



Creative Education Trust – Caister Academy

Risk Assessment – Covid 19 Full Reopening September 2021

Reason for Risk Analysis: Government guidance and announcements relating to the full reopening of schools from September 2021	Description of the Reasonably Foreseeable Risks (RFR): Health, safety and well-being of staff, students, visitors, contractors, other adults and all stakeholders coming onto Caister Academy and controlling the spread of COVID-19.	Reason for the RFR: Response to Gov. guidance document first published for Step 4 guidance.
Key Reference Documents and other useful links: <ol style="list-style-type: none"> 1. Department for Education – Schools COVID-19 Operational guidance, July 2021 After STEP 4: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf 2. Gov. Guidance on full opening [Updated 6-7-21]: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?priority-taxonomy=b350e61d-1db9-4cc2-bb44-fab02882ac25 3. Gov. Guidance for households with possible coronavirus infection [23rd June 2021]: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 4. Gov. Guidance: cleaning of non-healthcare settings [16th October 2020] https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 5. Contacts: PHE health protection teams (local) [20th April 2021]: https://www.gov.uk/guidance/contacts-phe-health-protection-teams 6. NHS: Testing and tracing for coronavirus: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ 7. Gov. Advice: Coronavirus: safer travel guidance for passengers [15th June 2021]: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 8. Gov. Guidance: how to self-isolate when you travel to the UK [14th July 2021]: https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk 9. Gov. Advice: Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 [12th July 2021] https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 10. Mental Health support website: https://www.educationsupport.org.uk/ 		Hazards and Aspects Considered: <ul style="list-style-type: none"> • System of Controls; <ul style="list-style-type: none"> ○ Prevention ○ Response to any infection • School operations; <ul style="list-style-type: none"> ○ Transport (dedicated school transport) ○ School workforce ○ Supporting staff ○ Minimising risk • Lack of induction/ briefing prior to coming back into school for staff and students • Staff deployment • Lunch and break times • Welfare facilities • Ventilation • Fire Evacuation

11. Gov. Guidance: for food businesses on coronavirus [21st May 2021]: <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>
12. HSE: Legionella risks during the coronavirus outbreak [14th July 2021]: <https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>
13. CIBSE: Emerging from lockdown: <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>
14. HSE: Air conditioning and ventilation during the coronavirus outbreak [14th July 2021]: <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>
15. Gov. Advice: Protective measures for out-of-school settings during the coronavirus outbreak [July 2021]: <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
16. Outbreak Control Plan for Norfolk: <https://www.norfolk.gov.uk/care-support-and-health/health-and-wellbeing/adults-health/coronavirus/norfolks-response-to-coronavirus/outbreak-control>
17. Working from home infographic from CIEHF [19-1-21]: <https://www.ergonomics.org.uk/common/Uploaded%20files/Publications/CIEHF-Working-from-Home-Infographic.pdf>

- First Aid
- Daily cleaning regime
- Testing
- Estates

Dates [] indicate date of latest update of document or webpage, where available.

Control Measures:

- 1) Ensure good hygiene for everyone
- 2) Maintain appropriate cleaning regimes
- 3) Keep occupied spaces well ventilated
- 4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Version	Sept2020-draft (29.7.20)		
Update:	23-2-21		
School:	Caister Academy Windsor Road Caister on Sea Great Yarmouth Norfolk NR30 5LS	Additional Site Information: Number of students expected: 689 Year Groups: 7, 8, 9, 10, 11	
Who may be harmed?	Staff, Students, visitors, contractors.	How many people:	Up to 1000 individuals: 689 on roll

			Approx 80 staff Contractors & visitors
Site Health & Safety Contacts:	Mr Luke Delderfield 01493 720542 Mr Dean Burrell 01493 720542 Mrs Louise King 01493 720542	Trust Contact: Health & Safety Trustee.	Mr Jon Ward (CET) 07894 535038
Risk rating for this activity:	4 (Medium-High)	Date of Assessment: Reviewed: Reviewed: Reviewed: Reviewed:	21-7-2021 27-8-2021 4-10-21 8-11-21 28-11-21

