



Castle Manor Academy Risk Assessment- September 2020



Date initially written: 11th July 2020

Version 6.0

Latest review 3rd February 2021 **updates highlighted in yellow and listed at the end as well as in the document**

This risk assessment is updated in the light of feedback, experience and guidance. Trade unions and staff are invited to comment and this is being made public via the school's website. The Department for Education's guidance is at

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

Attending school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families. There is no evidence that children transmit the disease any more than adults, and no evidence that staff in education settings are at any greater risk of fatal outcomes than many other occupations.

Public Health England endorses a 'system of controls' that are a hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) pandemic. When implemented in line with a revised risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace

- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

Key to the school's risk assessment is:

- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Key measures to prevent spread of coronavirus are:

- o minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- o where recommended, the use of face coverings in schools
- o clean hands thoroughly more often than usual
- o ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- o introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- o minimising contact between individuals and maintain social distancing wherever possible
- o where necessary, wearing appropriate personal protective equipment (PPE)
- o always keeping occupied spaces well ventilated
- o engaging with the NHS Test and Trace process
- o managing confirmed cases of coronavirus (COVID-19) amongst the school community
- o containing any outbreak by following local health protection team advice
- o responding to additional guidance if the school is an area that moves to Local COVID Alert Level: high or very high,

Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.

[New advice](#) for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level. All staff can continue to attend school at all Local COVID Alert levels.

In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.

Increased ventilation may make school buildings cooler than usual over the winter months. Parents are encouraged to ensure their children wear additional, suitable indoor items of clothing to be worn during the winter period.

When children are required to self-isolate, remote learning will be provided. Remote learning will include:

- ensuring pupils receive clear explanations
- supporting growth in confidence with new material through scaffolded practice
- application of new knowledge or skills
- enabling pupils to receive feedback on how to progress

a) Premises/ Health and Safety

	Risk	Countermeasure	By who?	By when?
1	Social distancing not adhered to in toilets	<ul style="list-style-type: none"> • Briefing expectation and reinforcement to students in assemblies and through tutors and teachers • Students to adhere to expectations that toilets are • Students to be signed out of lessons if toilet needed during lesson time • Toilets nearest social areas to be used at break and lunch • Break time and lunchtime rota slots should be the main use of toilets • Staff to socially distance in toilets • Signage outside and inside toilets to remind of social distancing • Monitoring by staff on duty 	VW	1 st September onwards
2	Pupil or teaching group leader is sent home with symptoms of COViD	<ul style="list-style-type: none"> • Providing PPE for staff member supervising pupil. Designated suspected COVID isolation space in the main lobby separate to normal first aid room in a well-ventilated space. 	VW	In place

		<ul style="list-style-type: none"> • Individual with symptoms leaves site as soon as safely possible • Deep clean of isolation rooms and areas staff member or pupil had contact with including toilets • Follow guidance on communicating with staff and parents • Information provided about testing procedure to family • Request to be informed of test outcome • If a test is positive, follow guidance about isolation 		
3	Parents do not have confidence in the school being safe	<ul style="list-style-type: none"> • Frequent communication of expectations and arrangements for infection control such as hand washing and sanitising, not sharing equipment and remaining 2m from staff. • Clear expectations on arrangements and procedures if a child shows symptoms • Opportunity for parents to share concerns as advertised in regular parental letters • Individual conversations with parents 	VW	In place
4	Congestion at start and end of day and during the day	<ul style="list-style-type: none"> • Muster points in place for each year group to gather before school, after break and after lunch 	VW	1 st September

		<ul style="list-style-type: none"> • One way system established to aid flow around the school. • Front gates shut in the mornings from 8.20-9.00 and at the end of the day 3pm-3.30 • Designated entrances and exits for each group • One parent maximum to drop off or pick up and not to enter the school building unless for a meeting • Any late students enter and sign in at reception and move to their tutor time or lesson. School late protocols in place • Year 7 students leave at 3.05pm • Teachers accompany students to exits at end of day and support with safe movement away from school 	MS VW VW TH	
5	Risk to fire safety by increasing ventilation (open doors and windows)	<ul style="list-style-type: none"> • Doors are propped open in corridors and in classrooms • Awareness around fire doors • Windows are open 	Site team and teachers	Daily
6	Risk that ventilation is not enough to reduce transfer and that staff and students will get cold	<ul style="list-style-type: none"> • Doors are propped and at least one window is open at all times to allow air flow in all shared spaces. 	all	Daily

