



The Archbishop Lanfranc Academy COVID 19 – Risk Assessment for Full Re-opening of School

The risk factors identified below are in relation to members of the school community contracting COVID 19 virus within the school environment.

All actions are designed to mitigate the risk of contraction.

In the absence of scientific certainty, all risks have to be treated as having high status, based on the fact that the contraction of COVID 19 in the worst case scenario, could result in loss of life.

All NHS AND GOV.UK guidance is to be followed at all times regarding isolation and hygiene

Factors to consider with regard to potential contamination risks to student and staff	Specific hazards/risks	Who is at risk of harm?	Actions to minimise risk
1. Adults on the premises	Adults bringing virus into school	All staff and students	<p>-If any member of staff is unsure, including risks regarding BAME, they should seek clarification from a GP and provide suitable evidence of their vulnerability.</p> <p>-Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the guidelines on self-isolation. All staff showing any symptoms should apply online for a test straight away.</p>

			<p>-No parents are to enter school grounds without appointment. Contact with parents to be managed over phone as much as possible</p> <p>-No visitors to enter school other than essential contractors to deal with essential urgent works</p> <p>-Contractors will be supervised by members of the Site Team, whilst observing social distancing</p> <p>-Authorised visitors to wear face-coverings in public spaces</p>
2.Student attendance	Loss of education/ life-chances due to non-attendance	Students	<p>-Attendance is expected unless pupils need to self-isolate because of Covid- 19 symptoms in household</p> <p>-If any parent is unsure about sending their child to school , including risks regarding BAME, they should seek clarification from a GP or NHS 111.</p>
3. Travel to school	Contamination through lack of social distancing	Students Teachers Site staff	<p>-Students and parents to be reminded prior to the reopening of the Academy, and during daily morning briefings when on site, of the following expectations:</p> <p>-If students walk to school with other students, they should observe social distancing</p> <p>-Pupils should avoid using public transport wherever possible, but where they must travel on public transport they must wear a face covering unless exempt</p> <p>-No car sharing, apart from members of own family</p>

<p>4. Arrival at school</p>	<ul style="list-style-type: none"> -Students not maintaining social distancing on arrival -Car parking – congestion -Bike storage -Movement to classrooms 	<p>Students Teachers Site staff</p>	<ul style="list-style-type: none"> -Staggered arrival times and designated arrival zones on-site -Students to be given a regular safety/behaviour briefing - Students to be asked if anyone has symptoms – persistent cough, high temperature, loss of smell and taste, etc – student not to enter building – student to be isolated and parents will be called -Handwashing and/or sanitising to be undertaken at frequent intervals, including upon entry to the Academy, and upon entry and departure from any of the toilet blocks - Hand sanitiser dispensers to be available on each floor, outside toilets, next to all main entrances/ exits and in eating/ communal areas for staff and student use - Staff on duty to maintain social distancing amongst the students wherever possible -Clear signage with instruction - Students supervised in single file, 1 metre spacing where possible, to enter classrooms
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5. Movement in corridors	Crowding/ not maintaining social distancing	Students Teachers	<ul style="list-style-type: none"> -Signs at regular intervals to act as reminders about social distancing and hygiene -Leadership and staff supervision of movement -Pupils move to allocated Year Group spaces at leisure times - Limitation of movement by using the same rooms for multiple lessons with the same groups where possible at KS3 -Pupils walk on left of corridors -Different “bubbles” use different staircases at end of breaktime and lunchtime
6. Classroom environment	<ul style="list-style-type: none"> -Students not maintaining social distancing -Teacher working in close proximity to individuals -Sharing of equipment eg pens/ rulers 	Students Teachers	<ul style="list-style-type: none"> - Classrooms to be set up with all desks facing forward and as much distance between desks as possible - Signage in classrooms, toilets and corridors – symptom reminders, hygiene reminders, social distancing reminders -Supervised entry into classrooms -Windows and doors to be kept open wherever possible to maximise ventilation - Teachers to remain at the front of the classroom throughout the session, maintaining 2 metre distance between themselves and pupils

			<ul style="list-style-type: none"> - There will be a 48 hour space between use of PE, Science, Music and Art equipment by students in different 'bubble' groups - Students to remain in designated seat throughout the lesson - Everyone in the building to endeavour to socially distance at ALL times - Lessons will only be taught to specific year groups and there will be no cross-year enrichment activities or assemblies during Autumn term
7. Break time	<ul style="list-style-type: none"> -Students not maintaining social distancing -Water fountains 	Students Teachers	<ul style="list-style-type: none"> -Students to sanitise before and after eating -Water fountains will be switched off; water bottles to be supplied if students run out of drink -No food to be shared -'Bubble' groups to be allocated different food serving points; Hall to be used to allow for separation of students -Pupils to only interact with pupils in their 'bubble' group -Leadership supervision of break time period to encourage social distancing -Students to wash hands/ sanitise at the end of break, before going back to class

			<p>-‘Bubble’ groups to be allocated different outdoor leisure spaces. Duty staff to enforce separation. Students to sit 1 metre apart outside in designated seating areas</p> <p>-Staff to maintain social distancing at break</p>
8. Dismissal from school	<p>Unsupervised students not observing social distancing on leaving the school and on the way home</p> <p>Students not going straight home</p>	Students	<p>-Staggered dismissal times by ‘bubble’ group</p> <p>-Parents and students to be informed in advance, and students reminded daily, that if they are being collected from school they must have a pre-arranged meeting point off-site.</p> <p>-Leadership supervise prompt leaving of site</p> <p>-Students and parents given clear instructions about expectations and conduct; signage reiterating this</p> <p>-Encourage walking and cycling</p> <p>-Students to be advised to follow current guidance on travelling on public transport, including wearing of face masks</p>
9. Toilet facilities	<p>-Students not observing social distancing</p> <p>-Contamination in toilets</p>	<p>Students</p> <p>Teachers</p> <p>Site staff</p>	<p>-Toilets – 3 pupils allowed in at any one time-queue outside with 1 metre distancing – staff supervision</p> <p>-Signage in toilets – handwashing enforced on entry and departure</p> <p>-Regular cleaning by Site Team throughout the day</p>

