



ASPIRATIONS

## Wykham Park Academy and Futures Institute Banbury

**Risk assessment concerning the risks associated with Coronavirus (COVID-19) in the context of potential increased opening arrangements for schools that would follow any lifting or partial lifting of the government's current lockdown strategy**

**Assessment date:** 12<sup>th</sup> June 2020

**Review date:** to be reviewed regularly in the lead up to the implementation of any lifting or partial lifting of the government's lockdown strategy, as and when this is announced, taking into account any updated government guidance issued in conjunction with such a change in strategy

**Version:** 1.0 (2020-05-06) STH

**Version:** 2.0 (2020-05-21) STH

**Version:** 3.0 (2020-06-04) STH

**Version:** 4.0 (2020-06-08) STH

**Version:** 5.0 (2020-06-11) STH

**Version:** 6.0 (2021-04-06) STH

## Contextual information

PHE statistics

As of 12<sup>th</sup> June 2020:

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### Upper tier local authority



Total cases Rate

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Oxfordshire

2,100 305.4

Lowest rate nationally 88.2 Highest rate nationally 499.2

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### Lower tier local authority



Total cases Rate

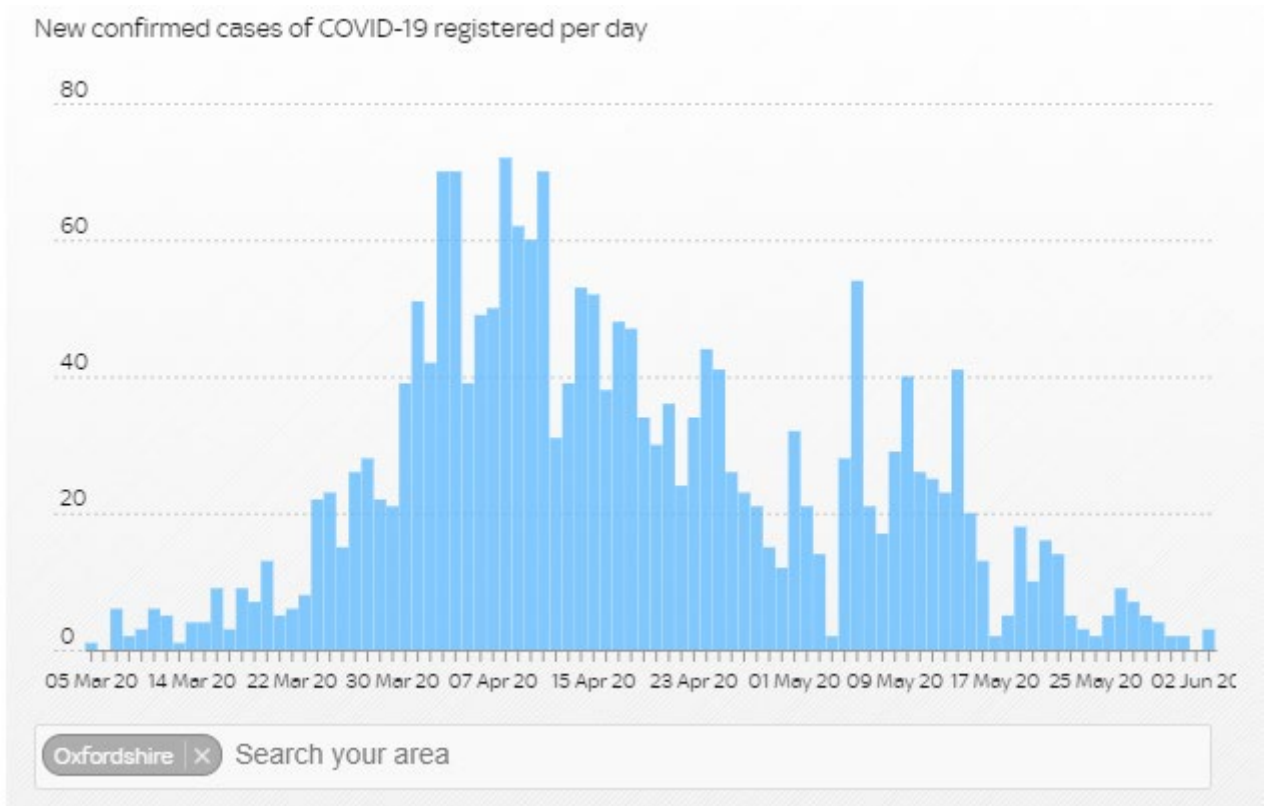
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Oxford

657 425.7

Lowest rate nationally 52.8 Highest rate nationally 841.6

Rates given per 100,000 of resident population



This is for the whole of Oxfordshire and we believe, from information given to us by local nurses who know colleagues, that Banbury has not been hit badly at all (we hope it stays this way).