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
Control Measure - briefing	Staff, students and parents are unaware of the changes to school operations from September 2021	Letters sent to parents and website updated with relevant operational changes. Staff emailed and briefed on Inset day in September 2021. Changes in guidance to face coverings – parents emailed 28-11-21.		BDR/LKI
Control Measure – hygiene	Hand washing/ sanitising. Covid-19 is an easy virus to remove when it is on skin.	<ul style="list-style-type: none"> • Students must clean their hands regularly, including <ul style="list-style-type: none"> ○ When they arrive at the Academy ○ When they return from breaks ○ When they change rooms ○ Before and after eating • This can be done with soap and running water or hand sanitiser. 	<p>Every classroom to be equipped with hand sanitiser on wall for pupils to use upon entering the classroom and throughout the day.</p> <p>Break and lunchtime locations to be equipped with hand sanitiser.</p> <p>Hand sanitation provision in the Reception, free standing sanitation stations in dining hall and assembly hall. Wall sanitisers around school.</p>	<p>All staff, students and other visitors.</p> <p>Site team.</p> <p>Cleaning teams.</p>
Control Measure – hygiene	Use of Face Coverings	<p>From Step 4, face coverings will no longer be advised for students, staff and visitors, either in classrooms or communal areas.</p> <p>Face coverings should be worn on dedicated school transport.</p> <p>If there is an outbreak in our school or area, a director of public health might advise the wearing of face coverings.</p>	<p>If staff, students or visitors wish to wear face coverings at Caister Academy, they may do so as long as they are worn appropriately.</p> <p>Dedicated school transport will only occur for trips and visits and will be risk assessed as part of the trip.</p> <p>See Caister Academy Outbreak Management Plan. 28-11-21 – Changes to government guidance – face coverings to be worn by students and staff, unless exempt, in communal areas in school.</p>	<p>ALL STAFF</p> <p>SLT</p>

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
Control Measure – hygiene	Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach	<ul style="list-style-type: none"> • Ensure sufficient tissues and bins are available in the Academy • Ensure that all rooms have a pedal bin for tissues only. 	All classrooms to be provided with tissues and lidded pedal bins. Encourage children to use tissues and cover their nose and mouths when sneezing and coughing.	All staff, students and other visitors. Cleaning teams.
Control Measure – cleaning	Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.	<ul style="list-style-type: none"> • More frequent cleaning of rooms and shared areas • More frequent cleaning of frequently touched surfaces • Regular cleaning of toilets • Encouragement to wash hands after using toilet • Staff room etiquette – staff will clean desk and other areas before they depart. • All areas should be kept as uncluttered as possible, especially classroom staff desks and staff room tables. 	Cleaning supervisor and day time cleaners will continue to maintain high standards of cleanliness in share corridors, stairwells, toilet facilities as well as regular cleaning of door handles. Timetable of cleaning of shared specialist classrooms to be followed to allow pupils as full a curriculum as possible. Year groups to have allocated toilet blocks.	ALL STAFF Site and Cleaning Team.
Control Measure - ventilation	Ventilation – school should be well ventilated and a comfortable teaching environment is maintained.	<ul style="list-style-type: none"> • Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation 	Where events are being held, such as school performances, ventilation should form part of the risk assessment, taking into account the additional visitors to site. Co2 meters have been received and are being utilised around the school to measure air quality in classrooms.	ALL STAFF HHA

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
		<p>meets current guidance and that only fresh outside air is circulated.</p> <ul style="list-style-type: none"> • Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully (where safe to do so) during breaks to purge the air in the space). • Opening internal doors can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) 		
Control Measure – PPE	Use of Personal Protective Equipment	<ul style="list-style-type: none"> • Most staff in education will not require PPE beyond what they would normally need for their work. 	Caister Academy will continue to keep supplies of non-medical grade face masks and gloves for use if there should be a Covid Outbreak.	Site
System of Control – Prevention	Individual who is symptomatic or has had a positive test result may bring Covid-19 into school.	<ul style="list-style-type: none"> • No individual, whether student, staff or visitor, should enter the Caister Academy site if they have Covid-19 symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on Covid-19, ie. They are required to quarantine. 	<p>Letters will be sent to parents and students. Staff will be informed. Visitors will be asked before arriving on site.</p> <p>Advice from the public health service and NHS Test and Trace will be followed.</p>	SLT Admin

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
System of Control - Prevention	When an individual, student or staff, develops Covid-19 symptoms in school.	<ul style="list-style-type: none"> • If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they will be isolated and sent home at the earliest opportunity. They will be advised to book a PCR test and follow public health advice. If the individual has a negative test result, they can stop isolating and return to school, unless they are advised by NHS Test and Trace to continue to isolate. • Person to be moved to a room where they can be isolated <ul style="list-style-type: none"> ○ Behind a closed door ○ With appropriate adult supervision ○ Ideally with a window open for ventilation • Separate area made available for use – First Aid room, central block • Cleaning and sanitising to be completed before use by anyone else. 	<p>Letters to be sent home to parents and pupils.</p> <p>Information to be posted on the website.</p> <p>Advice from public health service and NHS Test and Trace will be followed.</p> <p>Staff and student absence telephone lines in operation, reception staff trained to record any suspected coronavirus symptoms.</p> <p>People should stay at home if they:</p> <ul style="list-style-type: none"> • have virus symptoms • have tested positive, even if asymptomatic • have been advised by NHS Test and Trace to do so • are household members of a positive case, even if that case is asymptomatic and are over the age of 18 and are not fully vaccinated • are required to quarantine having recently visited countries following government guidance. <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a <u>legal obligation to self-isolate</u>, but you may leave home to avoid injury or illness or to escape risk of harm.</p>	SLT All staff

