

School Covid 19 Risk Assessment – September 2020

Name of School	Lawn Manor Academy
Name of Headteacher	Sandra Muir
Assessment completed by	Sandra Muir
Assessment date	10 th July 2020
Review date	29 th August 2020

This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions; and to new staff and pupils who may be unfamiliar with the site.

Use the template to prepare a specific risk assessment for your school/setting. It must be kept under review and updated accordingly.

Useful links:

Government guidance for full opening of schools can be found [here](#)

Government guidance for after school clubs and other out of school settings can be found [here](#)

Right Choice Coronavirus Resources are available [here](#).

Science teaching Coronavirus advice is available from CLEAPSS [here](#)

Design Technology Coronavirus advice is available from CLEAPSS [here](#)

Physical Education Coronavirus advice is available from AfPE [here](#)

Where separate risk assessments are required for specialist situations as set out in the template below, these do not need to be submitted to the local authority but should be available for scrutiny from LA or HSE enforcement officers. All community and voluntary controlled schools must submit a completed risk assessment to:

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<p>1. Maintaining distancing and reducing contact – entrance and exit routes</p>		
<p>Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day</p>	<ul style="list-style-type: none"> • Arrange separate ‘holding’ areas for each group to minimise contact (ideally these should be outside if weather permits) • Encourage parents to make other arrangements for travel to/from school other than school transport. • Staff on duty to supervise • Signage at school transport pick up/drop off point 	<ul style="list-style-type: none"> • Gates will open at 8.25 • Different year groups will be assigned to different gates • Pupils will go straight to their assigned zone • No opportunity for socialising out-with their year group • Staff will be on duty in year group zones. SLT on gates
<p>Numbers of parents and children at entrances and exits impede social distancing.</p>	<ul style="list-style-type: none"> • Instructions for parents/carers on distancing rules on site. • Staggered start/finish times for different groups. • Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard • Use of different entrances/exits for different groups. • Only one parent/carer to accompany child. • Staff on duty to supervise. • Signage. 	<ul style="list-style-type: none"> • Very few parents drop off pupils at the gate. No gathering of parents. • We will communicate with parents so children are not here early. Entrance through assigned gate and straight to year group zone • One-way system in place where possible • 2m marked points on all floors • Staff on corridor duty • SLT on gate duty • Social distancing signage throughout the school including on the floors
<p>Changes to school routine cause vehicular and pedestrian traffic management issues.</p>	<ul style="list-style-type: none"> • Encourage parents to walk/cycle to school with children. • Stagger drop off / pick up times. • Minimise vehicles on site • Review traffic management risk assessment where changes to start/end of day apply. • Staff on duty to supervise. 	<ul style="list-style-type: none"> • Bicycles will be separated into year groups and will use the fence to secure for some due to limited bike parking on site • Staff parking is fully available. • Visitor parking at Central Manor with overflow parking in East Manor • SLT on gate duty each morning and afternoon

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<p>2. Maintaining distancing and reducing contact – internal areas and play areas</p>		
<p>Pupil numbers and room sizes impede the means to reduce contact</p>	<ul style="list-style-type: none"> • Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves. • Pupils will reduce contact by being grouped together. For primary schools this is likely to be in class sized groups. For secondary schools this may be in up to year sized groups. • Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups. • Remove excess furniture to safe storage areas to increase space. • Desks to be spaced out as far as possible but do not impede fire escape routes and exits. • All desks to face forward with pupils sat side by side. • Floor markings to illustrate 2m areas around teaching positions. • Children to remain at their desks when in the room. • Children to use the same desk each day. • Lessons planned for individual work as opposed to close group work. • Distancing and reducing contact to be explained to children with regular reminders. • Signage/Posters in each classroom. 	<ul style="list-style-type: none"> • Year groups will operate in ‘bubbles’ and be assigned a zone in the school • Year groups will be able to move classroom to assist with setting in their zone • Registers will be taken at all points • Records will be kept for IER, PLC and Safety-net • Detentions will take place in year groups • All classrooms kept clutter-free • Desks face forward in all classrooms • Social distancing floor markings in place throughout the school • 2m teacher area marked at the front of each classroom • Pupils will be instructed to stay at desks • Class charts used for seating plans • Year groups have an outdoor area assigned to them • No assemblies or gatherings in Term 1. Assemblies will be live-streamed to classrooms where necessary • H&S slide with Covid-19 hygiene reminders will be shown in ILearn time and can be displayed regularly • Corridor doors to remain open • Windows open as much as possible • Staff supervision throughout the day. This is aided with staff moving around the site and not pupils