## **Staffing issues**

The demographic reported by our staff is such that we have the following

2 x males over 55

3 x BAME males

2 x BAME female

There is no-one on the staff with Type 1 diabetes and only one who reports that she has Type 2 diabetes.

4 x Clinically extremely vulnerable

2 x Clinically vulnerable

3 x Shielding clinically extremely vulnerable person

1 x Shielding clinically vulnerable person

3 x pregnant

## **Welfare**

The well-being of staff during the 12 weeks we have been in lockdown has been of paramount importance to us all. In our twice weekly SLT meetings we have had a standing agenda item on vulnerable staff and made sure that there has been frequent contact with them all.

We have offered support from the Employee Assistance Programme (EAP) for two of our staff we felt were struggling.

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

*Risk matrix used in risk assessment below*

*RR = residual risk*

Hazard	Risk	Control measures	RR	Persons at risk	Who	Deadline
A) Attendance on the school site of individuals who are currently infected with Covid-19 and attendance on site of those extremely vulnerable to the disease	5 x 5 = 25	<p><b>1. Promote measures to reduce the likelihood of members of the school community contracting Covid-19 outside the school setting.</b></p> <p>1.1 Communications to pupils, parents and staff to reinforce public health advice that they should follow outside the school setting.</p> <p>1.2 In relation to travel to attend school, advise that wherever possible, people should avoid public transport and car sharing (other than with fellow household members).</p> <p><b>2. Measures to minimise the likelihood of members of the school community who are currently infected coming on to school site.</b></p> <p>2.1 Parents will be sent a 'Home School Agreement' guidance letter outlining how the school intends to keep children and staff safe and with the proviso that any pupil not complying with these expectations will not be admitted into school.</p> <p>2.2 Clear and regular communication to parents, pupils and staff to reinforce self-isolation</p>	4 x 3 = 12	Staff & Pupils	<p>STH</p> <p>STH</p> <p>STH</p> <p>STH</p>	<p>In final letter to Y10 and Y12 parents explaining re-opening protocols - sent 4th June</p> <p>In final letter to Y10 and Y12 parents explaining re-opening protocols - sent 4th June</p> <p>Done</p> <p>In final letter to Y10 and Y12 parents explaining re-opening</p>

		<p>protocols, including the expectation that those with symptoms or living in a household with someone else who has symptoms must not come on to the school site. To include letters home, reminders in class, posters around school site.</p> <p><b>3. Avoid/minimise contact with third party visitors to the school site:</b></p> <p>3.1 Avoid all visitors to site unless they are providing an essential requirement.</p> <p>3.2 Do not approach delivery staff, allow packages to be left on the floor at reception</p> <p><b>4. Discourage attendance on site of those who are extremely vulnerable to the disease:</b></p> <p>4.1 Regular communication with staff to ensure up to date awareness of those who are in vulnerable groups and to be clear of expectation that they do not attend the school site (continuing to work remotely if possible).</p> <p>4.2 Communication with parents/carers to discourage any of them that are in groups particularly vulnerable to the disease from coming on to the school site.</p>				<p>protocols</p> <p>DGR Ongoing</p> <p>DGR Ongoing</p> <p>STH Already done Risk assessments in progress</p> <p>STH In final letter to Y10 and Y12 parents explaining re-opening protocols</p>
<p>B) Spread of infection of Covid-19 on school site</p> <p><i>Measures taken in relation to (A) above should minimise the number of infected</i></p>	<p>4 x 3 = 12</p>	<p>1. <b>Management of access/egress to site including arrangements for the start/end of the school day:</b> See <i>note 1</i> for details</p> <p>2. <b>Management of classroom environment:</b> See <i>note 2</i> for details</p> <p>3. <b>Manage movement around school site and use</b></p>	<p>4 x 1 = 4</p>	<p>Staff &amp; Pupils</p>	<p>STH</p>	<p>All complete or will be ongoing day to day</p>

