



Castle Manor Academy

Schools operating safely - risk assessment

Update 4 April 2022

Trade unions and staff are invited to comment and this is being made public via the school's website. The school recognises that there remain considerable challenges from the covid-19 pandemic. The Department for Education's guidance is at

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101321/schools-covid-19-operational-guidance.pdf)

Staff, parents, pupils, visitors and key contractors working at the school are made aware of the school's control measures and ways of working set out below.

This risk assessment has been updated in the light of the Government's announcements on 'living with covid'. In summary:

- covid becomes one of the many illnesses children or adults have
- children and adults who are unwell should stay off school in the usual way, and return when they are well enough to do so
- when children or adults are not sure whether to stay off or not, and when to return or not, the DfE guidance is to be particularly cautious about these decisions when children and adults have a high temperature
- if anyone does still have access to a covid test and tests positive, the guidance is that adults should stay at home for five days or until feeling well and children three days or until feeling well

- the HR team will continue to support with individual risk assessments for staff and children who are [at higher risk from COVID-19](#).

Control measures

In summary, the following actions continue to be advised:

- adults and children who have access to a covid test and test positive should stay at home and avoid contact with other people for five days and until feeling well and children for three days and until feeling well
- children and adults who are unwell should stay off school in the usual way, and return when they are well enough to do so
- when children or adults are not sure whether to stay off or not, and when to return or not, the DfE guidance is to be particularly cautious about these decisions when children and adults have a high temperature

The general measures to prevent covid being spread by:

- a) getting vaccinated
 - b) letting fresh air in if meeting indoors, or meeting outside
 - c) continuing to maximise ventilation in classrooms
 - d) staying at home if you are unwell
 - e) washing your hands and following advice to 'Catch it, Bin it, Kill it'
- We encourage all staff and eligible pupils to take up the offer of vaccinations - we do not keep a record of those who have been vaccinated and do not discriminate on the basis of vaccine status. We appreciate that staff and pupils may require time off to attend vaccination appointments which will be authorised. We acknowledge that on occasion the vaccine can result in side effects which may trigger an absence for which allowances will be made.
 - Public health advice will be sought if there are significant concerns about increases in positive cases or if a pupil, student, child or staff member is admitted to hospital with covid, and any recommended additional measures will be implemented.
 - School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where a child is absent because of covid they are recorded as:
 - code X (not attending in circumstances related to covid-19)
 - code I (illness) - where they are unable to attend because they have a confirmed case of covid-19
 - for pupils abroad who are unable to return, code X is unlikely to apply - in some specific cases, code Y (unable to attend due to

exceptional circumstances) will apply

- Travel and quarantine - Parents travelling abroad should avoid any travel that may be likely to involve reduced school attendance upon return. Staff travelling abroad during school holiday periods are required to be available for work at the start of the term.
- Remote education – the school is maintaining its capacity to deliver high-quality remote education in the event of school being disrupted; the school should consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance. Scenarios might include:
 - occasions when school leaders decide that it is not possible for their setting to open safely, or that opening would contradict guidance from local or central government
 - occasions when individual pupils, for a limited duration, are unable to physically attend their school but are able to continue learning, for example pupils with an infectious illness, eg with a positive covid test
- The HR team will assist with individual risk assessments for any staff with particular concerns
- A separate risk assessment will be carried out for each educational visit, extra-curricular provision, breakfast clubs and after school provision

Outbreak management plan

Attendance restrictions will only ever be considered as a last resort. Neither contacts or siblings of positive cases should under normal circumstances be asked to isolate.

Further precautionary measures will be considered where there is:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection
- evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19
- a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group

For Castle Manor, further precautionary measures will be considered when 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period in The Arch provision

When these thresholds are reached, the school will review and reinforce the hygiene and ventilation measures already have in place

If local authorities or local public health judge that additional action should be taken, they may advise the school to take some or all of measures to limit:

- residential educational visits, open days, transition or taster days
- parental attendance in school
- live performances.

Face coverings in communal areas may temporarily, and exceptionally, be advised.

Remote education will be provided for all pupils if:

- attendance at school has been temporarily restricted

On-site provision will in all cases be retained for vulnerable children and young people and the children of critical workers where they are able to attend.