



Risk Assessment for Mytchett Primary and Nursery Academy - September 2021v1

Risk	Controls / Mitigations & Protective Measures	Risk Grading (using risk grid)
Policies and Procedures		
<p>Awareness of and adherence to policies and procedures including but not restricted to:</p> <p><i>Behaviour Policy</i></p> <p><i>Safeguarding & Child Protection Policy</i></p> <p><i>Health, Safety & Environment Policy</i></p> <p><i>Infection Control Policy</i></p> <p><i>First Aid Policy</i></p> <p><i>Academy Emergency Plan</i></p> <p><i>Academy Business Continuity Plan</i></p> <p><i>Income & Lettings Policy and Agreements</i></p>	<ul style="list-style-type: none"> • INSET days in all academies on 1st September to ensure all staff are aware of policies and procedures. • Safeguarding policy is updated to reflect the current situation • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the policies listed on the left. • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE <p>Staff reminded throughout the term at teacher staff meeting/LSA meeting and weekly information to be read the appropriate policies and addendums on DPS.</p>	<p>L</p>
<p>Prevention - Minimise contact with individuals</p>		<p>L</p>
<p>Organisation in case of illness in school</p>	<ul style="list-style-type: none"> • Separate area allocated for children with suspected Covid symptoms waiting to be picked up by parents. • First aid room – ventilation to be open • Separate toilet allocated – this should be cleaned after use • PPE for First Aid staff available 	

<p>Organisation of children</p>	<ul style="list-style-type: none"> • Numbers will be restricted in assembly to approx. 180 initially. Some assemblies will still be virtual, assemblies will be held for in key stages rather than whole school making two whole school and two assemblies by key stage (120 and 60 children respectively). Children to sit in classes two metres apart in ventilated hall. • Children will no longer be in “bubbles”. If there is an outbreak of coronavirus and the threshold* is reached, control measures as outlined in the Contingency Plan may be instigated. • Children will arrive at school over a fifteen minute period. KS2 families will not access the site. KS1 families will drop children off at the classroom door. 	
<p>Organisation of staff</p>	<ul style="list-style-type: none"> • Social distancing is no longer in place but staff are advised to reduce large gatherings, e.g. in staff room • Staff meetings may take place in person in well ventilated areas • Staff to follow hygiene measures • Staff are advised to receive vaccination • Clinically vulnerable staff can work at school. Shielding is now paused. Where staff have not received vaccinations for medical exceptions, individual risk assessments will be made and additional measures put in place where necessary 	
<p>Organisation of parents</p>	<ul style="list-style-type: none"> • Parents/families advised to follow hygiene risk control measures • Parents/families will not be on site in the morning. In the afternoon they will be on site, dispersed according the meeting point for their child which has been communicated by letter. • If there is an outbreak of coronavirus and the threshold* is reached, control measures as outlined in the Contingency Plan may be instigated. • Blended approach to meetings with families such as ‘Meet and Greets’ enabling remote access. Gatherings of families outside of the school day, in the main hall. SMILE afternoons and Parents’ evening are currently planned to go ahead as usual. 	
<p>Organisation of visitors</p>	<ul style="list-style-type: none"> • Visitors advised to follow hygiene risk control measures • If there is an outbreak of coronavirus and the threshold* is reached, control measures as outlined in the Contingency Plan may be instigated. • Volunteers, parent helpers and students on work experience may come in to school but will be expected to perform a lateral flow test prior to visiting. 	
<p>Prevention – good hand hygiene</p>		L
<p>Toilet facilities</p>	<ul style="list-style-type: none"> • The COVID-19: cleaning of non-healthcare settings guidance is followed; • Liquid soap and paper towels available in classrooms. Bins available for disposal of paper towels. • Handwashing facilities in toilets and classrooms • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • liquid soap dispensers are used. 	

	<ul style="list-style-type: none"> • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Toilets and sinks cleaned during day as well as after school • Report if facilities need additional attention 	
Washing facilities	<ul style="list-style-type: none"> • Handwashing facilities in classrooms • Report if facilities need additional attention 	
Organisation for children	<ul style="list-style-type: none"> • Bins for tissues are emptied daily. • Children sanitise hands before touching shared resources and shared resources are cleaned weekly in KS1/2 and daily in EYFS. • Outdoor play equipment is cleaned twice weekly. Hands are washed before playtime. • The timetable is revised to implement where possible: • Maximise number of lessons or classroom activities which could take place outdoors; 	
Organisation for staff	<ul style="list-style-type: none"> • Staff follow same hand washing and infection control procedures as for children • Signs in staff rooms to remind staff about hygiene and cleaning materials/ hand wash available. 	
Organisation for visitors	<ul style="list-style-type: none"> • Visitors follow school infection control procedures – as above. 	
Prevention – good respiratory hygiene		L
Organisation of children	<ul style="list-style-type: none"> • All adults and children are told to: <ul style="list-style-type: none"> - frequently wash their hands with soap and water for 20 seconds and dry thoroughly; - clean their hands on arrival at school, before and after eating, and after sneezing or coughing; - are encouraged not to touch their mouth, eyes and nose - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Help is available for children who have trouble cleaning their hands independently; • Young children are encouraged to learn and practise these habits through games, songs and repetition; • Children will be taught and encouraged to use the "Catch it, Kill it, Bin it" approach for respiratory hygiene. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use in each classroom and the staffroom. 	
Classrooms	<ul style="list-style-type: none"> • Doors to classroom should remain open. Fire doors should remain closed except where adults are in the room. In this case, they may be left open for ventilation but should be closed when the room is vacated. 	

