home.</li> <li>• All rooms used by that student or member of staff are closed for enhanced cleaning.</li> <li>• Room should be secured with appropriate signage 'Closed for Cleaning' and cleaners should wait a minimum of 30 minutes before commencing the enhanced cleaning.</li> <li>• PPE should be worn when carrying out cleaning following suspected cases.</li> <li>• Areas where the individual has passed through and spent minimal time (corridors etc) are cleaned thoroughly, as normal.</li> <li>• See attached flow chart for further details</li> </ul>				
Requirement for first aid provision increasing the risk of infection to first aiders	3	4	12	<ul style="list-style-type: none"> <li>• Ensure that there is a designated first aider on site each day.</li> <li>• Provide first aider with enhanced PPE (face mask, face visor, disposable gloves, disposable aprons) to enable them to safely deal with first aid matters.</li> </ul>	2	4	8	<p>Designated first aider for each year group.</p> <p>EYFS - all trained  Y1 - Janet or Jane  Y2 - Kath or Tina  Y3 - Marcia  Y4 - Paul  Y5 - Amanda U  Y6 - Suzanne</p> <p>PPE present in school</p>
Risk of exposure to covid-19 of other vulnerable groups particularly BAME who are disproportionately affected by the virus	3	3	9	<ul style="list-style-type: none"> <li>• Communicate with this group of staff and pupil families regularly</li> <li>• Identify any underlying health conditions which may exacerbate the virus</li> <li>• deal with the individuals on a case by case basis and risk assess in the same way as you deal with the other vulnerable</li> </ul>	3	3	9	<p>Risk assessments in place for BAME staff reviewed w/c 12.10.20</p>

				employees if they are required and willing to be in school				
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I have discussed and agree to the above risk assessment and will adhere to the control measures in place. Employer .....

Employee.....

Risk Factor Key				
Likelihood (L)		Severity (S)		Risk Score (RS)
3=Probable 2= Occasional 1= Remote	x	5= Catastrophic 4= Critical 3= Serious 2=Marginal 1=Negligible	=	<b>10+ High Score</b> 5-9 Medium Risk 1-4 Low Risk

### **Instructions for doing a Risk Assessment**

Each form must be completed by a competent person. They must identify every individual or group of people affected by the potential hazard.

What is important is that Control Measures reduce the risk to a manageable level. i.e. 1-9

If residual risk is still 5-9 with control measures consult line management for advice before proceeding.

**Score of 1-4            Preventative measures must be introduced.**

**Score of 5-9        Situation will need tight controls, seek professional advice or alternative if at all possible.**

**Score of 10+        If residual risk is above 10. Do not proceed. Find an alternative.**