		<ul style="list-style-type: none"> • Outdoor doors to canteens remain open. • Student are encouraged to wear additional layers a 'skin' under shirts. • Staff encouraged to wear warm clothing • Central heating switched on to keep buildings as warm as possible • Decisions about which windows are opened is made depending on seating in the room- higher windows if available may prevent draughts. • Use of 'flushing out' between lessons- opening of additional windows to blow through to help ventilation. 		
7	Repeated touching of door handles increases risk of spreading infection	<ul style="list-style-type: none"> • Prop doors open where possible • Ensure that students clean hands regularly- on the way in and out of every room • Trigger spray of sanitiser and wipes provided to every member of staff, used to wipe down contact points by children 	MS	1 st September

		<ul style="list-style-type: none"> • Daytime cleaners wipe down door handles in communal areas. 		
8	Maintaining social distancing in the event of emergency evacuation- this is only necessary between different bubbles of students and between staff and staff and staff and students.	<ul style="list-style-type: none"> • Fire drill routine muster amended • Training for all staff and students 	VW	1 st September
9	Insufficient cleaning capacity	<ul style="list-style-type: none"> • Deep cleaning of whole school carried out over summer holidays • Cleaning team zones re established • Ensure that cleaner and site staff are regularly cleaning areas throughout the day and then fully at the end of the day • Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time. • Hire additional cleaning hours if needed 	MS	1 st September
	Use of 'foggers'	<ul style="list-style-type: none"> • Foggers purchased and training for their use delivered to site team and cascaded to others. • Appropriate PPE provided and used where necessary • Fogger protocol established for different use, eg between lesson fogging and bigger 'deep clean' fogging 	AN	In place with RA protocols from the Trust JHan 2021

	Lettings and after school clubs cause an issue to cleaning regimes	<ul style="list-style-type: none"> • Risk assessments mean that a phased return to after school clubs is in place, individual yeargroup clubs with clear seating plans recorded and stored for track and trace if needed. Cleaning regimes as per end of lessons • External lettings not undertaken currently 	AN	No external clubs undertaken since Sept 2020
10	Cross contamination in shared spaces such as toilets	<ul style="list-style-type: none"> • Toilet management as in section 1. • Cleaning throughout the day after every break and lunch time • Children to only be allowed to visit the toilet socially distanced in possible shared toilets 	MS	1 st September
11	Parents send children who are unwell to school	<ul style="list-style-type: none"> • Clear guidance for parents on indicators and actions if child unwell and reporting to school to allow monitoring of those presenting with symptoms. • Re emphasised through letters, videos and images. 	VW	1 st September
12	Parents not aware of testing protocols	<ul style="list-style-type: none"> • Communication to all parents regularly about testing protocols through Headteachers letter and then directly in any cases of symptoms 	VW	In place, ongoing

		<ul style="list-style-type: none"> • LFT testing protocols in place and communicated with parents- separate risk assessment. 		
13	Safety around facemasks	<ul style="list-style-type: none"> • DFE guidance will be followed. • Any disposable face masks should be disposed of in lidded bins in classrooms. • Video is available for expectations for use of masks in CMA • Students may wear mask when in communal areas and by arrangement if necessary in lessons at the Headteachers discretion. • Visitors must wear masks when entering and in reception. • Speak with any individuals- staff, students or parents who express a desire to wear a face mask and evaluate together. • Face shields are provided for all staff. 	VW	1 st September
14	Classrooms have resource that does not need to be present with adjusted curriculum, but gets handled by students	<ul style="list-style-type: none"> • Clear expectation that children are be careful when each other's equipment and are not sharing equipment outside their yeargroup • Clear expectation that students do not touch things that are not needed • Clear expectation that students do no share anything including food 	VW	1 st September

