



Phoenix Park Academy

**Covid-19 Risk Assessment**



The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**. School/childcare settings are essential for us to effectively manage our response to COVID-19 and those staff working in these settings are providing a key role. Staff are understandably feeling anxious about the potential risk to their health of carrying out their usual work activities during the COVID-19 pandemic.

Whilst the COVID-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions, evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness. As a result of the huge efforts everyone has made to adhere to strict social distancing measures, the transmission rate of COVID-19 has decreased and as a result of they are asking schools to plan to fully open from September.

**As of Tuesday 4<sup>th</sup> January 2021, the government has imposed restrictions on the activities of schools. Instructions from the Department for Education outline the expectation that Alternative Provision settings, including Phoenix Park Academy & Sevenhills Academy, should offer a blended school offer of a physical school place to the most vulnerable students and also offer remote learning to the wider student population.**

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

The risk assessment below has been developed based on the following principles:

- That we will act together to ensure the safety of all staff and students;
- All students will return full time week commencing 7<sup>th</sup> September 2020 and subsequent DfE guidance 4<sup>th</sup> January 2021 indicates AP setting offer a physical offer to the most vulnerable and remote learning offer to the wider population;
- Each site – Phoenix, Park and Sevenhills will operate as one bubble per site – with key stage segregation as a further mitigation but staff can operate freely within the bubble;
- In the event of an outbreak of Covid-19 the Academies can revert to online teaching immediately during any periods of closure;
- A reliable and adequate supply of suitable PPE for the small number of occasions where this is necessary (see below):
  - o Children whose care routinely already involves the use of PPE due to their intimate personal care needs should continue to receive their care in the same way;
  - o If a child becomes unwell with the symptoms of COVID-19 and needs direct personal care until they can return home – in this instance a facemask/shield should be worn by the supervising adult if a 2 metre distance cannot be maintained. If contact is necessary then gloves and mask/shield should be worn and the identified quarantine space should be used.

<b>Date: 07/05/2021</b>		<b>Review date: 07/07/2021</b>		<b>Completed by: Phil Hutchinson (Executive Principal)</b>	
<b>Risk Area</b>	<b>Hazards</b>	<b>Mitigation</b>	<b>Red, Amber, Green</b>	<b>Recording</b>	<b>Responsible Employee</b>
This builds on the <i>Future Planning Considerations</i> document.  By structuring your considerations in to these broad themes, your planning, monitoring and responding activities will be easier.	Think about the Hazards associated with Covid-19 and safe operation  How might employees, pupils, and visitors be harmed?  Use this to engage with employees at the appropriate point. What are their views?	How likely is it that harm will occur?  Detail mitigations you have designed/implemented to minimise the likelihood of occurrence.  Be clear – other than the most extreme risks, it is not practicable to <b>eradicate</b> risk, particularly re: Covid-19.  Our responsibility is to minimise the likelihood of harm caused by the identified hazards.  If you identify extreme risks you cannot control – you have identified a reason to stop what you are planning to do.	Engagement with staff and stakeholders is supported by simple visual aids.  Highlight your initial Hazards in a <b>R, A or G</b> and then highlight your Mitigation in the same way.  You should see more <b>R and A</b> in your Hazard section, and only <b>A and G</b> in your Mitigation section.	This document will help you to plan, monitor and respond to the risks Covid-19 is presenting.  It is good practice to record material incidents or amendments to your Mitigations over time.  You could simply use this box to keep a track/chronology, with any material incidents reported via usual channels/processes.	It is worth structuring your risk management activities.  Use this box to record the member of staff responsible for planning, monitoring, responding and reviewing the

