



King's Academy Prospect – Risk Assessment for September 2021

1st September 2021

Mary Morris

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	NOTES ON CHANGES FROM 3 SEPTEMBER (FULL OPENING)	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
	<p>ventilation</p> <ul style="list-style-type: none"> • If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <p>We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the</p>	<ul style="list-style-type: none"> • Your local authority may be able to source a suitable vehicle to transport the student • You must inform the driver that the student has developed symptoms/tested positive 			

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	<p>student can walk, cycle or scoot home. If the student cannot be collected or travel home independently, we will make alternative arrangements to transport the student home. In this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead or partition that separates the driver and passenger; or • The driver and passenger will maintain a distance of 2 metres from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic student, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person or student who has tested positive in school has been, and PPE will be disposed of properly, following decontamination guidance.</p>				

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	<p>Rapid testing programme:</p> <p>We will provide staff and parents/students (as appropriate to the student's age) with a privacy notice, and parents/students (as appropriate to the student's age) with a consent form, so they can consent to testing.</p> <p>We will offer staff 2 lateral flow tests per week, to take at home.</p> <p>We will offer students 2 lateral flow tests on-site, taken 3 to 5 days apart, upon their return to school.</p> <p>Thereafter, we will ask students to take 2 lateral flow tests per week, at home.</p> <p>In all cases:</p> <ul style="list-style-type: none"> • We will carefully read the government's guidance on administering tests and ask the individual to read the instructions in the test kit carefully / explain the instructions to them (as appropriate) to make sure everyone knows how to 	<p>Rapid testing programme:</p> <p>We are participating in the government's rapid testing programme:</p> <ul style="list-style-type: none"> • Staff will be offered 2 lateral flow tests per week, for use at home • Students will be offered 2 lateral flow tests, taken at school 3 to 5 days apart, as they return from 1 September– students can return to school after their first negative test result • Students will be offered 2 lateral flow tests per week thereafter, to take at home • If a student receives a positive lateral flow test result at school, they must self-isolate in line with current government guidance • If a student or staff member receives a positive lateral flow test result at home, they must self-isolate and will also need 	MPR/JCL	3 rd September 2021	

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	<p>safely administer or self-administer tests</p> <ul style="list-style-type: none"> • If the lateral flow test is positive, we will follow the same steps (laid out above) as if that student/staff member were displaying symptoms. They will need to take a 'standard' coronavirus (PCR) test to confirm their result if the lateral flow test was done at home • If the lateral flow test is negative, the student/staff member can continue to attend school <p>We won't need to see evidence of a negative test result in order to allow staff and students to attend school. All staff and students will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing. We will ask students and staff to share all test results with us, and we will</p>	<p>to take a 'standard' coronavirus (PCR) test to confirm their result</p> <ul style="list-style-type: none"> • Students and staff must report their home test results to NHS Test and Trace. They should also share their test results with your school (both home tests and PCR tests), to help with contact tracing 			

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	<p>keep accurate records of all results. We will only share health records with the relevant people.</p> <p>We will report test results to NHS Test and Trace wherever this is required by current government guidance.</p> <p>If the school becomes aware that a student or a staff member has tested positive for coronavirus either with a lateral flow test or PCR test, and needs advice on next steps, the school will contact the DfE helpline on 0800 046 8687 and select option 1. (If no advice is required, the school will report the case using the DfE's 'online attendance form daily return'). The advice service (or local health protection team, 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 in line with current government guidance.</p>	<p>Dealing with a coronavirus outbreak (all schools):</p> <p>All schools need to work with the local health protection team to decide if additional action is needed if there are 5 or more confirmed cases within 14 days (previously 10 days).</p>	<p>MMY/JCL</p>		

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	<p>If there are 5 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, or 10% of a bubble or year group, the school will work with the local health protection team, who can be reached by calling the DfE helpline and selecting option 1, to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>To help with identifying staff's and students' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> • The students and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact with an infected person means:</p> <ul style="list-style-type: none"> • Face-to-face contact, including: <ul style="list-style-type: none"> ○ Being coughed on ○ A face-to-face conversation within 1 metre • Being within 1 metre for 1 	<p>Seating plans in ClassCharts</p>	<p>HODs to check this has been completed</p>	<p>Friday 10th September</p>	

