

The Dean Trust

Park View Academy Risk Assessment – Coronavirus

The Dean Trust has developed a generic risk assessment that is based on the latest DfE guidance and additional risk controls applied by the Dean Trust Executive Team.

This risk assessment has been developed to detail the local arrangements of the school, but must be read in conjunction with Dean Trust generic assessment.

This School Risk Assessment has been written with the understanding that ‘risk’ can be mitigated but not eliminated. The Trust will continue to, as defined in the Health and Safety at Work etc. Act 1974, do ‘what is reasonably practicable to do’ to safeguard our staff and pupils.

| LEGEND | |
|--------|-------------|
| L | Likelihood |
| C | Consequence |
| L x C | Risk Rating |

GUIDANCE FOR EVALUATING THE RISK MATRIX:

To establish the risk rating, it is necessary to multiply the perceived consequence of the risk (score 1 - 5) with the perceived likelihood of that risk occurring (score 1-5).

Please see tables below for guidance on risk rating scores.

| Likelihood | | Consequence | |
|----------------------|---------------------------------------|-----------------------|---|
| Description | Indicators | Description | Indicators |
| 5 (Very Likely) | The risk will emerge | 5 (Major) | The risk has a major impact if realised |
| 4 (Likely) | The risk should emerge | 4 (Significant) | The risk has a significant impact if realised |
| 3 (Unlikely) | The risk could emerge | 3 (Moderate) | The risk has a moderate impact if realised |
| 2 (Very Unlikely) | The risk is unlikely to emerge | 2 (Minor) | The risk has a minor impact if realised |
| 1 (Impossible) | The risk will not emerge | 1 (No consequence) | The risk has no consequence impact if realised |

| Score | Risk Description | Action Required |
|-------------|------------------|---|
| 25 | Extreme Risk | <input type="checkbox"/> Immediate escalation to Headteacher for risk control activities |
| 20 - 15 | High Risk | <input type="checkbox"/> Risk to be actively managed with appropriate risk control activities |
| 12 - 6 | Medium Risk | <input type="checkbox"/> Take appropriate action to manage the risk |
| 5 and below | Low Risk | <input type="checkbox"/> Risk to be removed from register with monitoring activity to assess changes in risk rating |

PLEASE SEE BELOW FOR INDIVIDUAL OPERATIONAL ARRANGEMENTS

| Risk Assessment Title | Date Completed | Completed by: |
|--|---------------------------|---|
| Management of Covid-19 Park View Academy | 26 th May 2020 | Headteacher, Operations Director, Health and Safety Consultant, HR Director |

| Area of concern | Who may be harmed | How Can the Hazards Cause Harm | Risk Control Measures | Lead for Risk Control Measures | L | C | Risk Rating |
|---|-------------------|------------------------------------|--|---|---|---|-------------|
| Planning | | | | | | | |
| Poor school/room planning to maintain social distancing/ infection control | Staff, Pupils | Staff/pupils contracting Covid-19 | <p>External wash areas to be installed to enable pupil handwashing before entering and when exiting the school</p> <p>Entry/exit waiting spaces marked out.</p> <p>Posters displayed in the school in accordance with DfE guidance.</p> <p>Room sanitiser stations located on entry to classrooms.</p> <p>Spare tables to be removed from classrooms and remaining tables to be placed in room with a minimum of 2m spacing.</p> <p>All soft furnishings to be removed from the classrooms.</p> <p>All communal equipment/resources to be removed or made non-accessible for teachers/pupils.</p> <p>Pre-opening site Health & Safety checks with Estates Manager and Academy Director.</p> <p>Windows and doors to be opened and remain open during the school day whenever possible. Safeguarding measures still be observed.</p> <p>Classroom to be fully cleaned using antibacterial cleaning products twice daily.</p> <p>Dedicated area allocated for the storage of lunch bags (must be disposable)</p> | Headteacher Class Teachers Site Staff | 2 | 4 | 8 |
| Insufficient staffing levels | Staff, Pupils | Staff/ Pupils contracting Covid-19 | <p>DfE guidance fully applied for extremely clinically vulnerable and vulnerable staff.</p> <p>Risk controls from the generic risk assessment applied.</p> <p>School will ensure that the minimum staffing levels of 2 staff per bubble.</p> <p>Catering and cleaning staff will be available in accordance with the school need.</p> <p>Paediatric first aid trained staff and Designated Safeguarding Leads will be available each day.</p> | Headteacher | 2 | 5 | 10 |
| Staff not aware of the DfE guidance and risk assessment | Staff, Pupils | Pupils contracting Covid-19 | <p>All staff to be fully consulted on the generic Trust and specific year group risk assessment.</p> <p>Daily review meetings to ensure staff support and answer questions as necessary.</p> <p>Year group risk assessments to be reviewed weekly to ensure all 'lessons learned' are applied.</p> <p>Staff bulletins and additional briefings to be conducted by the headteacher as and when required.</p> <p>Staff training provided during week beginning 1st June.</p> | Headteacher Staff | 2 | 4 | 8 |
| Negative impacts on staff wellbeing | Staff | Anxiety, stress | <p>To provide forums for staff to ask questions, share anxieties and confirm their roles and responsibilities after this extended period of lockdown. Information will be used within strict HR guidelines on a 'need to know basis'.</p> <p>Staff will continue to be signposted to external agencies that can support them with their mental health and wellbeing. Staff buddies established.</p> <p>Schools to operate daily 'end of the day' opportunities for staff to be able to share 'what went well', 'what was a challenge' and to present ideas to improve systems and practice.</p> | Headteacher | 2 | 4 | 8 |