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
		<ul style="list-style-type: none"> Wherever possible, the person should avoid using public transport and be collected by a member of their family or household. <p>Routinely taking the temperature of students is NOT recommended, as this is an unreliable method for identifying Covid-19.</p>		
System of Control - Prevention	Staff or students as close contacts with someone with Covid-19 symptoms	<p>From 16 August 2021 fully vaccinated adults and under-18s who are identified as close contacts will not need to self-isolate and will instead be advised to take a PCR test.</p> <p>If the PCR test is positive, they will be required to self-isolate for 10 days from the date of the test, in-line with government guidance.</p>	Further Government advice to follow.	SLT

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
System of Control – Response to any infection	Lateral Flow Testing programme. Asymptomatic	<ul style="list-style-type: none"> Caister Academy are engaged in the Lateral Flow Testing (LFT) programme, and offering 2 tests to students asymptomatic prior to recommencement of school in September 2021. Caister Academy will continue to support all staff and students with voluntary twice weekly home testing from September 2021. Phased return to school to enable testing to take place. 	<p>In-School testing:</p> <ul style="list-style-type: none"> Parents will be contacted if a student has a positive result on the LFT; child will self-isolate for 10 days and asked to book a confirmatory PCR test. If the PCR test is negative, child can return to school. <p>Home-Testing:</p> <ul style="list-style-type: none"> Staff and students must report their test result to NHS Test and Trace as soon as the test is completed. They should also share the result with the school. Staff or students with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They should arrange a lab-based PCR test to confirm the result within 2 days. If the PCR test is negative, it overrides the LFD test and the pupil can return to school. 	SLT / All staff / Parents
System of Control – Response to any infection	Contain any outbreak by following local health protection team advice.	<ul style="list-style-type: none"> The local public health team will advise as necessary if the school has an outbreak. Caister Academy has it's own Outbreak Management Plan in the event of a localised outbreak. 	Academy will work the PHE local public health team and follow instructions accordingly.	SLT
School Operations Wellbeing	Supporting Staff	<ul style="list-style-type: none"> Should be regard to work-life balance and wellbeing of all staff. Measures should be explained to all staff. Duty of care to staff mental health must be supported. 	<ul style="list-style-type: none"> Academy provides a free Employee Assistance Programme to all staff through Health Assured offering a wide range of professional, supportive services. Staff can register with the My Healthy Advantage app , Creative Login code MHA151908, then create own login details. 	SLT / Line Manager / All staff

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			<ul style="list-style-type: none"> In addition, staff can access www.educationsupport.org.uk, for additional advice and well being support. 	
School Operations	<p>Staff deployment</p> <p>Clinically Extremely Vulnerable (CEV) Staff attending the workplace</p> <p>Clinically Vulnerable staff</p> <p>Staff in higher-risk groups</p>	<ul style="list-style-type: none"> Clinically extremely vulnerable (CEV) and Clinically Vulnerable (CV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Higher-risk groups include those who: <ul style="list-style-type: none"> Are older males Have a high body mass index Have health conditions such as diabetes Are from some Black, Asian or minority ethnicity backgrounds. 	<p>Individual risk assessments for CEV and CV staff will be reviewed in September 2021, in-line with government guidance.</p> <p>There are currently no expectations of additional controls specifically for these groups. However all employees should follow the guidance in this risk assessment in order to minimise risk, including but not limited to :</p> <ul style="list-style-type: none"> Ensuring there is adequate ventilation in their work space; Good hygiene practices are being employed The work environment is being cleaned effectively. 	SLT / Line Managers / employee
School Operations	Pregnancy	<ul style="list-style-type: none"> Pregnant women are in the clinically vulnerable category and should follow similar advice. Pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, maybe at greater risk of severe illness from 	Caister Academy carries out a workplace risk assessment for all pregnant employees. A second Risk Assessment should be carried out prior to the 28 week gestation period in relation to Covid 19.	SLT / Line Manager / employee