		<p>Different ways of working are the tools we have here. A simple example is, it is extremely unsafe to re-open to all pupils. So we are not doing so. This represents a departure from normal practice to mitigate an extreme risk.</p> <p>Be practical and pragmatic.</p>	<p>If you are left with <b>R</b> in your Mitigation section, you have identified an unacceptable 'residual risk' which we then need to think differently and creatively about.</p> <p>This should be a helpful process to support your planning, not a bureaucratic exercise.</p> <p>It is also a very useful communication and engagement tool.</p>		<p>specific Hazard(s) and Mitigation(s) identified.</p> <p>This gives structure, clarity and avoids you being responsible for thinking about and doing everything.</p> <p>This is common-sense.</p>
<b>General Health and Safety</b>					
	i.e. sanitisation of building, sanitisation practices of occupants, H&S and behaviour protocols, availability of safety equipment / supplies				
Occupancy Timetabling	- All students to return immediately could mean virus spreads	<ul style="list-style-type: none"> <li>- Site bubbles in operation – Phoenix, Park and Sevenhills, staff working freely, key stages kept apart within one bubble per site as extra precaution as contact bubble where possible;</li> <li>- Recovery curriculum authored if needed;</li> <li>- SLT minimal travel between sites</li> <li>- Regular communication with parents, staff and community.</li> </ul>			PH DM
Safeguarding	- Staff unclear on safeguarding arrangements in light of Covid and remote learning.	<ul style="list-style-type: none"> <li>- Revised KCSIE distributed to all with amended policy as part of INSET in September 2020, updated Jan 2021;</li> <li>- Half termly supervision of site DSLs;</li> <li>- Close monitoring of safeguarding systems (CPOMs) by SLT/DSLs to intervene.</li> </ul>			RP NS
Hygiene Procedures Cross contamination	<ul style="list-style-type: none"> <li>- People not following good hygiene protocols;</li> <li>- People touching surfaces that are not regularly cleaned;</li> <li>- Parents and external visitors on site.</li> </ul>	<ul style="list-style-type: none"> <li>- Maintaining handwashing and sanitiser on entry, exit and throughout the day – sanitiser available in class under locked storage;</li> <li>- Adhere to Hands/Face/Space guidance;</li> <li>- Student movement limited throughout the day;</li> <li>- Staff wipe down key areas after use, between lessons;</li> <li>- Visitors allowed on site by appointment only and meeting spaces considered</li> </ul>			JI PB JS
First Aid	- Injuries (close physical contact).	<ul style="list-style-type: none"> <li>- Ensure First Aider posters are displayed;</li> <li>- All First Aiders are clear on isolating to designated quarantine room and PPE is available;</li> <li>- All staff maintain good hygiene following any contact and usual reporting forms completed;</li> <li>- First Aider CPD taken/updated as practicable/available.</li> </ul>			JI PB JS
Fire Procedures	- Not all trained Fire Wardens are in the available workforce;	<ul style="list-style-type: none"> <li>- Each site ensures Fire Warden capacity in daily briefing;</li> <li>- Staff inventory system to be used in an evacuation;</li> <li>- Update fire evacuation procedures and communicate with all staff on changes to assembly points and regular drills scheduled;</li> </ul>			JI PB JS

	<ul style="list-style-type: none"> <li>- Everyone congregating in the usual fire point would break social distancing measures;</li> </ul>	<ul style="list-style-type: none"> <li>- Review Fire Warden roles April 2021.</li> </ul>			
Outbreak of virus	<ul style="list-style-type: none"> <li>- Someone falls ill with symptoms of Covid-19;</li> <li>- Full / Partial closure to manage virus;</li> <li>- Systems and processes of managing an outbreak;</li> <li>- we will engage with NHS track and trace in event of confirmed cases.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff and students if ill must stay at home and follow Government guidelines;</li> <li>- Programme of testing in place for all staff twice weekly results recorded with NHS and site</li> <li>- Student testing as follows:</li> <li>- Phoenix (KS3) Park / Sevenhills – administer 2 weekly tests remotely Sun / Wed</li> </ul> <p><b>- Follow Government guidance on Prevention:</b></p> <p><b>Prevention</b></p> <ol style="list-style-type: none"> <li>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</li> <li>2) use of face coverings in schools unless medically exempt</li> <li>3) Clean hands thoroughly more often than usual.</li> <li>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</li> <li>6) Minimise contact between individuals and maintain social distancing wherever possible.</li> <li>7) Where necessary, wear appropriate personal protective equipment (PPE).</li> </ol> <p><b>- Follow Government guidance on Response:</b></p> <ul style="list-style-type: none"> <li>) Engage with the NHS Test and Trace process.</li> <li>) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</li> <li>) Contain any outbreak by following local health protection team advice.</li> </ul> <ul style="list-style-type: none"> <li>- Wellspring Academy Trust guidance on how to manage an outbreak and localised site specific protocols.</li> <li>- Inform WAT and Estates to follow secure disposal of waste from site.</li> <li>- Emergency plan to instigate remote teaching from following day in event of partial closure instructed by PHE</li> </ul>			PH DM NS