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	<ul style="list-style-type: none"> • Consider the use of school grounds / local environment to extend the range of teaching spaces available • Staff to supervise and enforce measures. • The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. • Ventilation improved where practicable by having windows open. 	<ul style="list-style-type: none"> • Face coverings are compulsory in corridors and communal areas for both staff and pupils. This includes the dining area queue, dining hall when not eating and main school reception
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> • Minimise movements of whole groups and individuals outside of the classroom. • Use of a one-way system around the school. • A 'walk on the left' policy if one-way not practicable. • Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). • Lane markings on floor and distancing markings in areas where queuing is likely. • Areas not in use to be closed off (not escape routes). • Children to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area. • Signage. • School assemblies • Acts of worship and other typically communal events to take place in groups (not whole school) 	<ul style="list-style-type: none"> • 2m social distancing in place where practicable • Movement is minimised with Year 7&8 being taught in tutor groups in their classroom within the zone. They will be collected for practical subjects being taught in specialist rooms (as will Year 9) • Years 10/11 will move classrooms only within their zone. They are being able to move to option subjects • External pathways have been opened and will be used where appropriate • A one-way system will be in operation where possible with building constraints • Pupils will keep their belongings with them at all times • One-Way system signage in place • Assemblies will be virtual only.

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Number of pupils and size of space impede the means to distance and reduce contact when using toilets	<ul style="list-style-type: none"> • Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact. • Where practicable avoid different groups using the same facilities at the same time. • Distance markings on floor in queuing area 	<ul style="list-style-type: none"> • Year groups will each be assigned a set of toilets for their use only • Toilets cleaned regularly throughout the school day • All floors marked to allow for social distancing
Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime	<ul style="list-style-type: none"> • Staggered break and lunch times. • Allocated play areas for each group. • Consider zoning of play areas using markings / cones to reinforce distancing. • Limit use of outdoor play equipment to designated groups at fixed periods • Games which encourage distancing and reduce contact. • Staff supervision to maintain standards. • Any crockery/cutlery used must be cleaned thoroughly. • Catering contractors and other food provision has been subject to specific risk assessment. 	<ul style="list-style-type: none"> • Lunch and break split according to year group • Each year group has an outdoor zone for their use • Non-contact sports only at break and lunch • Staff supervision with MDSAs, Year Leaders and SLT at lunch. • Teachers will supervise break (rota) • Caterlink to complete their own risk assessment
Number of staff and size of staff rest spaces impede the means to distance and reduce contact	<ul style="list-style-type: none"> • Removal of furniture to create more space. • Removal of communal equipment (mugs etc) • Staggered break times for staff. • Repurpose unused spaces for additional staff rooms. • Staff toilets to enforce 2m distancing. 	<ul style="list-style-type: none"> • Shared cutlery and crockery removed • Break and lunch split for staff • PPA rooms assigned for staff to work in (spare rooms not used for teaching) • Social distancing enforced in staff toilets • The faculty staff rooms in use only. Recommended that cross-faculty meetings as virtual only
3. Hygiene and Cleaning	Guidance on cleaning non-healthcare settings	
Cleaning staff levels are insufficient to deliver enhanced cleaning regime.	<ul style="list-style-type: none"> • Confirm available cleaning staffing levels before wider opening. • Use of contractors or other school staff for additional cleaning. 	<ul style="list-style-type: none"> • Additional janitorial time in each school building throughout the day • Cleaning requirements have been agreed with school contractor (KGB)

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	<ul style="list-style-type: none"> • Agree the new cleaning requirements and additional hours for this. • PPE to be worn by cleaning staff as dictated by risk assessment. 	<ul style="list-style-type: none"> • PPE available for cleaning staff • KGB to undertake a full risk assessment to their service prior to opening
<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> • Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet. • Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative • Extra signage to encourage washing hands. • Ensure help is available for children who cannot clean their hands independently. • Hand gel dispensers at strategic locations around the site to complement handwashing facilities. • Supplies of tissues and lidded bins in each teaching space and classroom. • Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff. • Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups. 	<ul style="list-style-type: none"> • Pupils will be encouraged to wash hands throughout the day, especially after using the toilet. • Every classroom has hand sanitiser for all pupils to use upon entry and exit from classrooms • Signage displayed throughout the school in public areas including toilets • Hand sanitiser available in public areas including the dining room • Tissues, wipes and disinfectant available for use in all classrooms • Bins with lids are currently on order (suppliers cannot meet demand). These will be in all classrooms when they arrive • Catch-it, Bin it, Kill it in use throughout the school • All shared resources will be cleaned before use if shared between year groups. If this is not possible they will be left for 72 hours before being used again
<p>Exposure to new hazardous substances (products)</p>	<ul style="list-style-type: none"> • COSHH assessment to be carried out for any new cleaning/sanitising products in use. • Additional cleaning staff to be made aware of the COSHH risk assessments. • Appropriate storage of hazardous substances. • Material data sheets to be made available for new and existing products. 	<ul style="list-style-type: none"> • COSHH assessment in place and held by Resources Manager • Responsibility of KGB to ensure all cleaning staff are aware of COSHH • All cleaning products are stored appropriately

