

Catalyst Academies Trust	COVID RISK ASSESSMENT FORM – SEPTEMBER 2021						Completed in accordance with Gov Guidance for SCHOOLS COVI19 OEPRATIONAL GUIDANCE JULY 2021	
Location/Site: Catalyst Schools			Date of Assessment: 13 th May 2020 Updated 26 th June 2020 Updated 3 rd July 2020 Updated 7 th July 2020 Updated 8 th July 2020 Updated 9 th September 2020 Updated 22 nd September 2020 Updated 2 nd November 2020 Updated 8 th March 2021 Updated 8 th June 2021 Updated 1 st September 2021	Assessor(s): Trust SLT	Reference: QUARRY HILL ACADEMY			
Activity/Task/Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed	
Lateral Flow Device – Staff Testing for Covid 19	Identifying positive cases resulting in direct transmission of the virus	Staff Children Parents Wider Community	1.All staff on site test twice weekly using LFD kits (every Sunday and Wed) 2.Results are submitted via Forms to school and to the NHS 3.Logs of results are printed and kept in folder every Monday and Thursday 4. When kits are distributed, the distributor will wear gloves and masks. All stakeholders to sign receipt of test. Log of collection to be printed and kept in folder every ¾ weeks. 5. Covid Test co-ordinator to monitor and ensure all staff test twice weekly and report accordingly 6. All visitors to school are expected to present evidence of a recent negative Covid test before being allowed entry; expectations are that all visitors strictly adhere to our Covid RA	Covid test co-ordinator to keep track of test kits and ensure replacements are received in good time. To be reviewed by government at end of September.	SLT			
Travelling abroad – pupils returning from other countries	Resulting in direct transmission of the virus	Staff Children Parents Wider Community	1. For families travelling from or through a RED country, all travellers must quarantine in a managed hotel for 10 days through a quarantine hotel package, including 2 Covid-19 tests					

			<ol style="list-style-type: none"> 2. Evidence of flights landing in the UK, hotel quarantine and the two negative Covid tests will be requested for all pupils before being allowed back into the school 3. For families travelling from or through an AMBER country, all travellers who are not exempt must quarantine at home for 10 days and take a test on or before day 2 and on or after day 8. 4. Exemptions are for those who have had 2 vaccines, children under 18. Still need to take a test 3 days prior to flying and on day 2 of return to UK 5. Evidence of flights landing in the UK and the negative Covid tests will be requested for all pupils before being allowed back into the school. 6. For families travelling from a GREEN country, all travellers must take a Covid-19 test on or before day 2 after you arrive. 7. Travellers do not need to quarantine unless the test result is positive. 				
<p>Lack of social distancing in the classroom</p> <p>See Behaviour Policy Appendix</p>	<p>Resulting in direct transmission of the virus</p>	<p>Children Staff Families Wider Community</p>	<ol style="list-style-type: none"> 1. Where possible keep classes to 30 2. Support pupils to maintain distance and limit physical contact with staff and their peers where possible. 3. Social distancing rules created for and with the children and strictly adhered to – (Include instructions how to line up, use of toilet, moving around the classroom etc) 4. Rules re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance 5. Adults should ideally maintain 2 metre distance from other adults and children where possible 6. Hands sanitised/washed on entry and exit of classroom 		<p>All staff and pupils</p>	<p>Daily</p>	