| Area of concern | Who may be harmed | How Can the Hazards Cause Harm | Risk Control Measures | Lead for Risk Control Measures | L | C | Risk Rating |
|---|-------------------|-----------------------------------|---|--------------------------------|---|---|-------------|
| | | | Headteacher and SLT to work closely with Staff Voice and Union reps to keep abreast of staff feeling. Staff offered additional, external support via Knowsley HR services. | | | | |
| Negative impacts on pupil wellbeing | Pupils | Anxiety, stress | Staff to conduct pre-return direct contact with parents/carers to ascertain pupils' health, wellbeing, anxieties, family developments (including possible loss of family members), other challenges and/or positive developments (e.g. social or academic progress) since lockdown. Information will be shared on a 'need to know basis' within strict safeguarding guidelines. Create a pre-return opportunity for pupils (e.g. letter, essay or PowerPoint Presentation) to share their lockdown experience with their staff. Pupils will be encouraged to share their achievements e.g. related school work, developing a new skill, researching an area of interest, helping around the house or with a sibling etc. They will also be encouraged to ask questions, share any anxieties and highlight what they hope to achieve on their return to school. This 'intelligence' will be used by staff and the school on a 'need to know basis' to inform curriculum delivery, pedagogical approach, and social, health and/or wellbeing targeted support and intervention. Curriculum adapted accordingly. | Headteacher | 2 | 4 | 8 |
| Management of School Day | | | | | | | |
| Poor control of pupils entering/exiting the school | Staff, Pupils | Staff/pupils contracting Covid-19 | Pupils to enter through nominated entry points, doors open from 08.45. Queueing area marked out to maintain 2m distancing. Staff supervising the entry/exit to school. Pupils to proceed in queue, wash hands at outdoor sinks before entering the school. 4 pupils to enter school at a time to maintain social distancing when using coat hooks. All doors in open position to avoid use of 'door handles' Pupils required to sanitise hands before entering classroom and sit in allocated chair. Reverse process applied for leaving the school at the end of the day. Children do not cross the door threshold unless they are going to the toilet at set times. This is supervised by a member of staff. | Headteacher Staff | 2 | 4 | 8 |
| COVID 19 guidance not applied during the school day | Staff/Pupils | Staff/pupils contracting Covid-19 | On entry to the school the staff/pupils will follow the above procedure. The class 'bubble' will be a maximum of 10 pupils . Pupils will sit at the allocated desk and be reminded of the do's and don'ts. 2 staff will be allocated to each 'bubble' and remain constant to that group only where possible. Each pupil will be provided daily with an individual pack which will include the stationery and worksheets required for the day. Pupils to remain in the allocated classroom for the delivery of all lessons. Work sheets to be prepared and used for the delivery of lessons in addition to one maths and 1 English book. No desk support to be provided for pupils unless this can be achieved whilst maintaining 2m rule. 1 pupil to go to the washroom at a time both during lessons and break times. Individual packed lunches will be provided for each class. The lunches will be delivered to each class. Pupils will be required to go to the washroom (1 at a time) and wash hands to ensure all pupils have washed their hands before eating. Pupils with packed lunches will be allowed to collect their lunch from the allocated area in the classroom. | Headteacher Teachers | 2 | 4 | 8 |