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4. Site and Buildings	DfE Guidance on school premises management	
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> • Site visits only by pre-arrangement. • A record of some visitors must be kept for 21 days specific guidance • 2m exclusion zones/markings in Reception areas. • Information/signage for visitors informing them of the infection control procedures. • Deliveries and visits outside of school opening hours where possible. • Provision of hand sanitiser at main school entrance. • Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. 	<ul style="list-style-type: none"> • All visitors to site must have an appointment unless it is an emergency • Visitors will be required to wear a face covering whilst in the school building • Visitor records and contact details kept for 21 days • Reception clearly marked with exclusion zone and screens in place • Signage for visitors is clear • Only one person permitted in reception at any one time • Hand sanitising station in place in reception • Deliveries dropped off in delivery room where possible and not in reception
Changes affect normal emergency procedures.	<ul style="list-style-type: none"> • Review of fire assembly points to accommodate reduced contact and distancing where practicable. • Fire drill practice to train new arrangements. • Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. 	<ul style="list-style-type: none"> • Fire assembly points have been reviewed and the area enlarged to allow for social distancing • Fire drills will be conducted as part of inducting all pupils back into the school • A review of all emergency plans is underway
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> • Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors). • Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. 	<ul style="list-style-type: none"> • All normal site security arrangements will remain in place • The site will be locked and checked by the caretaker at the end of each day • Regular maintenance and Health & Safety arrangement remain in place

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Building checks not taken place	All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring.	
5. Equipment and furniture		
Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> • Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group. 	<ul style="list-style-type: none"> • No shared resources between year groups (bubbles) unless thorough cleaning between uses (this will be necessary for some PE and music equipment)
Shared equipment, fittings and resources increase the risk of transmission.	<ul style="list-style-type: none"> • Handwashing before and after each lesson. • Remove unnecessary items from the classrooms and store elsewhere. • Cleaning regime for door handles, press to exit buttons, communal surfaces. • Children asked to bring in own stationery or have allocated, named, packs of stationery per child. • Resources and surfaces to be cleaned each night. • Lessons planned so sharing of resources in minimised. 	<ul style="list-style-type: none"> • Hand sanitising stations in each classroom and used before and after each lesson • Classrooms have been de-cluttered • Where desks have been used by two groups they will be disinfected between uses • Pupils bring in their own basic equipment in line with school policy • All surfaces cleaned at the end of each day • Teachers have been made aware that resources cannot be shared to enable purchasing of additional resources before the summer holiday
Increased manual handling tasks increase the risk of musculoskeletal injuries.	<ul style="list-style-type: none"> • Staff must not attempt to move large or heavy items unless they are fit to do so. 	<ul style="list-style-type: none"> • The site team have been asked to undertake the moving of desks and any large equipment
6. Health and Wellbeing		
Inadequate staffing levels create supervision or safeguarding issues.	<ul style="list-style-type: none"> • Carry out an audit of all staff availability and review it regularly. • Introduce a process for staff to inform you if their health situation changes. 	<ul style="list-style-type: none"> • Staff absence arrangements are clear and in process in place for notifying if ill • A team of cover supervisors will be used to cover staff absence in the first instance


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	<ul style="list-style-type: none"> • If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios. • Use of staff from other schools (by agreement). 	<ul style="list-style-type: none"> • Limited use of supply teachers will be in place due to the risk of cross-contamination between schools
Vulnerable / Extremely vulnerable children at higher risk of infection.	<ul style="list-style-type: none"> • Parents should follow current medical/government advice if their child is in this category. 	<ul style="list-style-type: none"> • Communication of the latest DFE and PHE guidance
Person becomes unwell with Covid-19 symptoms in school	<ul style="list-style-type: none"> • Move to a pre-designated room where person can be isolated, with adult supervision if a child. • Ventilate the room if possible. • PPE should be worn if contact is required. • Inform parent/carer to arrange collection. • Cleaning regime after each usage of the space. • Follow the advice from health protection team 	<ul style="list-style-type: none"> • The Covid-19 room is the nurse's room beside first aid. Window should be open in the room at all times • If toilet is required, they should use the staff individual toilets next to first aid. Close off and have cleaned after use. • PPE to be used by first-aid staff • Inform parents to collect ASAP • Clean room and toilets if suspected case has been sited there. • Ask parents to take child to be Covid-19 tested and relay the results to school ASAP • HT will inform PHE of any positive case of Covid-19 in school
Outbreak of Covid-19 within the school (defined as more than two confirmed cases within a fortnight)	<ul style="list-style-type: none"> • Senior leaders have awareness of the PHE "local outbreak management plan" • Local school management plan is in place and relevant staff have been made aware • Remote education plans in place 	<ul style="list-style-type: none"> • SLT are all aware of the PHE flow chart and will follow as necessary • Relevant staff have been briefed • Remote education plans are in place
Staff wellbeing affected by the working experience.	<ul style="list-style-type: none"> • Staff risk assessment tool being used to assess those in higher risk groups. • Staff aware of risk assessment process and able to contribute. • Staff meetings and communication. 	<ul style="list-style-type: none"> • Individual risk assessments have been undertaken as necessary • RA process and documents shared with all staff

