

COVID-19 Risk Assessment: September 2021

Site / school name:	Concordia Academy		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Staff ▪ Catering staff ▪ Cleaners ▪ Pupils 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General childcare / wrap-around care & education provision during COVID-19 including social-distancing and minimising contacts. ▪ Cleaning and sanitisation ▪ Food and catering services provision ▪ Property maintenance and statutory compliance ▪ General site occupancy and site movement ▪ Personal hygiene 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment ▪ Catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises 		
What are the hazards?	<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus. 		
Who might be harmed and how?	<ul style="list-style-type: none"> ▪ Staff, pupils, contractors, and visitors may catch COVID-19 via direct or indirect contact with carriers whilst on site. ▪ Potential for spread to other family members / persons. 		
Name of person completing this risk assessment:	Lucy Hutton	Date of completion:	17.9.21
Risk assessment approved by:		Date of approval:	
Date risk assessment to be reviewed by:		Risk assessment no:	

Risk Consideration Priority Matrix

	Risk consideration that if not managed has the potential for severe impact on a school, for which the Trust requires information on its management controls to be detailed as part of the school risk management review.
	Risk considerations that, if not managed, may have some impact on the school and should form part of the school risk management review.
	Risk consideration that do not present a significant risk but could form part of the school risk management review.

Key Changes in Approach

Mixing & Bubbles

- At Step 4 we will no longer recommend that it is necessary to keep children in consistent groups ('bubbles').
- As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.

Tracing Close Contacts & Isolation

- From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.
- From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.
- Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.
- 18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.
- Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

Face Coverings

- From Step 4, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas
- From Step 4, face coverings are also no longer recommended to be worn on dedicated transport to school or college and are no longer legally required on public transport.
- If you have an outbreak in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils 6 staff and visitors, unless exempt). You should make sure your outbreak management plans cover this possibility.

Stepping Measures Up & Down

- You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area.
- Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.
- If you have several confirmed cases within 14 days, you may have an outbreak.
- You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.
- The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local Authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings - or a small cluster of settings – as part of their outbreak management responsibilities.

Control Measures

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

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Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Instructions for Using This Template:</p> <p>This document uses, as its basis, the original Risk Management Plan (RMP) Template issued in May 2020 and follows the issuing by the Government of Schools COVID-19 Operational Guidance After 19th July 2021. Please click HERE to view the full guidance. This revised template takes account of the new, much reduced, Government guidance and is, therefore significantly smaller (71% smaller) when compared to previous Risk Management Plans:</p> <ul style="list-style-type: none"> ➤ Consider and complete the risk sections below with satisfactory management arrangements, further actions and a RAG-Rating - remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the <u>lowest reasonably practicable level given a schools particular and individual circumstances.</u> ➤ Sections that are “greyed-out” are, those where management arrangements / actions / methodology identified in your previous RMP will remain generally appropriate, however, rather than merely copying / pasting them across, you must still consider their adequacy going forward for the purposes of this updated document in the event that those arrangements need revising to take account of experience and “lessons learned” during the pandemic. ➤ Sections highlighted in yellow are, essentially, “new” (but familiar) and will need to be completed by the schools in light of the latest Government guidance. ➤ Please read through the whole of this template prior to completing your Risk Assessment - any questions, please contact Estates. 			
<p><i>Description of the prioritised areas of risk and issues identified by the Trust as requiring consideration as part of this Risk Assessment Process.:</i></p>	<p><i>Please identify and describe how each risk consideration factor has been reviewed, rationalised and applied (or achieved differently / improved upon) at school level and what management arrangements have been put in place.</i></p>	<p><i>Identify and describe any additional actions or management arrangements that will need putting in place, over and above those already implemented, in order to ensure that risks are mitigated and managed effectively.</i></p>	<p><i>Identify any residual risks and issues that require further action and / or support and apply a RAG rating colour as per the matrix at the end of this document.</i></p>
Hand Hygiene			
<p>Ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. The school has maintained good supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable and frequent sanitisation of pupil’s hands on arrival / before going into classrooms, before changing rooms, following breaks, before / after meals, following the use of toilets etc.</p>	<ul style="list-style-type: none"> ▪ Multiple hand sanitiser dispensers in corridors and entrances. ▪ Children wash their hands frequently throughout the day. This occurs before/after breaktime, lunchtime, toilet breaks and at the start and end of day. 	<ul style="list-style-type: none"> ▪ Frequent stock checks of soap and hand sanitiser on site. This is to ensure classes never lack hand washing facilities. 	<ul style="list-style-type: none"> ▪ N/A