<p><i>individuals coming on to site but will not eliminate the possibility of this happening.</i></p> <p><i>General measures identified against (B) are to minimise the likelihood of any infected individual who is on site infecting others at school.</i></p> <p><i>The general measures in (B) are cross-referred to more detailed measures below.</i></p>		<p><b>of communal areas, e.g. dining area, playground, toilets, staff room social:</b> See note 3 and note 4 for details</p> <p>4. <b>Reinforce expectations of good hygiene:</b> See note 5 for details</p> <p>5. <b>Manage cases of individuals on site who are showing symptoms of Covid-19:</b> See note 6 for details</p> <p>6. <b>Site cleaning measures:</b> See note 7 for details</p>					
<p>C) Risk of infection in the course of travel undertaken as part of school operations (e.g. school trips, staff attending off-site training, meetings, etc.)</p>	<p>4 x 3 = 12</p>	<p>1. No travel is to be undertaken as part of school operations unless approved by SLT member as absolutely essential with risk factors appropriately considered.</p>	<p>4 x 1 = 4</p>	<p>Staff &amp; Pupils</p>		<p>Will not be applicable as no one will be travelling anywhere</p>	
<p><b>Note 1: Management of access/egress to site including arrangements for the start/end of the school day</b></p> <p>Where possible, consider and implement the following practices:</p> <ol style="list-style-type: none"> <li>1. Introduce measures such as: limiting opening to particular year groups; wider part time attendance on a rota basis; staggered start and finish times to reduce numbers attending at any one time and thereby reduce congestion and contact at all times.</li> </ol> <p><b>w/b 15th June</b>  Year 10 students will come up to school in their daily bubbles to meet the staff team who will be working with them throughout the 4 weeks of face-to-face tutorials. They will have an assembly with STH and a 45 session with one of the staff from their bubble where they can ask questions, share their concerns and get back into a classroom routine</p>							

Year 12 students who have not engaged effectively with remote learning will be invited into school for a 1 - 1 mentoring session with a member of the SLT.

**w/b 22nd June**

Year 10 coming in once a week for 4 hours at a time

Year 12 coming in for 2 hours at a time on Monday - Thursday dependent on their option choices. There will be a two week cycle from each option block. The students are on roll at both schools on the campus and we feel that we have enough space geographically to ask for ½ of the whole cohort in on any one day

KS3, Y10 and Y12 will come in at different times of the day and leave at different times of the day

KS3 8.30 - 3.00

Y10 9.30 - 1.30

Y12 11.00 - 1.00

KS3 students will stay on the same corridor as they have been on for the last 11 weeks and will not come in to contact with anybody else.

2. Establish and clearly communicate rules for the school community (including parents doing drop offs) to observe at the beginning and end of school day to support social distancing.

In our letters to parents we have stressed the need to consider the way in which we approach the school gates on Ruskin Road.

We will have staff located down the road for the first few days so that students get used to what they need to do. This will continue until the government relaxes the 2 m social distancing rule

3. Encourage parents and pupils to wear face covering on arrival and departure. We have stated that parents will not be invited on to the school site unless it is an emergency. If students wish to wear a face covering then we will be supportive of that.
4. Monitor site entry/departure points to enable social distancing – consider changing the number of entry/departure points in use, either increase to reduce congestion or decrease to enable monitoring with fewer staff. Staggered starts will alleviate this. There will be a maximum of 36 people walking towards the gate at any one time and we will have staff up Ruskin Road and on the gate to help maintain the 2 metres social distancing
5. Staff monitoring entry/departure points to query any arrival clearly showing symptoms, advising those individuals to step aside to enable safe and socially distanced communication away from others arriving/departing. We will be monitoring students every time they come in but won't be measuring their temperature.
6. Arrangements for reception areas that are not screened to be reviewed to ensure that safe social spacing can be ensured or otherwise screening put in place. The reception area has been cleared of all furniture.