		<ul style="list-style-type: none"> • Provision of trigger spray and wipes for wiping any equipment such as text books 		
15	Unable to maintain social distancing whilst carrying out first aid.	<ul style="list-style-type: none"> • Appropriate CPD and PPE provided for all staff if needed • Monitored self-administration of first aid where possible for example wiping grazes or administering plasters • PPE kit in place in the medical room 	VH	1 st September
16	Providing school meals to pupils safely	<ul style="list-style-type: none"> • Kitchens will be fully open to provide food. • Designated lunch times and spaces for each year group- cleaned between uses. • Care taken when refilling water bottles- sanitise hands before using machine- sanitiser station next to machine. • Food permitted to be eaten outside in the seating areas weather permitting. 	VW MS	1 st September
17	Necessary checks before opening	<ul style="list-style-type: none"> • All necessary site checks have been carried out throughout partial opening throughout the whole building 	AN	Up to date
18	The minibus does not allow for social distancing	<ul style="list-style-type: none"> • If the minibus needs to be used it will be for a maximum of 2 people- the driver plus one other passenger 	AN	In place

		<ul style="list-style-type: none"> • All occupants will wear masks • The windows will be open to allow for ventilation • The second person will sit in the back and remain at least 2m from the driver • The areas occupied will be wiped with sanitiser before and after use. 		
21	Sandcastles nursery and Castle Manor 'bubbles' cross	<ul style="list-style-type: none"> • Sandcastles using outdoor area not used by CMA • Any shared area is access only. • Sandcastles pupils collected from the side gate • Any parents on site remain outside the building and distanced from students and wear a mask. 	VW	In place
22	Air conditioning units in classrooms are a vehicle of spread for COVID	<ul style="list-style-type: none"> • Checked with Trust H&S lead that they are safe to use and they are. • No recycled air setting to be used to mitigate. 	AN	In place

b) Staffing/HR and capacity

	Risk	Countermeasure	By whom?	By when?
1	Unable to staff enough groups of students	<ul style="list-style-type: none"> Contingency plans in place for home learning in an 'blended model' if and when necessary and communicated to parents. 	VW/LC	ongoing
2	Unable to staff provision of breaks/lunch for teaching group leaders	<ul style="list-style-type: none"> CLT on duty to cover lunch and breaks where needed Rota in place for lunch and break duties Students are clear of the zones they are allowed to be in Indoor spaces such as the main hall and the drama studio to be used if necessary in times of poor weather 	LC	ongoing
3	Staff not confident they will be safe	<ul style="list-style-type: none"> Clear communication with staff of the guidance and the provision and protocols Opportunities for staff to raise any questions or concerns very easily and in a non-judgemental way Risk assessments shared openly with staff Personal risk assessments undertaken for those in vulnerable groups and appropriate plan in place agreed with employee. 	VW	1 st June

		<ul style="list-style-type: none"> • Clear guidance and Training for staff on any appropriate use of PPE such as first aid staff • Ensure sufficient PPE in stock to ensure compliance. Enough face shields in school that staff can choose to wear when they are less than 2m from students in the building eg when walking around and leaving the 2m zone in lessons during teaching or supporting students as a TA or support member of staff • Specific training for site staff on infection control. • Trust bank of risk assessments to support decision making • Weekly review with staff to give feedback on any concerns. • Support from Trust wellbeing support line • FAQs from trust for staff • Staff to observe expectations of close contact as defined by the government and record anyone who they think they have been a close contact with during the day in case of tracking. 		
4	Staff not aware of testing protocols	<ul style="list-style-type: none"> • Regular communication to staff about testing protocols • Reinforce support available for staff and their families 	VW	In place

		<ul style="list-style-type: none"> • Testing results to be communicated to school leadership • Testing kits in school not to be used for staff • Staff aware of lateral flow testing protocols 		
5	Staff communal areas do not cater for social distancing	<ul style="list-style-type: none"> • Staff follow social distancing in shared spaces. • Staffroom, main office, R+R and teaching and learning centre available for use by staff for refreshments. • Areas to be labelled to encourage social distancing • Staff to use sanitiser before using shared areas • Disposable cups and spoons for coffee making, • Briefings take place virtually 	All	1st September
6	Staff sharing equipment	<ul style="list-style-type: none"> • No shared equipment for staff where possible. • Cleaning and wiping of any shared areas such as computers between staff usage using wipes • Rigorous cleaning by cleaning team • Shared equipment such as printers and photocopiers to be used only following application of sanitiser or washing hands 	All	1st September

