



Coronavirus (COVID-19)
Risk assessment for September 2020 – reviewed 22nd January 2021

Name of school: DISCOVERY ACADEMY

Assessment conducted by: Bev Oldham	Job title: Associate Principal	Covered by this assessment: staff, pupils, parents, visitors and volunteers.
Date of initial assessment: 14 th July 2020	Review interval: When circumstances change	Date of next review: Ongoing as appropriate but by April 2021 at the latest.

Risk rating	Likely impact	Likelihood of occurrence		
		Probable	Possible	Remote
Major	Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
Severe	Causes physical injury or illness requiring first aid.	H	M	Low (L)
Minor	Causes physical or emotional discomfort.	M	L	L

		Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
A	Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body),		Clear guidance will continue to be given to parents and staff to reiterate that anyone who is displaying symptoms, or has tested positive must not attend the school setting.	Y	Principal SLT Admin	20/7/20 1/9/20	L
			School will communicate the arrangements to all employees and parents prior to the return of additional pupils.	Y	Principal SLT Admin	20/7/20 1/9/20	L
			Where possible contact with parent's or other non-school staff will be conducted remotely, via telephone or video link.	Y	All	20/7/20 1/9/20	
			Staff will be advised to only physically meet with parents or other non-school staff if they are satisfied that doing so is consistent with government advice.	Y	Principal	20/7/20 1/9/20	L
			Staff will be asked to not touch/shake hands with parents.	Y	Principal	20/7/20 1/9/20	L
			Where appropriate Pupil Behaviour Policies will be updated to cover COVID-19 related incidents.	Y	Principal	20/7/20	L
			The majority of staff in education settings will not require PPE beyond what they would normally need for their work, staff will be advised of situations where additional PPE is required.	Y	All	20/7/20	L
			All school staff have been made aware of the features of the app and the processes to follow within school in regards to the app and any notifications received by themselves or a student; <ul style="list-style-type: none"> · Trace – alerts the individual if they were in close contact with a confirmed case · Alert – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter · Check in – allows the individual to check in to locations via the app and official NHS QR codes · Symptoms – allows the individual to check symptoms against government guidance and to get advice · Test – allows the individual to order a free test and to receive results and advice via the app · Isolate – provides an isolation 'companion', which counts 	Y	SLT	24/9/20	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>down how many days they have left to isolate and provides links to useful advice</p> <ul style="list-style-type: none"> · Bluetooth must be enabled for the app to work · If an individual tests positive for COVID-19, the app will ask them to allow others they have been in contact with to be alerted. · The tracing function can be paused · A reminder can be set to switch the app back · The app does not work if the phone is switched off 				
		All staff will follow 'the catch it, bin it, kill it' approach to good respiratory hygiene alongside the wash hands, cover face and make space approach wherever possible. All staff will encourage pupils to follow these approaches.	Yes	All	WEF September. 2020.	M
		<p>Irritant Contact Dermatitis – might affect employees and pupils through exposure through excessive hand washing.</p> <p>Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin.</p> <p>Advised to dry hands thoroughly after washing them and if necessary moisturise your hands to replenish the skin's natural oils.</p> <p>Early detection can prevent more serious dermatitis from developing.</p>	Yes	All	WEF September. 2020.	M
		<p>Ignition of alcohol based hand sanitizer – might affect employees and pupils.</p> <p>Burns to the hands as a result of ignition of sanitizer vapour.</p> <p>Employees are asked to wash their hands with soap and water if possible. If only alcohol based hand sanitizers are available, to make sure all liquid is evaporated before touching any surfaces.</p>	Yes	All	WEF September. 2020.	L
B	Bubbles / families	Children will, as far as possible, be placed in consistent groups (bubbles / families).	Y	Principal	20/7/20	L
		Where bubbles / families of a single class can be maintained this is the preferred option.	Y	Principal	20/7/20	L
		Social distancing will be observed wherever possible.	Y	All	20/7/20	L
		Bubbles / families will, as far as possible, be kept apart – any assemblies/collective worship will be limited to one bubble / family at a time.	Y	Principal All	20/7/20	L