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	<p>passengers where possible</p> <ul style="list-style-type: none"> • Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, students and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Students are grouped together on transport to reflect the groups that are adopted within school • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding is well organised • Students practise distancing within vehicles • Windows and ceiling vents are opened to maximise ventilation of fresh air from outside <p>Parents/carers who need to drop off and pick up students will be told through messages and signage:</p>				

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	<ul style="list-style-type: none"> • Their allocated drop off and collection times • The protocols for minimising adult to adult contact – restricted access to reception/use of screens/face masks/hand sanitiser/limits on numbers. All displayed outside reception. • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Staff, students and visitors are no longer required to wear face masks, but they are 'expected and recommended' in enclosed and crowded spaces.</p> <p>A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear.</p> <p>Should rates rise significantly, we may decide to require face masks to be worn again in classrooms or communal areas again.</p>				

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<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Handwashing facilities will be provided.</p> <ul style="list-style-type: none"> • Hand sanitiser in every classroom and at frequent touch points • Use of toilets will be restricted to each year group bubble where possible <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Students will be encouraged to learn and practise these habits in lessons</p>		<p>CBR</p>	<p>3rd September 2021</p>	<p>In place</p>

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	<p>and by posters put up across the school.</p> <p>Help will be available for any students 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>Spreading infection through contact with coronavirus on surfaces</p>	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) 		<p>CBR/JAS</p>	<p>3rd September 2021</p>	<p>In place</p>

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	<ul style="list-style-type: none"> • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Telephones • Fingerprint scanners • Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) 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>Students 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</p>		<p>Classroom teachers</p> <p>PE teachers</p> <p>Innovate</p> <p>HODs</p>		

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	<p>and mobile phones.</p> <p>Areas of the school that are used by students will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to student education and development.</p> <p>Individual and very frequently used</p>		<p>HODs</p>		

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	<p>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"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <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 decontamination guidance.</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</p>		<p>JBI</p>		

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	students' books.				
Spreading infection due to excessive contact and mixing between students and staff in lessons	<p>We will continue to teach students in year groups and minimise contact between year groups.</p> <ul style="list-style-type: none"> • However, to enable us to return to offering a broad curriculum, all teaching will return to specialist rooms • A one way system will operate around school to minimise contact between different groups of students • Line ups will continue, so there will be no queuing in corridors/students will be supervised by teachers • Alphabetical seating plans will be adhered to rigorously, to ensure that students are always seated with similar students • Students will only be allowed into the canteen in their year group bubbles/separate year group areas at breaktimes will be maintained. <p>Students in Key Stage 3 will be kept to</p>	<ul style="list-style-type: none"> • Student groups – the same principles apply as prior to 8 March; all students taught within year group bubbles/separate entrances/break times. We will maintain this in September as this promotes order and positive behaviour around the school 	GED	3 rd September 2021	In place

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	<p>their half year groups. Students in Key Stage 4 and Key Stage 5 will be kept to their year groups.</p> <p>Students will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will keep students in their groups for most of the classroom time, but will allow mixing in wider groups where necessary (e.g. to deliver specialist teaching).</p> <p>We will follow the government's guidance 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</p>	<ul style="list-style-type: none"> • Music, dance and drama – Indoor and outdoor performances with an audience can go ahead. We will Consult this guidance when planning indoor and outdoor performances 	<p>ALT/EAK</p>		

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	<p>music will be kept to levels which don't 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, students will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will only 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>We will not host performances with an audience.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping students as in all areas of the school. Outdoor sports will be prioritised where</p>	<p>Indoor and outdoor sport can go ahead.</p>	<p>ADO</p>		

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	<p>possible - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between students will be maximised as much as possible.</p> <p>For team sports, we will follow the government guidance on team sport.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from students 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 students 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>Supply teachers, peripatetic teachers and other temporary staff and volunteers will be told to minimise contact and maintain as much</p>	<ul style="list-style-type: none"> • Team sports – we will only consider those sports whose national bodies have developed guidance, such as sports on the list available here. 			