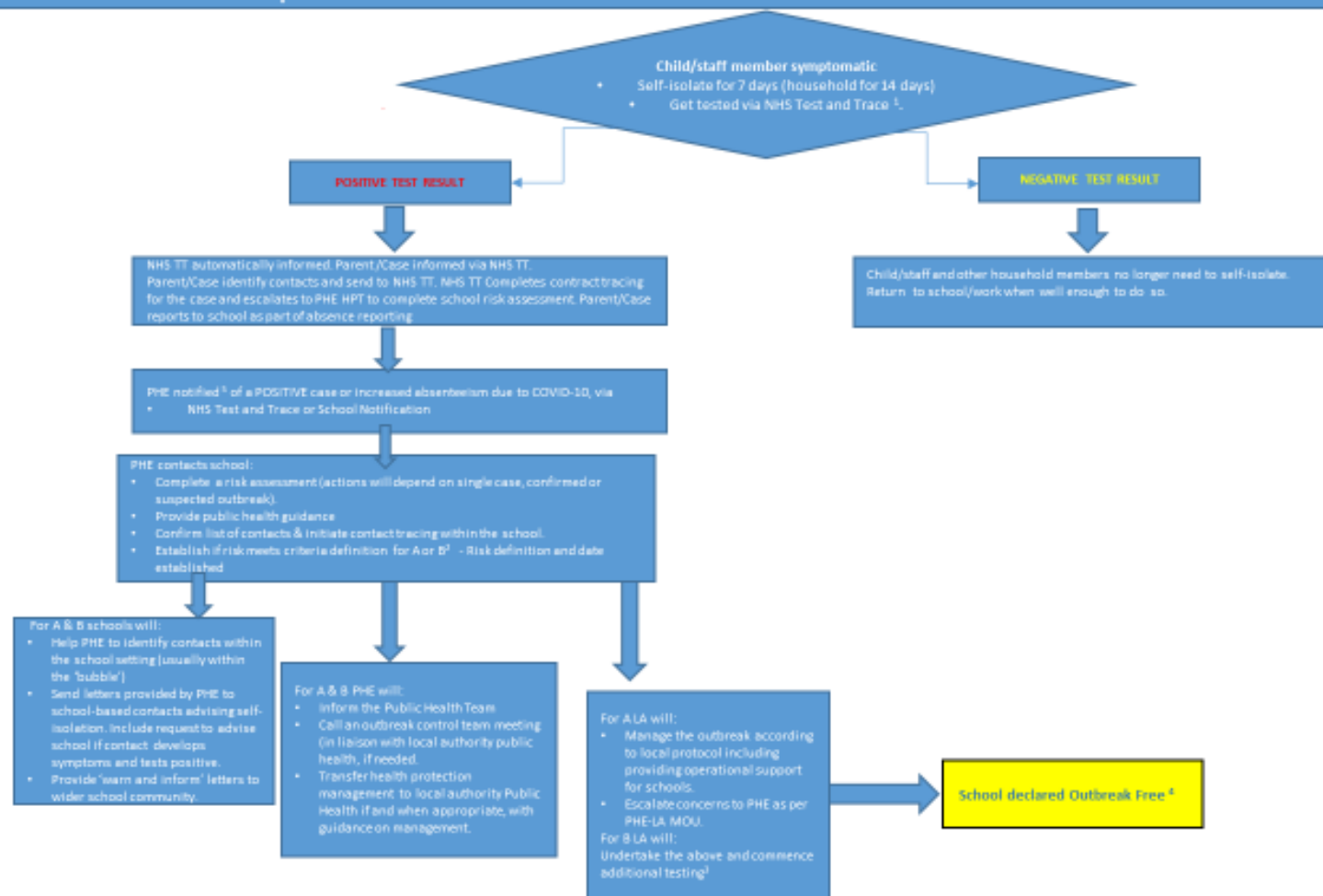
			7. Ventilation of classrooms – windows/doors to be opened to ensure air flow is enabled at all times				
Lack of social distancing using toilets and poor hygiene	Resulting in direct and indirect transmission of the virus		<ol style="list-style-type: none"> 1. One child allowed to go to the toilet at a time from each class 2. Children reminded of good hand hygiene regularly and soap is available at all sinks. 3. Extra Signs in toilet/sink areas re washing hands 4. Wedges for the toilet external toilet doors if not fire doors. 5. Only disposable towels to be used and disposed of in lidded bins 6. Enhanced cleaning of toilets in place (x 3 times per day) 	Extra soap/sanitiser ordered to ensure supply Regularly check display of extra signs for the toilets/ doors	Site manager		
Lack of social distancing during drop off and collection	Resulting in direct transmission of the virus		<ol style="list-style-type: none"> 1. Instructions shared re social distancing between families in the morning with parents and children; SLT on duty outside daily to remind parents of expectations 1. Signage for parents and children displayed outside the gates, classrooms and on floor markings to encourage safe practice 2. SLT to be on duty to supervise and remind parents of expectations where necessary 3. Staggered drop off and pick up times for different year groups/provisions 4. All parents/carer/visitors to no longer be asked to wear masks whilst on site although this will be encouraged in letters where social distancing cannot be maintained. Letters to confirm arrangements. 	<p>Markings on floor by each classroom door to indicate safe distance for parents to stand</p> <p>To be reviewed at half term – to consider return to one timing for drop off and collection for all year groups</p>			