Area for concern		Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
			Where it is necessary for the delivery of the school timetable, all teachers and other staff can operate across different bubbles / families.	Y	Principal All	20/7/20	M
			Where this is necessary staff and teachers will, as much as they can, keep a 2m distance from pupils and other staff.	Y	All	20/7/20	L
C	Arrival / leaving school		Guidance will be given to parents regarding transportation of pupils to and from school, and the preferred avoidance of public transport where possible.	Y	Principal Admin	20/7/20	L
			Staff are asked to arrive before pupils.	Y	Principal	20/7/20 1/9/20	L
			Where necessary school gates will be opened earlier to facilitate this.	Y	FM Staff	1/9/20	L
			Parents will be asked to bring their children to school alone.	Y	Principal	20/7/20	L
			Parents with babies or younger children that do not attend the school will be asked to use a buggy/sling or suitable reins to prevent that child from entering the school building or using play equipment.	Y	Principal	20/7/20	L
			Where possible separate entrances will be used for class groups / bubbles / families.	Y	Principal	20/7/20	L
			Entrances will be supervised by staff encouraging parents to leave children and walk away.	Y	Principal	20/7/20	L
			Staff will discourage loitering by pupils and parents.	Y	Principal	20/7/20	L
			Advice will be sent out at the start of term reminding parents NOT to loiter or liaise direct with teachers.	Y	Principal	20/7/20	L
D	Reception signing in and out (e.g. Staff, visitors and contractors)		Where possible contact with parent's or other non-school staff will be conducted remotely, via telephone, video call or e-mail.	Y	Principal	20/7/20	L
			Parents, visitors, and the general public will not be allowed in school unless by prior arrangement with principal	Y	Principal Admin	20/7/20	L
			Supply staff and peripatetic teachers must keep as much distance as possible from other staff.	Y	Principal	20/7/20	L
			Where volunteers are supporting the school they will remain 2m from pupils and staff where possible and as far as possible will not assist multiple bubbles / families.	Y	Principal	20/7/20	L
			Where possible staff will sign in remotely e.g. from own PC/phone rather than reception.	N			L

Area for concern		Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
			Works necessary to maintain the building that cannot be carried out by in-house staff will be undertaken by contractors before/after school or at the weekend.	Y	Principal	20/7/20	L
			Works will only be permitted during the school day in an emergency and where the contractor will not come into contact with pupils / school staff e.g. roof leak, boiler failure etc.	Y	Principal FM staff	20/7/20	L
			Contractors will be met on arrival by site staff e.g. Caretaker and reminded about social distancing before commencing work.	Y	FM Staff	20/7/20	L
			Arrangements for deliveries are in place.	Y	FM Staff Admin staff	20/7/20	L
			Arrival / reception areas have been configured to encourage social distancing.	Y	FM Staff Admin staff	20/7/20	L
			If no screen is already in place school will consider whether a temporary plexi-screen be installed.	Y	FM Staff	20/7/20	L
			Hygiene stations are in place, with instructions to use it, prior to entering the building.		FM Staff	20/7/20	L
E	In Class		Certain activities may not be taught e.g. PE team sports dependent on the advice at the start of term September 2020.	Y	All	24/7/20	L
			Where possible classrooms will be set out so sitting positions are 2 metres apart. If possible pupils will sit at the same desk on consecutive days.	N			
			Where the 2m distance cannot be maintained individuals will be side by side or back to back rather than directly facing and for as short a time period as possible.	Y	All	24/7/20 2/9/20	L
			Unnecessary furniture will be removed from classes to increase space.	Y	All	24/7/20 2/9/20	L
			Where possible windows will be open to aid ventilation.	Y	All	24/7/20 2/9/20	L
			Some classes may be taught outdoors where practicable and weather permitting.	Y	All	24/7/20 2/9/20	L
			Teaching staff should, as far as possible, maintain 2m away from colleagues and pupils, remaining at the front of the class.	Y	All	24/7/20	L

	Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
F	Moving around school		The school has identified specific pinch points and pupils will move around these at different times to avoid close proximity.	Y	All	24/7/20 2/9/20	L
			The route of traffic will be identified and marked out on the floor e.g. route dividers for corridors and markers at 2m distance. Where schools have sufficient staircases they will be dedicated either up or down.	Y	FM staff All	2/9/20	L
			Children will be asked to walk in single file around school.	Y	All	3/9/20	L
			Supervision will be in place to prevent horseplay.	Y	All	3/9/20	L
			All staff will wear face masks or visors when moving around school	Y	All	4/11/20	L
			Where relevant only 1 person will be permitted in lift at any one time.	Y	All	Ongoing	L
			As far as possible, class groups will be kept together and in the same room negating the need to move around school.	Y	Principal All	3/9/20	L
			Toilet use will be supervised to prevent too many pupils entering at once.	Y	Principal All	3/9/20	L
			Where practicable, teachers will move to different classes rather than the pupils.	Y	Principal All	3/9/20	L
	Communication with teaching staff will be electronically wherever possible.	Y	Principal All	3/9/20	L		
G	Lunchtimes/ consumption of food		Clear signage will be provided on hygiene, hand washing and the use of hand sanitizers.	Y	FM staff	20/7/20	L
			Hand washing will be managed before and after eating food.	Y	All	3/9/20	L
			Hand washing will be managed before and after touching/preparing food.	Y	All	3/9/20	L
			Lunch times will be staggered for both pupils and staff.	Y	Principal	20/7/20 3/9/20	L
			Lunch seating areas restricted to the minimum number of pupils per table or considering social distancing measures with no directly face to face seating.	Y	Principal MDA	20/7/20	L
			Any fruit stations will be managed so children do not handle multiple pieces before selecting.	Y	Admin	3/9/20	L
			The bringing of a full personal water bottle each day will be encouraged. Water fountains will be taken out of use. Disposable cups will be provided for all pupils if no water bottle.	Y	All	3/9/20 4/11/20	L

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H	Office/Support staff		Where feasible and appropriate for members of staff to work from home consideration will be given to this.	N			
			Small offices will be restricted to single occupant use only.	Y	All	20/7/20	L
			Signage will be used to reinforce the message and to advise of areas which should be restricted to one person at a time.	Y	All	20/7/20	L
			Reprographics areas will be restricted to single user where possible.	Y	Admin	20/7/20	L
I	Vulnerable persons		Extremely clinically vulnerable/clinically vulnerable/vulnerable staff members will be identified and an individual risk assessment will be completed with them to identify any additional control measures for them beyond those in place generally.	Y	Principal All	20/7/20	M
			Individual risk assessments will be carried out for pupils identified as extremely clinically vulnerable, clinically vulnerable, vulnerable or as having behaviours which can increase the risk of transmission of covid-19 (eg spitting or biting)	Y	Principal	20/7/20	M
J	Staff or pupils arriving at school unwell or become unwell whilst in school		They will be sent home and advised to follow the staying at home guidance to self-isolate for at least 10 days and arrange to have a test. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance	Y	Principal	20/7/20 3/9/20	M
			Whilst a child is awaiting collection, they will be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door.	Y	Principal All	20/7/20	M
			If possible a window will be opened for ventilation.	Y	Principal All	20/7/20	M
			Where it is not possible to isolate them, staff have been advised to move them to an area which is at least 2 metres away from other people.	Y	Principal All	20/7/20	M
			The area around the person with symptoms will be cleaned and disinfected with standard cleaning products after they have left.	Y	Principal All	20/7/20	L
			Children that need to go to the bathroom while waiting to be collected are told if possible to use a separate bathroom.	Y	Principal All	20/7/20	L
			The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.	Y	Principal All	20/7/20	L
			The school will engage with the NHS test and trace process.	Y	Principal	20/7/20	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
				All		
		A step by step document has been provided by Public Health to assist schools in identifying the correct steps to follow.	Y	Principal All	20/7/20	L
		There is a dedicated Public Health e mail which schools may contact for further advice and clarification on actions to be taken.	Y	Principal All	20/7/20	L
		The school will engage with Tameside Public Health each time a positive case is identified and also with NHS Test and Trace where appropriate.	Y	Principal	Ongoing	L
K	First Aid	A first aid needs assessment will be completed to determine first aid provision based on the workplace setting, occupants and the hazards and risks that may be present in school.	Y	Principal PFA staff	3/9/20	L
		Staff that hold a first aid certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus will apply for a 3-month extension.	Y	Principal PFA staff	3/9/20	M
		Assistance should be given from a safe distance as far as possible to minimise the time in a shared breathing zone.	Y	PFA staff	3/9/20	L
		When responding to incidents, PPE should be worn by staff if a distance of 2 metres cannot be maintained or if contact is necessary.	Y	PFA staff	3/9/20	L
		The provision of PPE should be determined based on anticipated risk of contamination from respiratory secretions, droplets of blood or other body fluids.	Y	All	20/7/20	L
		After contact with injured persons first aiders are advised to clean their hands thoroughly with soap and water or hand sanitizer at the earliest opportunity. https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm	Y	All	20/7/20	L
L	Educational Visits	Overnight and overseas educational visits will not take place.	Y			
		Non-overnight domestic educational visits will be subject to risk assessment and will consider related government guidance on controlling Covid-19 transmission relative to the visit location/venue.	Y	Principal	Ongoing	L/M
		Pupils will be kept in their consistent bubble / family for the purpose of the educational visits.	Y	All	3/9/20	L

	Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
			Visit venues/locations will only be considered where Covid-secure measures are in place.	Y	All	3/9/20	L/M
M	Extra-curricular provision		Any provision will maintain school day bubbles / families or, where this is not possible, small consistent groups.	Y	Principal All	3/9/20	L
			Contact sports will not take place.	Y	Principal PE lead Sports coaches	3/9/20	L
			Where possible activities will take place outdoors.	Y	Principal PE lead Sports coaches	3/9/20	L
			Singing, wind and brass playing will not take place in large groups (eg school choirs and ensembles or in assemblies).	Y	Principal Music Lead All	3/9/20	L
N	Music		Music lessons will be limited to 15 pupils with social distancing and windows open where possible.	Y	Principal Music Lead All	3/9/20	M
			Playing of instruments and singing will take place outside where possible. Instruments will not be shared.	Y	Principal Music Lead All	3/9/20	L
			Pupils – all staff will support the wellbeing of pupils through the curriculum and interventions with the wellbeing mentor if required.	Y	All	On-going	M
O	Mental Health and Well-being		Staff – a well-being champion has been identified and will work with the Principal and the Trust to ensure that the mental health and well-being of all staff is considered throughout this period. Staff are encouraged to look out for each other and to share issues or concerns and to raise these at the appropriate meetings.	Y	Well-being Champion and all staff	On-going	M

P	Testing introduction	M	GENERAL MEASURES APPLICABLE TO ALL The test process is following DHSC Clinical Standard Operating Procedure (SOP) for staff self-testing with Lateral Flow Antigen Testing Devices in primary schools, maintained nursery schools and school-based nurseries.	Y	Covid-19 Co-ordinator Bev Oldham	28/1/21	M
			It has been made clear to all staff that all existing covid-19 control measures within the main school risk assessment continue to be in place and should be adhered to at all times.	Y	Covid-19 Co-ordinator Bev Oldham	28/1/21	M
			Kits are to be used only by the person to whom they are assigned, they are not for use by family members.	Y	Covid-19 Co-ordinator Bev Oldham	28/1/21	M
			Staff have the option to opt into the testing programme – it is not compulsory	Y	Covid-19 Co-ordinator Bev Oldham	28/1/21	M
Q	Storage of testing kits	M	On receipt of the test kits the school will record the lot number	Y	Registration Assistant Michaela Leigh	28/1/21	L
			Kits will be stored securely at room temperature	Y	Registration Assistant Michaela Leigh	On-going	L
R	Distribution of Testing Kits	M	The distribution of kits in school is managed by; Covid-19 Co-ordinator Bev Oldham Registration Assistant Michaela Leigh	Y			L
			Face coverings will be worn during the distribution of testing kits	Y	Registration Assistant Michaela Leigh	On-going	L
			2m social distancing will be maintained during the distribution of testing kits	Y	Registration Assistant Michaela Leigh	On-going	L
			The distribution of test kits will be recorded on a test kit log	Y	Registration Assistant Michaela Leigh	On-going	L
			Staff will sign for receipt and record the lot number of their kit against their name.	Y	Registration Assistant Michaela Leigh	On-going	L
			The updated 'Instructions for use' are distributed with each testing kit and staff are advised of the correct version to follow.	Y	Registration Assistant Michaela Leigh	On-going	L