Visitors	- Any visitors to site.	<ul style="list-style-type: none"> <li>- Limit number of visitors/staff movement across sites to essential visits only</li> <li>- Ensure clear protocols of wearing face coverings and social distance measures are adhered to.</li> <li>- Ensure meeting spaces are spacious and well ventilated, even if 2m distance can be maintained, face coverings must be worn;</li> <li>- Visitors will be allowed on site at agreed times for specific purposes unless there are live cases of Covid-19. Any external visitors requesting access outside this should arrange virtual contact via Wellspring Academy Trust headquarters, Digital Media Centre, County Way, Barnsley, South Yorkshire, S70 2JW</li> <li>- Contractors will only be allowed on site during student hours if required in an emergency and they are accompanied by a member of our Estates team</li> </ul>			JI PB JS
<b>Physical Environment</b>					
	I.e. social distancing requirements, maximum occupancy/capacity, use of entrances, corridors etc, drop off/collection protocols, common space management, toilet use and availability, quarantine facilities				
Social Distancing	- Staff and students to keep 2m apart where possible.	<ul style="list-style-type: none"> <li>- Posters displayed throughout building, 2m social distance where possible, students facing forward with 2m gaps where possible</li> <li>- Staff manage transition within building</li> <li>- Staff keep 2m apart and only use their own PPE equipment</li> <li>- Reduce whole site team meetings (take virtually) limit any physical interactions to 10min max wear face coverings and 2m apart where possible</li> </ul>			JI PB JS
Time for Cleaning	<ul style="list-style-type: none"> <li>- Full student numbers will impact on time for regular cleaning;</li> <li>- As capacity increases the building becomes busier.</li> </ul>	<ul style="list-style-type: none"> <li>- From 8th March normal onsite working hours allowed, where possible leave site early</li> <li>- Staff considerate of cleaners needs and wear masks around cleaning staff</li> </ul>			PH DM KB
Shared spaces	<ul style="list-style-type: none"> <li>- There is cross contamination from one area to another;</li> <li>- Outdoor / sports equipment can't be cleaned easily;</li> <li>- Dining room facility crowded as numbers increase.</li> </ul>	<ul style="list-style-type: none"> <li>- Rotas created for spaces / equipment, PE and cooking timetabled accordingly;</li> <li>- Staff wipe down equipment / area after use;</li> <li>- Prepare food/drinks for oneself;</li> <li>- Limit use of communal areas/staff rooms.</li> </ul>			JI PB JS
Use of Classrooms	- The classrooms are not conducive with social distancing.	<ul style="list-style-type: none"> <li>- Staff arrange furniture to ensure 2m distance between work stations;</li> <li>- Students to have their own basic equipment;</li> <li>- Classrooms to be decluttered and left tidy for deeper cleaning;</li> <li>- Well ventilated spaces where possible – class door open/widow open weather permitting.</li> </ul>			JI PB JS

Use of mini bus / mobile classroom	<ul style="list-style-type: none"> <li>- Risk of transmission on mini buses (when used in emergencies e.g. transporting ill students).</li> </ul>	<ul style="list-style-type: none"> <li>- Staff &amp; students from same bubble on bus together</li> <li>- Clear protocols around cleaning before and after use;</li> <li>- Ensure portable sanitising and PPE is available each journey;</li> <li>- Student sit at back of minibus when transported;</li> <li>- Keep vehicle well ventilated with open windows;</li> <li>- When lockdown is lifted, Educational visits through Evolve and MUST contain Covid-19 statement / risk assessment from provider.</li> </ul>			
<b>Staffing</b>					
	i.e. workforce availability, ratios, rotas, staff prioritisation, resilience, communication				
Staffing	<ul style="list-style-type: none"> <li>- Staff anxieties</li> <li>- If staff have to regularly go into isolation;</li> <li>- Performance management and SIP challenges;</li> <li>- Staff not socially distancing;</li> <li>- Pregnancy related matters.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff well-being check-ins planned 1-2-1. All staff provided with face covering and visor to be worn at all times on site unless medically exempt.</li> <li>- Regular staff wellbeing sessions and clear communication with staff teams – QA sessions, Sunday Post, wellbeing champions across sites;</li> <li>- Live staffing information on those with circumstances or needs (vulnerable and clinically vulnerable) and decision to support need sympathetically;</li> <li>- SLT adapted monitoring calendar to support;</li> <li>- Executive team based at one site per day where possible.</li> <li>- Staff can safely work across sites if negative test result recorded and evidenced if needed.</li> <li>- Staff reminded to keep socially distanced of 2m where possible throughout day;</li> <li>- Immediate Virtual offer in place in the event of lockdown or partial closure;</li> <li>- Individual risk assessments in line with WAT HR advice.</li> </ul>			JI PB JS
<b>Services</b>					
	i.e. home-school and other transport, catering and food management, engagement with our estates and cleaning teams				
Catering	<ul style="list-style-type: none"> <li>- Catering staff see all students, increasing the risk to them</li> </ul>	<ul style="list-style-type: none"> <li>- Separate lunch servings with clean between sittings;</li> <li>- Social distancing applies in halls;</li> <li>- Students have own cutlery / places set out.</li> </ul>			SR
Transport	<ul style="list-style-type: none"> <li>- Currently children use public transport to arrive, some private taxis</li> </ul>	<ul style="list-style-type: none"> <li>- Face masks provided to those using public transport and system in place of safe removal and storage;</li> <li>- NELC won't guarantee class taxis;</li> <li>- Students from same school bubble can travel on our transport;</li> <li>- Encourage cycling / walking or dropped off by parents.</li> </ul>			DM
Cleaning	<ul style="list-style-type: none"> <li>- QA processes are not able to be as robust;</li> <li>- Availability and stocks of essential cleaning materials;</li> </ul>	<ul style="list-style-type: none"> <li>- Regular site team meetings take place to quickly feedback concerns;</li> </ul>			KB

