



St Mary Magdalene Academy

**The Courtyard**

# **Covid-19**

# **Risk Assessment**

# **January 2021 Update**

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
NHS Test and Trace – Lateral Flow Programme in school	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<p>We will ask <b>all staff and pupils</b> to take a lateral flow test.</p> <p>If the test is <b>positive</b>, we will follow the same steps (see below) as if that pupil/staff member were displaying symptoms, including asking them to take a standard coronavirus test at home.</p> <p>If the test is <b>negative</b>, we will ask them to take another lateral flow test between 3 and 5 days later. If this second test is positive, we will ask them to do as above.</p> <p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>	Headteacher – Deborah Shepherd	Update - 5.1.21	<p>Consent forms must be signed by pupils if 16 or over, parents of pupils if under 16.</p> <p>If an individual refuses to sign the consent form, they can still attend school but if a positive case occurs in their group, they will self-isolate for 10 days.</p>
Contact with someone suffering from	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractor</li> </ul>	<p>Everyone will be told not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a></p>	Headteacher – Deborah Shepherd	Update – 5.1.21	Restricted access for contractors to out of school

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coronavirus	<p>s</p> <ul style="list-style-type: none"> <li>• Visitors</li> </ul>	<p>and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Symptomatic people will be isolated in the Courtyard garden area if weather permits. If it is too cold, the symptomatic person will be isolated in the Pod space.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</li> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> <li>• The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will</li> </ul>			<p>hours only</p> <p>Only essential visitors will attend the Courtyard for meetings.</p>

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		<p>wear a face mask if they are old enough and able to do so</p> <p>If a parent or carer insists that a pupil with symptoms attends school, the school will use reasonable judgement and refuse the child if this is necessary to protect pupils and staff. The school will consider all circumstances and the latest public health advice when making this decision.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <a href="#">local health protection team</a>. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to participate in the 7 day lateral flow testing or self-isolate for 10 days.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 10 days, or an overall rise in</p>			

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		<p>sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, and needs advice on next steps, the school will contact the DfE helpline on <b>0800 046 8687</b> and select option 1. (If no advice is required, the school will report the case using the DfE's <a href="#">'online attendance form daily return'</a>). The advice service (or <a href="#">local health protection team</a>, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>The school will ask (using a template letter from the local health protection team) all close contacts to self-isolate for <b>10 days</b> from the day they were last in close contact or to take a daily lateral flow coronavirus test each morning for 7 school days. If the test is <b>positive</b>, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms, including asking them to take a standard coronavirus test at home. If the test is <b>negative</b>, we will ask them to continue taking daily lateral flow tests for the remainder of the 7 days. They can attend school as long as they continue to test negative.</p>			
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <ul style="list-style-type: none"> <li>• Additional bike storage has been arranged.</li> <li>• Adjustment to school hours to limit the number of pupils using public transport during peak hours.</li> </ul> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>For dedicated school transport (i.e. buses, minivans and any other services that are used only to carry pupils to school and where pupils do not mix with the general public), discussions will be held with the providers to make sure their staff:</p>	Headteacher – Deborah Shepherd	Update – 5.1.21	Currently, 7 pupils use LA provided transport – 2 x shared vehicle and 5 x private taxi.

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		<ul style="list-style-type: none"> <li>• Follow hygiene rules</li> <li>• Try to keep their distance from passengers where possible</li> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> <li>• Hand sanitiser is available upon boarding and/or disembarking</li> <li>• There is additional cleaning of vehicles</li> <li>• Pupils practise distancing within vehicles</li> <li>• Pupils will use face coverings unless they are exempt from wearing them on public transport</li> <li>• Windows and ceiling vents are opened to maximise ventilation of fresh air from outside</li> </ul> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times, with different groups being given different times</li> <li>• The protocols for minimising adult to adult contact. A member of staff will be on the school gate to speak to parents in the morning, limiting the numbers coming close to or through the school gate.</li> <li>• That only one parent/carer should attend</li> <li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> <p>Face coverings should be worn in school unless an individual is exempt from wearing one.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use.</p> <p>A supply of spare face coverings will be kept for anyone who arrives without</p>			