<p>Lack of social distancing during playtimes and lunchtimes</p> <p>See Lunchtime RA</p>	<p>Resulting in direct transmission of the virus</p>		<ol style="list-style-type: none"> 1. Staggered lunchtime to continue to support continued social distancing – children are able to move between playgrounds and areas freely. 				
<p>Emotional distress of the staff – including anxiety and workload</p>			<ol style="list-style-type: none"> 1. Sharing of risk assessment - hazard identification and control measures 2. Clear open communication of intentions and practices in risk assessments to reassure those who are anxious 3. Support from SLT/ Well-being team if needed 4. Staff meetings to discuss concerns and evaluate well being 5. Sharing of support helplines 6. Risk assessments reviewed regularly 7. Where signs of distress are recognised – support plans put in place. 				
<p>Risk of spreading virus due to close contact with children – 1:1 and restraint</p>	<p>Resulting in direct transmission of the virus</p>		<p>System of Controls</p> <p>Prevention:</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms do not attend school. 2. Clean hands thoroughly more often than usual. 3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. 4. Introduce enhanced cleaning, including frequently touched surfaces often, using standard products such as detergents and bleach. 				

			<ol style="list-style-type: none"> 5. Minimise contact between individuals and maintain social distancing wherever possible. 6. Where necessary, wear appropriate personal protective equipment (PPE) <p>Numbers 1 to 4 must be in place in all schools all the time.</p> <p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p>				
Staff movement around the school	Resulting in indirect transmission of the virus		<ol style="list-style-type: none"> 1. Offices to remain closed to parents 2. Only office staff to enter the office 3. Maintain 2m distance in staff room. 4. Appropriate cleaning materials and wipes to be available in all shared areas. 				
Children/ Staff falling ill and showing symptoms in School	Resulting in direct transmission of the virus		<ol style="list-style-type: none"> 1. Members of the senior leadership team and CEO of Catalyst Academies Trust will continually check for further updates and amend the risk assessment accordingly and in line with new guidance. 2. If any child displays symptoms, parents will be immediately contacted to take their child home. Any child waiting to be collected will be in a room with windows and doors that are opened. Staff members showing symptoms will be sent home immediately. 6. If a child or staff member displays symptoms they must isolate for 10 days from when they first displayed symptoms. Child or staff member to be tested via NHS test and trace and follow procedures as outlined in the document below. <p>System of Controls</p> <p>Response to any infection:</p> <ol style="list-style-type: none"> 1. Engage with NHS Test and Trace process. 2. Manage confirmed cases of coronavirus amongst the school community. 3. Contain any outbreak by following local health protection team advice. 				

			<p>4. Outbreak management plans in place detailing responses as to how we will operate if there were an outbreak in our school or local area.</p> <p>These must be followed in every case where they are relevant.</p>				
Visitors to school.	Virus transmission from a visitor coming into the school.	Employees, pupils, and visitors.	<ol style="list-style-type: none"> 1. All visitors handed protocol of expectations to adhere to 2. All visitors (e.g. Speech and Language Therapist) will work in one space wherever possible that is thoroughly cleaned before and after use. 3. Where visitors visit frequently they may be given their own lanyard. All lanyards are cleaned in between use 4. Other professionals should supply the school with their organisations' risk assessment. 	Visitors need to be asked to provide their own risk assessment.			

Test and Trace process for schools



1= order a test through <https://www.nhs.uk/conditions/coronavirus-covid-19/> or call 119

2= **Definition A** is a case requiring further investigation. Criteria: 1 confirmed case and 1 symptomatic case within the school or 2 suspected cases in a bubble or 1 confirmed and 1 suspected case within a bubble.

Definition B is a Confirmed Outbreak Criteria: 2 confirmed cases of COVID-19 within the same bubble within the school or 2 or more confirmed cases anywhere in the school

3= Additional testing will be performed as appropriate within the school every 7 days on asymptomatic staff and students until there are no new cases and outbreak is declared over.

4= The outbreak can be declared over once no new cases (asymptomatic or symptomatic) have occurred in the 28 days since the appearance of symptoms / from the date of swabbing in the most recent case

5= To notify a case(s), please call the Public Health England (PHE) in the East of England on 0300 303 8537 (option 1)