Respiratory Hygiene			
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with enough tissues and bins available in the school to support pupils and staff to follow this routine.	<ul style="list-style-type: none"> Tissue boxes and waste bins provided for every classroom, office and communal area. 	<ul style="list-style-type: none"> Frequent stock checks of tissues on site. This is to ensure supplies do not run out. 	<ul style="list-style-type: none"> N/A
Use of PPE			
Most staff in schools will not require PPE beyond what they would normally need for their work. Notwithstanding, the school has suitable arrangements in place to follow the guidance on the Use of PPE in Education, Childcare and Children's Social Care Settings which includes information on the use of PPE for COVID-19.	<ul style="list-style-type: none"> Large quantities of PPE are stored in all medical, changing and isolation areas. These are readily available to all staff that require them. Staff receive training on PPE at the start of each academic year and refreshers periodically throughout the year. 	<ul style="list-style-type: none"> Frequent stock checks of PPE on site. This is to ensure supplies do not run out. All PPE training given is recorded in a tracker to ensure it remains current. 	<ul style="list-style-type: none"> N/A
Cleaning Regime			
Staff or contractors engaged in cleaning are provided with suitable PPE and are competent to undertake their cleaning duties. Risk assessments are in place for cleaning activities and chemicals not accessible to staff or pupils. Please refer to the Estates guidance on cleaning	<ul style="list-style-type: none"> All cleaners are provided with the necessary PPE. COSHH risk assessments are in place for all cleaning chemicals, and risk assessments are in place for cleaning activities. 	<ul style="list-style-type: none"> Frequent stock checks of PPE on site. This is to ensure supplies do not run out. COSHH and cleaning risk assessments are reviewed annually to ensure they remain up to date. 	<ul style="list-style-type: none"> N/A
The school has in place suitable cleaning programme to take into account the increased cleaning of commonly used items such as handles, counters, IT equipment etc.	<ul style="list-style-type: none"> A cleaning schedule is in place to ensure all commonly used areas, surfaces and items are cleaned daily. 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
Cleaning is undertaken at a time where minimal disturbance is likely, reducing the risk to building occupants.	<ul style="list-style-type: none"> Cleaners work from 3.30pm to 6pm, as all children have left site (except those attending after school club) and staff also begin to leave site. 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
Staff or pupils with medical / intimate care needs have been assessed and relevant consents in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE when required (e.g. where 2m social-distancing cannot be maintained).	<ul style="list-style-type: none"> All parents sign intimate care consents before their child is enrolled. All staff receive annual training on the most used medications 	<ul style="list-style-type: none"> Frequent stock checks of PPE on site. This is to ensure supplies do not run out. All PPE, intimate care and medication training given is 	<ul style="list-style-type: none"> N/A

<p>Guidance from LA has been provided to manage pupils with intimate care needs.</p>	<p>e.g. asthma inhalers, epipens, etc.</p> <ul style="list-style-type: none"> ▪ All staff receive PPE training at the start of each academic year and refreshers periodically throughout the year. ▪ Intimate care training is given to all teaching staff annually, which includes the appropriate PPE to wear while completing intimate care. 	<p>recorded in a tracker to ensure it remains current.</p>	
<p>Ventilation</p>			
<p>Suitable arrangements are in place to ensure good levels of ventilation throughout the school day whilst not compromising security or safeguarding.</p>	<ul style="list-style-type: none"> ▪ Air conditioning units and air handling unit are maintained annually to ensure ventilation is suitable. ▪ Staff are also encouraged to keep windows open in communal areas to encourage ventilation. 	<ul style="list-style-type: none"> ▪ All premises maintenance is recorded in a tracker and on Parago to ensure it remains current. 	<ul style="list-style-type: none"> ▪ N/A
<p>Symptomatic or COVID-Positive Individuals</p>			
<p>Suitable arrangements are in place for such individuals (and affected siblings):</p> <ul style="list-style-type: none"> • To not come into school (to quarantine) • To be sent home if symptoms develop whilst in school. • For those sent home to avoid public transports and be collected by a family member 	<ul style="list-style-type: none"> ▪ All staff are aware of COVID-19 symptoms and the process for isolating a child before they are collected by a parent/carer. ▪ All symptomatic children are collected by a parent/carer and do not use public transport while symptomatic. 	<ul style="list-style-type: none"> ▪ Refresher training to be given periodically to staff on COVID-19 procedures and recognising COVID-19 symptoms. 	<ul style="list-style-type: none"> ▪ N/A
<p>In the case of a COVID-19-symptomatic child awaiting collection; provide, if possible:</p> <ul style="list-style-type: none"> • A suitable room where they can be isolated behind a closed door (if this is not possible, then establish an area which is at least 2 metres away from other people. • Depending on the age / needs of the child and if required, appropriate adult supervision (wearing appropriate PPE if close contact is necessary). 	<ul style="list-style-type: none"> ▪ An isolation room is available and has all appropriate medical supplies, including PPE. ▪ Isolation room has multiple windows and doors that can open for ventilation. ▪ If a symptomatic child uses the toilet, a 'do not use' sign is placed on the door and the area 	<ul style="list-style-type: none"> ▪ Frequent stock checks of PPE on site. This is to ensure supplies do not run out. 	<ul style="list-style-type: none"> ▪ N/A