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		one or has a covering that's unsafe to wear.			
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided.</p> <ul style="list-style-type: none"> <li>• Two sinks in the toilet areas.</li> <li>• Two sinks in the kitchen are.</li> <li>• Four hand sanitation units located strategically around the school.</li> </ul> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p> <p>Handwashing has been incorporated into the school curriculum via the Independence SCERI target.</p>	Headteacher – Deborah Shepherd	UPDATE – 5.1.21	<p>Hand sanitation units are placed strategically around the school. All pupils, staff and visitors will be instructed to sanitise upon entry and then throughout the school day.</p> <p>NB Facial Shields are mandatory for staff in communal spaces in school (office, outside areas during break and lunch).</p> <p>Masks are not mandatory for pupils on the school premises. Individuals are free to wear them if they</p>

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					choose but are not expected to.
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff and SLT will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Telephones</li> <li>• Outdoor play equipment</li> </ul> <p>Items that need laundering (e.g. kitchen towels) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be cleaned frequently and meticulously, and always between groups using them.</p>	Headteacher - Deborah Shepherd	Update – 5.1.21	From 5.1.21, pupils will be grouped into bubbles of no more than 6 pupils, taught by one member of staff. Additional staff may provide 1:1 support as necessary.



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		<p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user</li> </ul> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>			
Spreading infection due to excessive contact and mixing between pupils and staff in lessons		<p>From 5.1.21, pupils will be grouped into bubbles of no more than 6 pupils, taught by one member of staff. Additional staff may provide 1:1 support as necessary.</p> <p>Pupils will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated at individual desks and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will follow the government's <a href="#">guidance</a> for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't</p>	Headteacher - Deborah Shepherd	Update – 5.1.21	

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		<p>require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will <b>only</b> take place in assemblies if there's enough natural airflow and space to allow for strict social distancing between each person (at least 10l/s/person natural airflow for all present, including audiences).</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible, - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>For team sports, we will follow the <a href="#">return to recreational team sport framework</a>. For individual sports, we will follow the <a href="#">guidance</a> on the phased return of sport and recreation.</p> <p>Staff can work with all pupils in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Specialists, therapists, clinicians and other support staff should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>The school will remain open for our pupils regardless of lockdown Tier.</p>			

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Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		<p>Different bubbles will not interact with each other physically in school.</p> <p>Pupils will not be able to access a hot school lunch at SMMA.</p> <p>6<sup>th</sup> form pupils will not be physically attending work experience placements. Some pupils will participate in virtual work experience opportunities.</p> <p>Offsite educational visits will be paused until government guidelines dictate that they can resume.</p> <p>External visitors will be significantly limited. Only professionals linked to the school will be able to come on site for meetings or observations</p> <p>Everyone will be asked to put on face coverings when moving around the school, unless they're exempt from wearing one. They'll be given instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as SMMA, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupils will be supervised at all times to ensure maintain social distancing, and they will be reminded about the rules throughout the day.</p> <p>All rooms will be cleaned throughout the day.</p> <p>Toilet use will be managed to avoid crowding and sanitised regularly throughout the day.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>Staff will be rotated in school to limit numbers.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p>	Headteacher – Deborah Shepherd	Update – 5.1.21	
Spreading		<a href="#">Checks to the premises</a> will be done to make sure the school is up to health	Headteacher –	Update –	

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infection due to the school environment		<p>and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts (in SMMA) will be avoided unless essential – all SMMA lessons are remote from 5.1.21</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	Deborah Shepherd	5.2.21	
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	Headteacher – Deborah Shepherd	Update – 5.2.21	
Individuals vulnerable to serious infection coming into school		<p>Individual risk assessments will be carried out for all staff and pupils with additional medical needs.</p> <p>Critically vulnerable pupils will be strongly advised to access the school remote learning programme.</p> <p>Critically vulnerable staff will work from home.</p>	Headteacher – Deborah Shepherd	Update – 5.2.21	