S	Measures for staff self-administering test at home	M	Content from the document sharing platform has been made available for all staff as a means of training; <ul style="list-style-type: none"> An introduction to rapid self-testing An NHS video demonstrating how to carry out a test A step-by-step visual guide on how to do the test 	Y	Covid-19 Co-ordinator Bev Oldham Registration Assistant Michaela Leigh	28/1/21	L
			All staff have been advised to read the privacy notice.	Y	Covid-19 Co-ordinator Bev Oldham Registration Assistant Michaela Leigh	28/1/21	L
			The staff member will store the kit at room temperature	Y	Covid-19 Co-ordinator Bev Oldham Registration Assistant Michaela Leigh		L
			The correct version (v1.3.2) of the instructions for use have been provided with each kit. There are no hazards associated with the extraction solution however, as a precautionary measure, staff are advised to take care with its use and in the event of spillage to clean it up immediately and in the event of contact with the skin to rinse.	Y	Registration Assistant Michaela Leigh	28/1/21 On-going	L
			Tests will be carried out at home, in the morning before leaving for work, twice weekly (3 or 4 days apart)	Y	Staff member	On-going	L
			The staff member will leave at least 30 minutes after eating/drinking before taking the test.	Y	Staff member	On-going	L
			Each time they complete a test staff will; <ol style="list-style-type: none"> Report the results online www.gov.uk/report-covid19-result Advise their school/nursery of the result so it can be recorded and any relevant actions taken 	Y	Staff member	On-going	L
			Staff members are responsible for reporting incidents relating to the testing and will report as follows; <ul style="list-style-type: none"> Report any clinical issue (eg bleeding, allergic reaction) https://coronavirusyellowcard.mhra.gov.uk 	Y	Registration Assistant Michaela Leigh	On-going	L

			<ul style="list-style-type: none"> Report any non-clinical issue via 119 (eg items missing from their kit) Inform their school/nursery of any ongoing test related problems 				
T	Actions for the staff member to take in the event of a void result	M	In the event that the result of the LFD test is void the staff member will take another test.	Y	Staff member	On-going	L
			If the staff member has two void tests in a row they will book a PCR test.	Y	Staff member	On-going	L
			If a staff member is consistently receiving void results they will be asked to review the training information on carrying out the test to ensure they are following the correct process.	Y	Registration Assistant Michaela Leigh	On-going	L
U	Actions for the staff member to take in the event of a positive result	H	On receipt of a positive LFD test the staff member will advise the school/nursery, begin to self-isolate immediately and book a PCR test. In the event that the PCR test is negative they can return to work and cease self-isolating	Y	Covid-19 Co-ordinator Bev Oldham Staff member	On-going	M
			Existing guidance should be followed	Y	Staff member	On-going	M
V	Schools and Nurseries logging test results	M	A test results register/log will be maintained by the school/nursery Ensure that for GDPR reasons the results register is a separate document to the test kit log	Y	Registration Assistant Michaela Leigh	On-going	L
			All staff are advised that they must inform their school/nursery of their test result so it can be recorded and any relevant actions taken.	Y	Covid-19 Co-ordinator Bev Oldham	28/1/21 On-going	L
W	Schools and Nurseries reporting incidents	H	Repeated issues will be reported by the school/nursery to the DfE helpline (eg multiple repeated void results, leaking/damaged tubes/unclear results) DfE coronavirus helpline 0800 046 8687	Y	Registration Assistant Michaela Leigh	On-going	M
X	Other testing	M	Low take up of staff: All existing control measures with the whole school covid-19 risk assessment remain in place and are adhered to in addition to the use of LFD asymptomatic testing	Y	Covid-19 Co-ordinator Bev Oldham	On-going	L
		H	Incorrect storage: The test cartridge and extraction solution will be stored at ambient temperature (2-30 degrees Centigrade).	Y	Registration Assistant Michaela Leigh	On-going	L
		H	Incorrect storage: The reagents and devices will be at room temperature (15-30 degrees centigrade) when used for testing.	Y	Registration Assistant Michaela Leigh	On-going	L

		M	Incorrect waste Disposal: After use the staff member will bag all components of the kit in the waste bag provided and put it in their general household waste.	Y	Staff member	On-going	L
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