		<ul style="list-style-type: none"> • Regular cleaning of equipment between home and school such as laptops • Staff who share classrooms to ensure that teaching areas are sanitised after use 		
7	Reduced capacity due to a member of senior / middle leadership contracting Covid-19	<ul style="list-style-type: none"> • Short-term: Re-allocate key duties during period of illness • Medium-term: ask for support from USP to provide additional leadership capacity 	VW	In place
8	Induction for staff	<ul style="list-style-type: none"> • Induction for all staff on all policies and procedures, through briefings and protocol sharing • Reinforced and revisited regularly. 	VW	1st September
9	Impact on schools' ability to meet school improvement priorities	<ul style="list-style-type: none"> • Improvement priorities established that focus on return to school routines • Review priorities regularly – focus on a 6-week, 1 term, 6 months achievement model • Seek support where needed 	VW	1st September for phase 1 priorities.
10	Calendar of school events reviewed and some events made 'virtual'	<ul style="list-style-type: none"> • Share calendar and the expected events and how they will be made accessible in current regime. • Introduce virtual open evening and parents evenings. 	VW	1st September

11	Staff transport into work	<ul style="list-style-type: none"> • Staff to follow government guidelines if they need to use public transport • Staff to following infection control measures in place in school 	All	1 st September
12	Pregnant members of staff	<ul style="list-style-type: none"> • It is expected that staff attend work • Government guidance to be followed • Risk assessment to be carried out and regularly reviewed. 	VW	1 st September
13	Shielding members of staff	<ul style="list-style-type: none"> • It is expected that staff follow Government guidance as it is issued • Any additional individual medical information to be included in risk assessment • Risk assessment to be carried out and regularly reviewed. 	VW	5 th August

c) Curriculum

	Risk	Countermeasure	By whom?	By when?
1	Not enough school equipment for one each	<ul style="list-style-type: none"> • Purchase more equipment if necessary • Do not plan to use equipment if it cannot be cleaned between year group bubbles 	Team leaders and tutors	ongoing

		<ul style="list-style-type: none"> • Robustly clean any equipment that has to be shared between year group bubbles such as PE and catering equipment. • Pupils bring in their own personal equipment that is checked in tutor time as per the Castle Manor Way. 		
2	Practical subjects not able to carry out full curriculum	<ul style="list-style-type: none"> • Risk assessment in place for all practical equipment with appropriate cleaning regimes. • Phased approach and reviewed at least monthly. • Curriculum modified to allow for guidelines to be met where necessary 	Practical team leaders	1 st September
2	Children not in school miss out on education	<ul style="list-style-type: none"> • Use of EWO to support to encourage all in to school • Provision on blended learning accessible to those who have approved access such as those still shielding or those isolating 	VH	ongoing
3	Curriculum modifications in light of the work covered during lockdown	<ul style="list-style-type: none"> • Revise curriculum to deliver new content from 1st September so that learners are engaged • Use do now low stakes quizzing and interleaving to review learning during lockdown and amend teaching accordingly 	Team leaders monitored by line managers	ongoing

		<ul style="list-style-type: none"> • Use Knowledge Organisers as a familiar and safe document for children to support do now quizzing,. Self quizzing and home learning. • Use the phrases MAP, MASTER, MOVE FORWARD in our language with each other and students. • Core 'golden' knowledge curriculum elements identified and delivered 		
4	Risk of managing in school and out of school provisions	<ul style="list-style-type: none"> • We are expected to have a blended approach so that those legitimately out of school continue to learn. • Teams to consider their bespoke offer if and when needed • For individual pupils with remaining shielding health issues a bespoke programme will be put together • Teams should be mindful of workload and make use of resources that are already available and not create bespoke packages eg Oak Academy, Hegarty, PiXL, SENECA, GCSE Pod. • Increased live delivery expected in case of isolation of yeargroups or staff 	<p>Team leaders</p> <p>JBE</p>	Ongoing