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	<ul style="list-style-type: none"> Defined wellbeing support measures for staff. Designated staff rest areas. 	<ul style="list-style-type: none"> Staff meetings have and are taking place remotely including planning for September opening PPA rooms and staff rest areas are clear Well-being & support has been signposted via The Hive
Volunteer wellbeing affected by the working experience	<ul style="list-style-type: none"> Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment. Volunteers will be included in regular communications and be given the opportunity to feedback any concerns. 	<ul style="list-style-type: none"> Volunteering is limited in school presently due to limiting the number of visitors. Any volunteers will be briefed as appropriate
Pupil wellbeing is impacted by the current situation causing physical and mental ill health. School Effectiveness guidance on Right Choice	<ul style="list-style-type: none"> Children to have allocated teacher and TA where possible. Reduced time in school to ensure transition from home to school is successful. Curriculum to support children's well-being. Provide opportunities to talk about their experiences/concerns. Pastoral activities. 	<ul style="list-style-type: none"> Children who need support will be identified via year leaders and Ilearn tutors and appropriate support then put in place via the pastoral team There will be opportunities to discuss the last six months in ILearn and also the assembly programme
First aid provision	<ul style="list-style-type: none"> Ensure all staff know First Aiders on site if less than normal. If provision is less than usual, minimise hazardous activities which may result in injury. Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. 	<ul style="list-style-type: none"> First aid personnel posters displayed in all rooms Staff will be notified of any changes to the first-aid service as appropriate PPE supplies are in stock
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> Required number of competent staff on site Staff training up to date 	<ul style="list-style-type: none"> First-Aid provision will be staffed with the required number of competent staff on site at any one time

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<p>1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.</p>	<ul style="list-style-type: none"> • Alternative arrangements in place if staff training/competence has lapsed. • Individual risk assessments of children with behavioural difficulties. • Ensure a supply of PPE is available based on need. • Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. • 1:1 teaching to be done with reduced contact. 	<ul style="list-style-type: none"> • Staff training records to be reviewed and remote training put in place if necessary • SENDCO to revise individual risk assessments as appropriate • PPE stocks are available if required • 2m Social distancing in place for 1:1 work. Face coverings are also recommended for this work if in a confined indoor space
7. Risk assessments and Policies		
<p>Standard risk assessments do not take account of additional covid-19 risks</p>	<ul style="list-style-type: none"> • Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. • Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk • Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced • LoTC activities are restricted to non-residential activities and are subject to the usual process of risk assessment and authorisation. • One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment. • Lettings of facilities will be subject to separate risk assessment. 	<ul style="list-style-type: none"> • Review all current risk assessments currently in place at subject level • School events will require separate risk assessments • Lettings will require separate risk assessments before commencing • Behaviour policy has been updated to reflect changes and restrictions implemented in school

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	<ul style="list-style-type: none"> School clubs, Breakfast clubs and after-school provision are subject to a separate risk assessment. Behaviour policy amended to reflect covid-19 protocols. 	
8. Monitoring		
<p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<ul style="list-style-type: none"> Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils Non-compliance will be addressed immediately Regular communication with staff on the outcomes of the monitoring LA H&S Advisers are able to visit the school site to assess compliance 	<ul style="list-style-type: none"> Resources Manager & Headteacher will monitor the effectiveness of this risk assessment monthly or on publication of new guidance for schools from DFE Staff will receive updates at regular intervals following review of this RA Issues with non-compliance will be dealt with quickly and appropriately. Records will be kept.
9. Other risks – specific to your school		
<p>Please add details of any other relevant covid-19 risks presented by circumstances that are relevant to your school site and activities but are not covered by Items 1-8.</p> <p>Also add activities such as swimming and indoor gyms as and when restrictions are lifted.</p>		<ul style="list-style-type: none"> Children attending 'The Link' will be in separate 'bubble' and not in their year group to allow them to work together across year groups Enrichment and extended learning activities will take place in year groups in an area of the school that has not been used by another year group unless previously cleaned

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name of Headteacher	Sandra Muir	
Signature of Headteacher		Date: 10th July 2020 Review date: 29th August 2020 Review date: 15th September 2020
Name of Chair of Governors / Trustees	Jane Hext (COG)	
Signature of Chair of Governors / Trustees		Date: 31st August 2020
Date of review	30 th September 2020	