<ul style="list-style-type: none"> An open window for ventilation. <p>If they need to go to the bathroom while waiting to be collected, they should use a separate facility if possible. The facility used must be thoroughly cleaned and disinfected before use by anyone else.</p>	<p>is cleaned/disinfected as soon as possible.</p>		
Asymptomatic Testing			
<p>Whilst there is no requirement for primary school pupils to be tested over the Summer period; schools have suitable arrangements in place to step-up testing measures in response to changing local circumstances</p>	<ul style="list-style-type: none"> A stock of asymptomatic testing kits are kept on site at all times and staff received training on how to complete the test and report results. 	<ul style="list-style-type: none"> Frequent stock checks of asymptomatic test kits on site. This is to ensure supplies do not run out. 	<ul style="list-style-type: none"> N/A
Confirmatory PCR Tests			
<p>Suitable arrangements are in place to ensure that any individuals with a positive LFD test result self-isolate pending the outcome of a PCR test within 2 days..</p>	<ul style="list-style-type: none"> All staff are made aware of current government guidance through emails from SLT and staff meetings. Parents are sent correspondence from the main office explaining guidance around LFD testing and when a confirmatory PCR test should be completed. 	<ul style="list-style-type: none"> SLT and office staff will ensure they remain up to date with COVID-19 guidance and update staff/parents as required. 	<ul style="list-style-type: none"> N/A
Test & Trace			
<p>Confirmation that the school has a sound understanding of Trust COVID-19 reporting protocols and the NHS Test & Trace process and, in respect of the latter, that relevant information has been passed on to staff and parents / carers.</p>	<ul style="list-style-type: none"> Reporting protocols have been shared with all current staff, and posters are displayed in key areas. SLT are aware of LA and PHE reporting procedures. Correspondence has been sent to all parents informing them of the current NHS Test & Trace process. 	<ul style="list-style-type: none"> SLT and office staff will ensure they remain up to date with COVID-19 guidance and update staff/parents as required. 	<ul style="list-style-type: none"> N/A
Clinically Extremely Vulnerable Children			
<p>Suitable arrangements are in place to enable all CEV pupils to attend school with the exception of those under paediatric or other specialist care who</p>	<ul style="list-style-type: none"> No CEV children currently attend Concordia Academy. 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

have been advised by their GP or clinician not to attend.			
Admitting Children into School			
Suitable decision-making protocols are in place to refuse pupil-admission where it is necessary to protect others in the school population from possible infection with COVID-19. Such protocols must take account of all the circumstances and current public health advice prevalent at the time.	<ul style="list-style-type: none"> All decisions regarding admissions are made by the Local Authority. SLT ensure guidance is followed accordingly. 	<ul style="list-style-type: none"> SLT and office staff will ensure they remain up to date with any new admissions guidance. 	<ul style="list-style-type: none"> N/A
School Workforce			
Staff in schools who are CEV should currently attend their place of work if they cannot work from home. Suitable arrangements and risk assessment processes are in place to ensure that CEV staff are able to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.	<ul style="list-style-type: none"> No CEV staff are currently employed at Concordia Academy. 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
The school has suitable arrangements in place to encouraging vaccine take-up and which enables staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time.	<ul style="list-style-type: none"> All staff are encouraged during staff meetings to take-up the vaccine offer. All staff have been granted time to attend vaccine appointments and been granted time off while recovering from side-effects. 	<ul style="list-style-type: none"> A spreadsheet has been created to record the staff members who have received their COVID-19 vaccine. 	<ul style="list-style-type: none"> N/A
Contractors			
Suitable arrangements are in place to ensure that key contractors (and relevant visitors) are aware of the school's control measures and ways of working.	<ul style="list-style-type: none"> All visitors and contractors are required to read through a document containing all current COVID-19 control measures before signing in. 	<ul style="list-style-type: none"> Office staff to ensure signing-in document remains up to date with current COVID-19 control measures and ways of working. 	<ul style="list-style-type: none"> N/A
COVID-19 Outbreaks			
The school has a suitable Outbreak Contingency Plan outlining how it would operate if there were an outbreak in the school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any	<ul style="list-style-type: none"> Plans have been reviewed against the DfE contingency framework and a separate Outbreak Contingency Plan has 	<ul style="list-style-type: none"> Undertake regular reviews of the Outbreak Contingency Plan in the context of both the evolution of the school's own operating / management 	<ul style="list-style-type: none"> N/A

measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.	been produced for the school (based on the Trust template).	procedures and any changes in Government Guidance.	
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Other Risks / Issues for School Leaders to Address:			
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Overall Risk / RAG Rating Matrix

Likelihood	Description	Score
Low	No significant risk or low risk items that are well managed with no impact on school activities.	1
Medium	Some minor risk items identified but management processes are in place within the school or Trust to manage them.	2
High	Significant risk items identified that require rectification or are potentially beyond the school's capability to manage.	3

Record of Weekly Risk Assessment Reviews (please add rows as required)

Review Date:		Reviewed by:		Comments / Notes:	▪
Review Date:		Reviewed by:		Comments / Notes:	▪
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