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
		Coronavirus. Although they are at no more risk of contracting the virus, there is an increased risk of becoming severely ill and of pre-term birth.		
School Operations	Catering <ul style="list-style-type: none"> Aspens catering staff are fully compliant to guidance of this risk assessment.) Free School Meals 	<ul style="list-style-type: none"> Kitchens (Aspens) will return to full menu operation from September 2021. All year groups will now access catering services from the dining hall. <p>Students entitled to FSM will receive a FSM voucher if they have to self-isolate.</p>	Lunches will continue to be staggered, all year groups will have break at the same time. 1 st lunch: years 7 and 9 2 nd lunch: years 8, 10 and 11	Contract Caterers / SLT / Site Team / Cleaning team
School Operations	Estates <ul style="list-style-type: none"> Legionella guidance Reoccupying buildings guidance Ventilation guidance 	<ul style="list-style-type: none"> No significant adaptations needed. No additional off-site provision needed. Pre-term checklists to be undertaken as normal. Open classroom windows to improve ventilation – see guidance above. 	Compliance audit to be completed on Smartlog prior to opening, ensuring all required checks have been carried out to the appropriate standard.	HO / Site Staff
School Operations	Fire Safety and Evacuation	<ul style="list-style-type: none"> Fire Safety will follow the current Caister Academy Fire Procedures. All fire doors must be operational at all times. Fire alarm system and emergency lights are regularly tested. 	Tests are recorded on Smartlog.	Site Staff/ LKI

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
		<ul style="list-style-type: none"> Emergency drill to be carried out regularly. 		
School Operations	<p>Movement around designated areas of the site.</p> <p>One way system</p>	<ul style="list-style-type: none"> A one way system will be implemented from September 2021 to minimise the contact between students moving around the school site. 	The year bubble system will not be in place from September 2021, however may be re-instituted as part of a national outbreak.	SLT / Form Tutors / HoY / Site Team / All staff
School Operations	Use of welfare facilities	<ul style="list-style-type: none"> Toilets cleaned throughout the day by Cleaning Team especially after break and lunch. Deep cleaned by cleaners after school. 	<p>There are 3 sets of student toilets, which will be assigned to specific year groups.</p> <p>Pupils with medical passes to be allowed to use toilet facilities as per the details on their individual care plans.</p> <p>Toilets will be cleaned regularly throughout the day.</p>	<p>All staff</p> <p>Cleaning Team</p>
Emergency Processes	<p>First Aid Provision</p> <ul style="list-style-type: none"> First aid provision as per guidance 	<ul style="list-style-type: none"> First Aid provision to include 'waiting' area outside room Room cleaned between pupils PPE must be available for FA in line with CET First Aid Risk Assessment (Appendix 3) 	<p>If a pupil becomes unwell during a class they will be asked to stand outside the classroom door away from other pupils and staff and wait for the first aider to come to them. The teacher will call for first aid.</p> <p>All First Aiders will use the amended First Aid Risk Assessment & Guidance for staff on administering first aid schools.</p>	<p>Teacher / First Aider</p> <p>First Aiders</p>
Site	Cleaning Regime	<ul style="list-style-type: none"> After school cleaners to maintain current enhanced cleaning regimes. 	<p>Areas used will be cleaned at the end of the school day in line with Government Guidance and school schedule.</p> <p>Spill kits will be placed around the school and cleaning staff will be trained in the safe use of these.</p> <p>Bodily fluids cleaned in line with amended risk assessment with the correct PPE.</p>	Site Team / Cleaning Team

Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
Working from Home	<p>From September 2021 all staff should be working in the school setting, unless they have to self-isolate after having a positive LFT or PCR test.</p> <p>If the school is instructed by the government or local public health to return to lockdown status, then the Covid-19: Outbreak Management Plan will apply.</p>	<ul style="list-style-type: none"> Working from home will be agreed with Line Managers and in accordance with SLT/CET policies and procedures. Staff need to ensure that IT equipment that has been supplied by the school is in good working order, and report any faults. If staff are using additional personal IT equipment, it must be in line with CET policies. Staff should ensure that their work station/area in their home is conducive to good health. Staff should ensure that they take regular breaks from the computer screen, walk around, consider teaching standing up etc. Staff should receive regular support from their line manager. 	<ul style="list-style-type: none"> Employees who are working from home need to consider a number of concerns: for example ergonomics of their work station; ensuring that equipment they are using is safe; fire safety; stress and fatigue. Use the school Helpdesk to report any IT equipment which is not working effectively, or is unsafe. Check CET policies to ensure all software is compliant. Complete Home Risk Assessment with Line Manager and review Chartered Institute of Ergonomics and Human Factors infograph for ways of setting up home workspace. Ensure regular meetings with line manager take place. 	SLT / Line Manager / Staff