| Area of concern | Who may be harmed | How Can the Hazards Cause Harm | Risk Control Measures | Lead for Risk Control Measures | L | C | Risk Rating |
|--|-----------------------------------|--|--|--------------------------------|---|---|-------------|
| | | | <p>Waste will be placed by each pupil in a plastic bag, this will be tied and removed from the room at the end of the day.</p> <p>Class 'bubbles' will use an individually allocated external play space for breaks and lunchtime. Staff will be in supervision to maintain social distancing as far as possible.</p> <p>Non-negotiables for both staff and children created.</p> <p>Staff will encourage the cleaning of desks and stationary during the day and at the end of the day using antibacterial wipes before items are returned to the pupil pack. The pupil packs will then be left on the table. The cleaning staff will not open the packs but will wipe the packs down when cleaning the desks.</p> <p>Hand sanitiser units to be placed in each room and used by staff and pupils during the day in addition to the regular handwashing</p> | | | | |
| Premises Management | | | | | | | |
| Inadequate Cleaning Programme | Staff Pupils Cleaning Staff | Staff/pupils/ contracting Covid-19 | <p>Cleaning staff will be pre-allocated to specific rooms</p> <p>Cleaning staff to work in accordance with the specific cleaning risk assessment which will list the required PPE.</p> <p>All classrooms will be cleaned during lunch and after school each day. Cleaning staff will clean door handles, desks, chairs and surfaces using an approved antibacterial cleaning product.</p> <p>Cleaning staff will be trained in accordance with the risk assessment.</p> <p>A member of the staff will be present throughout each day to ensure the specific procedures are followed in accordance with DfE guidance where a member of staff or a pupil has become symptomatic whilst present at school.</p> | Headteacher Cleaning Staff | 2 | 4 | 8 |
| Infection Management | | | | | | | |
| Lack of awareness of Covid 19 Guidance | Staff, pupils | Staff/pupils/ contracting Covid-19 | <p>Letters to parents prior to school reopening to highlight all current advice on symptoms and isolation rules.</p> <p>Posters displayed at school entry points to remind parents and pupils of Covid 19 guidance.</p> | Headteacher | 2 | 4 | 8 |
| A member of staff develops Coronavirus symptoms whilst on site. | Staff, Pupils | Staff/pupils contracting Covid-19 | <p>Staff member to exit site through designated entry and exit point. Headteacher, or SLT member with delegated responsibility to be alerted immediately. They will direct that staff member to go home, and will support with contacting next-of-kin and arranging transport, should they not be in a fit state to get themselves home. The most current Government health guidance will be adhered to e.g. 7 days isolation within the first instance and ask the staff member to have a coronavirus check. If the result is positive then the parents of any pupils that have been working with that staff member will be informed that their child should self-isolate for 14 days.</p> <p>Site Manager: Advice on rubbish which may have been contaminated and all waste that has been in contact with the staff member – including tissues placed in a plastic bag and tied, then placed in another plastic bag and tied. The bag is marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, follow Public Health England advice. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Return to work health meeting' to ensure that the staff member is fit for work (physically and emotionally) and presents no risk to themselves or others.</p> <p>As a result: Staff are fully informed of COVID-19 symptoms and understand reporting and supporting procedures so that risk of transmission is mitigated.</p> | Headteacher Site Manager | 2 | 5 | 10 |