		<ul style="list-style-type: none"> <li>- WAT to monitor and audit cleaning fortnightly with contracted company and monitor stocks and supply resource where needed;</li> <li>- Increased cleaning hours of each site plus additional staff wipe downs of high touch areas and staff vacating building early to allow proper cleaning;</li> <li>- HOC – daily checks of stock on site and report to Estates.</li> </ul>			
<b>Students</b>					
RPI	<ul style="list-style-type: none"> <li>- Students become dysregulated/anxious – as a result require RPI, placing themselves and others at risk;</li> <li>- Previously safe spaces / quiet rooms do not have ventilation;</li> <li>- Team teach training.</li> </ul>	<ul style="list-style-type: none"> <li>- All students PHP to be reviewed and updated;</li> <li>- Student risk assessment in place where appropriate but expectation of an offer to vulnerable students;</li> <li>- PPE will be available should restraint/RPI be needed;</li> <li>- WAT close link with Team Teach for updates and refreshers</li> <li>- Consideration to use of outdoor space and well-ventilated areas for co regulation work;</li> <li>- Open doors for ventilation in quiet spaces/chill zones;</li> <li>- Team teach refreshers booked in, staff training sessions provided and regular communication with team teach and WAT for guidance;</li> <li>- Well ventilated Quiet Rooms – keep doors open.</li> </ul>			AL
External Risks	<ul style="list-style-type: none"> <li>- Pupils place themselves at risk in the community or bring in objects (e.g. phones) that could bring contamination into school.</li> </ul>	<ul style="list-style-type: none"> <li>- Having regular contact with families to communicate our expectations;</li> <li>- Only able to control on site factors so assumption is if students are attending they are fit and well;</li> <li>- Meeting and greeting positively and volunteering to hand in valuables and scanning wand;</li> <li>- Regular hand washing and sanitising throughout the day;</li> <li>- Engagement in testing programme if concerns about virus;</li> <li>- Parents only sending students in if well, reporting to us if symptoms.</li> </ul>			JI PB JS
Social Distancing	<ul style="list-style-type: none"> <li>- Students do not understand the concept of social distancing.</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Regular communication with families and explanation on admission with pupils around the requirements;</li> <li>- Students wear face coverings in class, communal areas and on transport and reminded and encouraged to do this.</li> </ul>			JI PB JS
Attendance	<ul style="list-style-type: none"> <li>- Students attendance is low as parents choosing to keep them safe at home.</li> </ul>	<ul style="list-style-type: none"> <li>- Registers and attendance codes return to normal system</li> <li>- Additional parental and pastoral support available;</li> <li>- Remote engagement attendance expected of all students, but vulnerable only onsite during lockdown;</li> <li>- Close monitoring of attendance by all staff;</li> <li>- Attendance is a standing item on SLT agendas;</li> <li>- Lateness and low attendance scrutinised closely by SLT each week.</li> </ul>			NS SR