10. Hand and respiratory hygiene	-Contamination spread from the hands	Students Teachers Site Staff	<ul style="list-style-type: none"> -Every teaching and work space to be stocked with tissues -Hand sanitiser available in each 'bubble' group zone for use by students and staff -Soap dispensers in toilets regularly cleaned and maintained -Hot water in sinks -Bins in each classroom. -“Catch it! Bin it! Kill it!” signage in each classroom
11. Equipment/books	-Contamination through sharing equipment and books	Students Teachers	<ul style="list-style-type: none"> -Pupils to provide own basic equipment. No routine lending of equipment by staff -No textbooks to be distributed – photocopy resources for students to take away - Students take their books and handouts home with them
12. Photocopying	<ul style="list-style-type: none"> -Teachers entering office, making it difficult to maintain social distancing -Contaminated books 	Teachers Office staff	<ul style="list-style-type: none"> -Photocopying to be placed in a folder/wallet and placed on a desk outside the school office -Photocopying should be requested several days in advance of the lesson -Support staff to wear gloves when handling the books

			<p>-Photocopying to be placed in a folder/wallet and collected by teacher from desk outside the school office</p> <p>-Book to be wiped down and put with the photocopying for return to teacher</p>
13. Levels of cleanliness – tables, chairs, door handles, keyboards etc	Surfaces contaminated	Teachers Students Site Team	<p>-Tables, teachers’ desks, door handles and chairs to be wiped down every day by cleaners</p> <p>-Contract cleaners to undertake a thorough clean of all areas in use on a daily basis</p> <p>-Staff should report to the Site Team any issues or additional requests, with regards to cleaning on a day to day basis</p> <p>-Bins to be emptied daily</p> <p>-Disinfectant spray available in each room for more frequent cleaning if classroom used by more than one “bubble” daily</p>
14. Deliveries	-Social distancing from delivery driver	Site Team	<p>-CCTV used to see arrival of vehicles</p> <p>-Notice on front door/reception with instructions</p> <p>-Deliveries placed in Reception entrance</p>
15. First Aid – general	Spreading the virus	First Aiders	<p>-Student presenting with an injury/ nosebleed, etc to be accompanied (observing social distancing) to the hatch at the school office)</p> <p>-First aiders to wear gloves for ALL personal care</p>

<p>16. First Aid – COVID related – students</p>	<p>Spreading the virus</p>	<p>Teachers Site staff Support staff</p>	<ul style="list-style-type: none"> -Students to be escorted to the main office by 'On-Call' if presenting with COVID symptoms: persistent cough, high temperature, loss of smell and taste, etc -Full PPE, including facial screen should be used if a student presents with COVID symptoms -Facial screen can be wiped down and re-used – all other kit should be disposed of safely in bins -Student to be seated in Hygiene Room, given water and reassurance -Temperature should be taken, using electronic kit -Parents to be phoned to request that their child is collected immediately – they should give an estimated time of arrival and wait in the reception area -Students with symptoms to be taken home and remain in isolation for the prescribed period -Testing to be encouraged for anyone with symptoms. Encourage everyone to engage with PHE Track and Trace programme. - If testing positive we will consult PHE for advice as to next steps. Those in contact with the individual – teachers and students- will be informed and we will follow PHE instructions regarding any further necessary isolation of staff/ students.
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17. Staff contracting COVID 19	Serious illness	Teachers Site staff Support staff	<ul style="list-style-type: none"> -Identify and communicate early symptoms -Arrange for immediate isolation – leave the site and self-isolate at home for 14 days -Testing to be organised for anyone with symptoms and prior to anyone returning that has had symptoms
18. Mental Health and Safeguarding issues	Student coming to harm	Students with mental health issues and safeguarding issues	<ul style="list-style-type: none"> -DSL/Deputy DSL to liaise with both LA and school safeguarding and social services contacts to monitor school attendance -School staff should not be expected to take on the role of social worker or counsellor, which they are not trained to do -Any additional support for students in school to be referred by Pastoral Manager -Learning Support Team to support students who require help in accessing lessons in their new format
19. Inappropriate and risky student behaviour	Spread of the virus	All staff Students	<ul style="list-style-type: none"> -If a student persistently and recklessly breaks social distancing during the day, the normal school sanctions policy will be applied -Persistent failure to comply with obligatory health and safety regulations may result in exclusion
20. Site security	Risk of intruder	All staff Students	<ul style="list-style-type: none"> -Reception entrance inner door will be electronically secure -All gates around the perimeter of the school premises, will be locked during the school session

21. Evacuation procedures	Risk of not maintaining social distancing	All staff Students	<ul style="list-style-type: none"> -There will be no planned fire drills -Should the fire alarm sound, students should vacate the building from the nearest entrance – (back or front), under teacher supervision - Students and teachers should exit the building as quickly as possible, whilst making every attempt to maintain social distancing – the priority is to escape the immediate danger, i.e. fire -Students and staff should muster on the tennis court area -Students should line up in single file 1 metre apart, along the length of the tennis courts -A register of staff and students will be taken by ACO/ Leadership
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Risk Assessment updated: 13th September 2020

This Risk Assessment was updated and approved by The Board of Governors on 16 September 2020