| Area of concern | Who may be harmed | How Can the Hazards Cause Harm | Risk Control Measures | Lead for Risk Control Measures | L | C | Risk Rating |
|--|-------------------|-----------------------------------|--|--------------------------------------|---|---|-------------|
| | | | | | | | |
| A pupil develops Coronavirus symptoms whilst on site. | Staff, Pupils | Staff/pupils contracting Covid-19 | <p>All staff understand the symptoms of COVID-19 and report to Headteacher or member of the leadership team</p> <p>First-Aider called and all First- Aiders trained to be able to support this pupil in the first instance. Pupil to be escorted out through the designated entrance for their bubble.</p> <p>The Headteacher or designated member of SLT will contact the pupil's parent/carer to inform them of their child's condition and ask them to come to collect them. The parent/carer will be advised to follow the most current Government health guidance e.g. 7 days isolation within the first instance and to take their child to have a coronavirus check. If the result is positive then the parents of any pupils that have been working within the same group as that child will be informed and asked that their child self-isolates for 14 days.</p> <p>Pupil moved to the First-Aid space until collected by a parent and 2 metre distance maintained from all other staff and pupils.</p> <p>Social distancing may need to be breached in the case of an emergency which requires close proximity assistance or contact. First-aider trained and supplied with PPE in this circumstance.</p> <p>Deep clean of safety room once evacuated.</p> <p>Site Manager: Advice on rubbish which may have been contaminated and all waste that has been in contact with the pupil – including tissues placed in a plastic bag and tied, then placed in another plastic bag and tied. The bag is marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, follow Public Health England advice.</p> | Headteacher Staff Site Manager | 2 | 5 | 10 |

| Review Record | | |
|---------------|---|-----------|
| Date | Summary of Changes | Signature |
| 26/5/21 | <p>Safeguarding considerations mentioned as recognition that these are still of utmost importance.</p> <p>Catering staff to deliver lunches to classrooms.</p> <p>Curriculum adapted to address pupil wellbeing.</p> <p>Children do not cross the door threshold unless they are going to the toilet at set times. This is supervised by a member of staff.</p> <p>Staff member to exit site through designated entry and exit point.</p> <p>Insert risk control measures for pupil and staff wellbeing</p> | |

Primary School Return Plan

School: **Park View Academy – Year 6** Week Beginning: **Week 1**

| Year group: 6 | Start time | Enter and exit site | Enter and exit building | Class (children) Teacher and TA | Classroom Location | Break Time and location | Lunch Time and Location | Toilet time | Finish time |
|------------------|------------|---------------------|-------------------------|------------------------------------|--------------------|--------------------------------------|--|----------------------------------|-------------|
| <u>Bubble 1</u> | 8:45 | Junior Yard | Rear entrance Y5 | Removed for confidentiality | 5L | Main Yard Section 1 10:30 – 10:45 | In class 12:10 – 12:30 Outside 12:30 – 1:00 | 9:45 – 9:55 1:00 – 1:10 | 2pm |
| <u>Bubble 2</u> | 8:45 | Junior Yard | Year 6 Corridor | | 4/5B | Main Yard Section 2 10:35 – 10:50 | In class 12:10 – 12:30 Outside 12:30 – 1:00 | 9:55 – 10:05 1:10 – 1:20 | 2pm |
| <u>Bubble 3</u> | 8:45 | Main Gate | Yr2/3 Entrance | | 6M | Main Yard Section 3 10:40 – 10:55 | In class 12:10 – 12:30 Outside 12:30 – 1:00 | 10:05 – 10:15 1:20 – 1:30 | 2pm |
| <u>Bubble 4</u> | | | | | | | | | 2pm |

| | | | | | | | | | |
|-----------------|------|----------------------|-----------------|--|------|---------------------------------------|--|--|-----|
| | 8:45 | Infant Yard | Main Entrance | | 6HJ | Key Stage 1 Yard 10:25 – 10:40 | In class 12:10 – 12:30 Outside 12:30 – 1:00 | 10:15 – 10:25 1:30 – 1:40 | |
| <u>Bubble 5</u> | 8:45 | Conference Room Gate | Year 1 Entrance | | 3/4D | Reception Spare Yard 10:30 – 10:45 | In class 12:10 – 12:30 Outside 12:30 – 1:00 | 10:45 – 10:55 1:40 – 1:50 Paige anytime* | 2pm |