	<ul style="list-style-type: none"> • All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible and where this does not significantly impact thermal comfort • Classes should be ventilated whenever possible – e.g. lunch/playtime/while children are on the daily mile/PE. Consider opening top windows to reduce draught/open windows enough to ensure constant background ventilation. • Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. • Staff should balance good ventilation but maintaining a comfortable temperature for the children and staff 	
Prevention – enhanced cleaning		L
Classroom cleaning	<ul style="list-style-type: none"> • Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal; Staff to wipe down surfaces at lunch with anti bac spray and a paper towel. • Staff to be issued with own cleaning pack for classroom – this is to be stored safely out of reach of children. • All surfaces/tables should be left clear at the end of the day for cleaning. • Room should be ventilated before cleaning contractors enter the room to clean. 	
Cleaning classroom equipment	<ul style="list-style-type: none"> • This should be cleaned regularly 	
Cleaning playground equipment	<ul style="list-style-type: none"> • This should be cleaned regularly – twice a week 	
Monitoring of cleaning	<ul style="list-style-type: none"> • Site manager to monitor cleaning by contractors. • Site manager and duty SLT to monitor standards during the day and areas to be cleaned as necessary • Staff should report any areas that have not been cleaned to specification- to HT and site manager 	
Appropriate use of PPE	<ul style="list-style-type: none"> • PPE is available for office staff dealing with medical issues. • Masks do not need to be worn, but individuals who wish to wear masks may do so- please see our Covid document for more detailed guidance. 	
Responses to Infection		L
Sick Room provision	<ul style="list-style-type: none"> • Separate area allocated for children with suspected Covid symptoms waiting to be picked up by parents. • First aid room – ventilation to be open • Separate toilet allocated – this should be cleaned after use 	
First Aid	<ul style="list-style-type: none"> • Each class will have a small first aid kit. • For more serious issues, children should be sent the office, where staff will have access to PPE 	

Manage confirmed COVID 19 cases	<ul style="list-style-type: none"> Children or staff will be required to stay at home if they test positive and follow Government guidelines. <p>Individuals will only be asked to stay home for Covid-related reasons if:</p> <ul style="list-style-type: none"> - they are symptomatic - they have tested positive with a PCR or LFD (they may return if a positive LFD result is followed by a subsequent confirmatory negative PCR within 2 days) <ul style="list-style-type: none"> School should be informed of positive result. The Government Track and Trace will identify and trace close contacts. This is no longer the responsibility of school Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate. Staff who have not been double vaccinated should make themselves known to head teacher, as they may be required to self-isolate if contacted by Track and Trace. 	
Contain any outbreaks	<ul style="list-style-type: none"> Staff will be encouraged to engage in the LFD testing twice a week to detect any asymptomatic cases. Results should be reported to school and Government track and trace. If a member of staff tests positive, they will be required to self-isolate and book a PCR test Children who have displayed symptoms of coronavirus are sent home as soon as parents are able to collect. Parents asked to arrange testing of children. Where necessary, the Contingency Plan will be activated 	
Emergency procedures	<ul style="list-style-type: none"> Fire evacuation procedure/lockdown procedure remains in place. 	
Travelling to and from school		L
Managing school transport	<ul style="list-style-type: none"> With our children being primary age there will be no requirement for them to wear masks in taxis 	
Encourage walking/cycling	<ul style="list-style-type: none"> Parents encouraged to walk/scoot/cycle to school through newsletters and assemblies Cycle storage area available 	

This is a live document and will be reviewed and updated as necessary

This document is to be read alongside the Contingency Plan which will be activated when the threshold is reached or sooner if appropriate*

*If the number of cases in school reaches the following threshold (whichever of these thresholds is reached first):

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

The local situation will be under constant review and decisions will be made in terms of restricting mixing or access based on this. At this time we are unable to confirm the possibility of performances, such as Christmas, and large gatherings, unlike theatres and similar, because we are determined for school to remain open and for children to be educated at school instead of at home.

The Kite
Academy
Trust
Flying high
together

A graphic of a kite with a blue body and four colorful tails (blue, green, orange, pink) trailing behind it. The kite is positioned in the upper right quadrant of the page, with its body partially overlapping the text. The tails extend downwards and to the left, creating a sense of movement. The background is white with a dark blue horizontal line running across the middle of the page.