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	<p>distance as possible from other staff. These staff will also participate in the school's rapid testing programme, as outlined for other staff/students above.</p> <p>Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>				
<p>Spreading infection due to excessive contact and mixing between students and staff around and outside of the school</p>	<p>Students will be kept in the same groups at all times each day, and be kept separate from other groups as far as possible, to enable the effective delivery of a broad and balanced curriculum. Some mixing will be necessary, such as for specialist teaching.</p> <p>In school, face coverings:</p> <ul style="list-style-type: none"> • No longer need to be worn by pupils, staff or visitors either in classrooms or in communal areas • Are no longer legally required 		<p>GED</p>	<p>3rd September 2021</p>	<p>In place</p>

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	<p>on public transport</p> <ul style="list-style-type: none"> • Are 'expected and recommended' in enclosed and crowded spaces where people may come into contact with others they don't normally meet, such as on public or dedicated school transport <p>Students who routinely attend other settings on a part-time basis, such as an alternative provision setting, should be able to continue attending both settings. The school will work with these other settings to work out a system to keep these students safe.</p> <p>Students will use separate entrances to the school in the mornings and will wait in their designated areas. Gates will be closed at 8.30am to all students as they will not be allowed to walk unsupervised around the school.</p> <p>Years 7-10 will use the canteen on a rotational basis, Years 11-13 will share the 6th form canteen.</p> <p>Movement around the school site will</p>	<ul style="list-style-type: none"> • After-school provision – we will resume our before and after-school educational activities, where this provision is necessary to: <ul style="list-style-type: none"> ○ Support students' wider education and training ○ Provide support for vulnerable students 			

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	<p>be kept to a minimum to avoid creating busy corridors. Line ups will take place outside before every lesson; the class teacher will be waiting for their class. Class teachers will be supported by the HOD and SLT during line ups.</p> <p>Students will not be allowed to leave the classroom during the lesson other than in exceptional circumstances.</p> <p>Students will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms, such as sport halls and dining areas, will be cleaned between each use. Classrooms will be cleaned by students (tables/chairs wiped etc) at the end of each lesson. The classroom teacher is responsible for ensuring the cleaning pack is refilled by requesting from the site team in good time.</p> <p>Toilet use will be managed to avoid crowding. Each year group will have a</p>	<ul style="list-style-type: none"> • Free school meals (FSM) – if parents will be collecting food packages while their child is learning from home (e.g. because they're self-isolating), these will be collected from reception <ul style="list-style-type: none"> ○ Staggered pick-up times 			

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	<p>designated toilet block.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors.</p> <p>Educational day visits, domestic residential visits and international trips can go ahead.</p>	<ul style="list-style-type: none"> ○ Marking out spots to queue ○ Only allowing one parent/carer to attend <p>We will carry out full and thorough risk assessments for all visits and will refer to any public health advice, such as on hygiene and ventilation, as part of the risk assessments.</p>			<p>Before booking the visit, speak to either the visit provider or insurance provider to find out the level of protection available.</p> <p>For international trips, refer to the latest government guidance on international travel before booking and travelling.</p>

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<p>Spreading infection due to the school environment</p>	<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</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>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are 		<p>CBR</p> <p>CBR/MPR</p>	<p>3rd September 2021</p>	<p>In place</p>

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	<p>within a single room and supplemented by an outdoor air supply. These systems will be maintained in accordance with the manufacturers' recommendations</p> <ul style="list-style-type: none"> • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly 				

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	<p>open while the room is occupied and opening more widely while unoccupied</p> <ul style="list-style-type: none"> • Rearranging furniture where possible to avoid direct drafts <p>The use of lifts will be avoided unless essential.</p> <p>Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste. These will be emptied at least daily.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>				
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, 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, meetings will be conducted outside, outside of school hours, or in a room large enough to allow for social distancing.</p>		DJL	3 rd September 2021	In place
Individuals	Students previously	in line with government	MMY/CBR/ADA	3 rd September	In place

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<p>vulnerable to serious infection coming into school</p>	<p>considered clinically extremely vulnerable (CEV) should follow the same COVID-19 precautions as all other students.</p> <p>However, if a student has been advised by their clinician to isolate or reduce social contact due to the nature of their medical condition or treatment (rather than the pandemic), they should continue to follow that advice</p> <p>Staff previously considered clinically extremely vulnerable (CEV) should, as a minimum, follow the same COVID-19 precautions as all other staff, but may wish to take extra precautions.</p> <p>Staff should continue to follow any additional precautions advised by their clinician</p>	<p>guidance explaining that children under 18 should no longer be considered CEV, we are now including these students in the regular measures for all students.</p>		<p>2021</p>	