Primary School Return Plan

School: Park View Academy

Week Beginning: _____

Keely and Josh – Key workers in the hall

| Year group: 1 | Start time | Enter and exit site | Enter and exit building | Class (children) Teacher and TA | Classroom Location | Break Time and location | Lunch Time and Location | Toilet time | Finish time |
|------------------|--------------|---------------------|-------------------------|------------------------------------|--------------------|-----------------------------------|--|--|-------------|
| <u>Bubble 11</u> | 9:00 to 9:15 | Infant gate | Nursery corridor | | Y1 LG | Reception yard 10-10:15 | Lunch in classroom 11:50 – 12:10 Outside 12:10 – 12:45 | Y1 toilets 9:45 – 9:50 12:45 – 12:55 | 2pm |
| <u>Bubble 12</u> | 9:00 to 9:15 | Infant gate | Reception door | | Year 1 KC | Nursery Yard 10-10:15 | Lunch in classroom 11:50 – 12:10 Outside 12:10 – 12:45 | Y1 toilets 9:50 – 10:00 12:55 – 1:05 | 2pm |
| <u>Bubble 13</u> | 9:00 to 9:15 | Junior gate | Year 2 entrance | | Year 2 ES | KS1 yard 10-10:15 | Lunch in classroom 11:50 – 12:10 Outside MUGA 12:10 – 12:45 | Y2 toilets Any time as not used by others | 2pm |
| <u>Bubble 14</u> | 9:00 to 9:15 | Junior gate | Y3/4 entrance | | Y2 PL | KS1 yard MUGA (Break) 10-10:15 | Lunch in classroom 11:50 – 12:10 Outside 12:10 – 12:45 | Y2/3 toilets 9:45 – 9:50 12:45 – 12:55 | 2pm |
| <u>Bubble 15</u> | | | | | Y3 | Science | | Y2/3 | 2pm |

| | | | | | | | | | |
|--|--------------|---------------|---------------|--|----|---------------|---|-----------------------------|--|
| | 9:00 to 9:15 | Main entrance | Main entrance | | MA | Quad 10-10:15 | Lunch in classroom 11:50 – 12:10 Outside 12:10 – 12:45 | 9:45 – 9:50 12:55 – 1:05 | |
|--|--------------|---------------|---------------|--|----|---------------|---|-----------------------------|--|

Primary School Return Plan

School: Park View Academy

Week Beginning: _____ Keely and Josh – Key workers in the hall

| Year group: R | Start time | Enter and exit site | Enter and exit building | Class (children) Teacher and TA | Classroom Location | Break Time and location | Lunch Time and Location | Toilet time | Finish time |
|------------------|--------------|---------------------|-------------------------|------------------------------------|--------------------|--|--|---|-------------|
| <u>Bubble 6</u> | 9:00 to 9:15 | Conference room | Conference room | | Conference room | Nursery Back 10.00 – 10.15 | Lunch in classroom 11:50 – 12:10 Outside 12:10 – 12:45 | Conference toilet Any time as not used by others | 2:00 |
| <u>Bubble 7</u> | 9:00 to 9:15 | Infant gate | Reception door | | Reception 2 | Reception outdoor 10.00 – 10.15 | Lunch in classroom 11:50 – 12:10 Outside 12:10 – 12:45 | Rec toilets 9:40 – 9:50 12:50 – 1:00 | 2:00 |
| <u>Bubble 8</u> | 9:00 to 9:15 | Infant gate | Nursery door | | Nursery | Nursery playground front 10.00 – 10.15 | Lunch in classroom 11:50 – 12:10 Outside 12:10 – 12:45 | Nursery toilets Any time as not used by others | 2:00 |
| <u>Bubble 9</u> | 9:00 to 9:15 | Infant gate | Nursery corridor | | Reception 1 | Infant Playground 10.00- 10.15 | Lunch in classroom 11:50 – 12:10 Outside MUGA 12:10 – 12:45 | Rec toilets 9:50 – 10:00 1:00 – 1:10 | 2:00 |
| <u>Bubble 10</u> | 9:00 to 9:15 | Main entrance | Y1/2 door | | Y1 LG | Science area 10.00 – 10.15 | Lunch in classroom 11:50 – 12:10 Outside 12:10 – 12:45 | Y1 toilets Any time as not used by others | 2:00 |