6	Lack of assessment for learning if virtual provision	<ul style="list-style-type: none"> • Include quizzes, exam questions, submissions on microsoft forms. • Whole class feedback and individual feedback used for key pieces of work 	Team leaders	Ongoing
7	Staff and children are impacted by the trauma of the events of COVID, including bereavement	<ul style="list-style-type: none"> • CPD in place to ensure that understanding by staff of trauma is in place • Protocols and culture in the school and out of school provision means that kindness is at the heart of what we do- • Reminders of 'it is ok to not be ok' and that we work through things together regularly in place for children and staff • Understanding by all that we all feel differently and have been impacted differently- assumptions not to be made about anyone's experiences or feelings • Regular structured 'talking' sessions with prompt questions in place • ELSA and My big life, psychology in schools resources and other relevant material used with students • Wellbeing support and OM offered to staff 	VH	1 st September

d) Personal Development including Social/Emotional well-being and Behaviour including attendance/exclusion

	Risk	Countermeasure	By whom?	By when?
2	Children aren't clear on school routines	<ul style="list-style-type: none"> • Phased return to school so that each year group has time to drill and understand expectations and WHY they are in place. • Ensure Castle Manor Way is in place and shared with staff, students and parents through induction • Reinforce expectations with constant reminders. • Clear system for any accepted movement around the buildings established and regularly reviewed- The one way system. • Principle of 'outside as soon as possible' for school movement limits movement in corridors 	TH	1 st September

		<ul style="list-style-type: none"> • Process of accompanying students out of the building to the nearest exit by staff at the end of lessons • No queuing for lessons • Employ patient waiting to allow those coming out of buildings out before those going in move in. • Use mustering to control the flow of students around the school 		
3	Children don't follow hygiene rules	<ul style="list-style-type: none"> • Children sanitise their hands on the way in and out of every room • Children help with wiping down of work areas before they leave • Monitored by all staff and concerns reported and addressed. 	All SLT on duty and staff with groups	ongoing
4	Children require additional support to follow these measures	<ul style="list-style-type: none"> • Re-train on an individual basis • Use videos to train such as hand washing videos • Engage parents with expectations 	All	Ongoing
5	Behaviours for learning takes time to establish and are challenged by some pupils	<ul style="list-style-type: none"> • Provide training and readjustment for teachers and children to remember the Castle Manor Way-treat all year groups as transitioning with a phased return to school • Keep things as 'normal as possible' • Explain changes clearly to individuals and whole groups. • Use year group assemblies as part of phased return to re- 	VW	Ongoing

		<p>establish the school's rules/codes etc.</p> <ul style="list-style-type: none"> • Re-establish expectations and the principles of learning that the school has already in place • Reinforce the school values- we work hard, we are kind, we are PROUD 		
6	Higher than usual numbers of safeguarding disclosures	<ul style="list-style-type: none"> • Ensure all staff and any volunteers are equipped to receive disclosures and know who and how to pass them on/record them • Training for staff on PD day for the new KCSIE • Safeguarding team have a caseload model to support workload 	VH	1 st September

e) Vulnerable children (SEND/LAC)

	Risk	Countermeasure	By whom?	By when?
1	Children with SEND do not have needs met	<ul style="list-style-type: none"> • Risk assessment on meeting the needs of children with SEND • Transition back into school planned for children who will need extra support with routines. 	JBE	In place
2	Children have suffered trauma, both in existing challenging situations known to the school, or new situations previously unknown to the school	<ul style="list-style-type: none"> • Continued staff training on PD day to look at our language of support • Create a culture of kindness and safety • Make use of OM and psychology in schools support • Provide structured opportunities for talk through wider curriculum 	VH	In place
3	Continue to engage in the Virtual school for CIC and Virtual school for vulnerable children and use this to support removing barriers to learning	<ul style="list-style-type: none"> • Refer concerns to the EWO team • Request additional support from CIC team if needed 	VH GC	In place

Additions due to January 2021 lockdown

1. There is a separate risk assessment for the COVID test centre that must be adhered to.
2. The in school provision for key worker and vulnerable children is in place and the Arch is open as usual. The usual expectations for school apply.

3. In this provision staff are permitted to wear masks when delivering lessons if they would like to.

Additions in February 3rd 2020

1. Emphasised need to good ventilation in all areas including 'flush through' during breaks and lunch.
2. Definition of 'close contact' refined by DFE and shared with all staff- face to face at less than 1m and 15 mins **cumulative** at less than 2m rather than consecutive.