<p>Nobody should need to go to reception however during the wider reopening. A new (and now permanent) screen has been erected in reception.</p> <ol style="list-style-type: none"> <li>7. Remove or disable entry systems that require skin contact e.g. fingerprint scanners. n/a as we won't be serving lunch to anyone other than the key worker or vulnerable children</li> <li>8. Require all to wash or clean their hands before entering or leaving the site. Sanitisers will be placed at the school gate and available at each classroom. Everyone will be asked to sanitise</li> <li>9. Allow plenty of space (two metres) between people waiting to enter site. They will be allowed to come on site as soon as they arrive so no waiting at the gate – the sanitiser table will be onsite so that there is no congestion at the gate</li> <li>10. Regularly clean common contact surfaces in reception and common areas e.g. telephone handsets, desks, particularly during peak flow times. Done now already</li> </ol> <p>Normal day will resume as of 7th June 2021. This means that students will all be expected in school for 8.40 and will leave at 3.05 (apart from those staying for detention)</p>		
<p><b>Note 2: Management of classroom environment:</b></p> <ol style="list-style-type: none"> <li>1. Based on the size of each classroom, determine how many people can use it at any one time to maintain a distance of two meters - on this basis it is generally expected pupil numbers per classroom to be limited to a maximum of 8-10 depending on room size with tables/chairs set out to reinforce social distancing expectations. Desks for 9 students only in each room 2 metres apart</li> <li>2. Regular reminders in lessons of the rules relating to social distancing and hygiene expectations (see note 5 point 1). Prominent in every room</li> <li>3. Pupils to be reminded regularly that if they are feeling ill they should make a staff member aware. In each room</li> <li>4. Introduce enhanced cleaning of all rooms at the end of each day (also refer to note 7). Has been going on for the last 8 weeks so will just continue</li> <li>5. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Every room has a bin but students will be asked to take their rubbish home e.g. wrappers from snacks eaten at break</li> </ol> <p>We will continue to reinforce messages about physical distancing and personal hygiene</p>		
<p><b>Note 3: Manage movement around school site:</b></p> <ol style="list-style-type: none"> <li>1. Minimise and control movement/congregation in corridors and other communal areas such as playground, dining area and toilets, for example through:</li> </ol>		<p>All of this has been done</p>

<p>1.1 basing pupils in one classroom throughout the day with one particular teacher. <i>Students will be in bubbles with a group of a maximum of 5 teachers</i></p> <p>1.2 stagger break periods and students to socialise only with those from their own class. <i>We will not be having a break outside and Y10 / 12 students will go home at lunchtime</i></p> <p>1.3 put line markings in place in areas where queuing is expected to give clear indication of the appropriate measure for social distancing (2 metres) to include corridors and reception area. <i>Crosses to be put on ground outside of Wykham Park Theatre</i></p> <p>1.4 Where possible, cease use of communal areas, e.g. by assemblies not taking place, libraries and communal teaching/staff spaces being closed. For those communal areas continuing to be used control numbers entering the area at any one time. <i>Assemblies before we go back to teaching rooms will be held with groups of no more than 27 students in Wykham Theatre</i></p> <p>2. Where possible, avoid closed doors. <i>All suitable doors to be propped up at the start of the day so no handles need to be touched and then closed as soon as students are in the building. In most cases the students will not need to exit the building once inside.</i></p> <p><i>From the 7th June 2021 students will no longer be in year group bubbles for lessons. They will remain in year groups for mentor time until September 2021.</i>  <i>Movement around the site is mostly outdoors and within Stanbridge we will have a 1 way system in all corridors</i></p>		<p><b>Letters already sent to parents at the end of May</b></p>
<p><b>Note 4: Manage movement around school site and use of communal areas, e.g. dining area, playground, toilets, staff room social:</b></p> <p>1. Pupils should be required to stay on school site and not use local shops. <i>N/a</i></p> <p>2. Dedicated eating areas should be identified on site to reduce food waste and contamination. <i>Only KS3 students will be eating on site as they have been for the last 11 weeks</i></p> <p>3. Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used when entering and leaving the area. <i>Wall mounted in every room being used</i></p> <p>4. Pupils should sit 2 metres apart from each other whilst eating and avoid all contact. <i>Only applicable to KS3 students</i></p> <p>5. Tables should be cleaned between each use. <i>Already happens - but we are also encouraging the younger students to eat outside now the weather is better</i></p> <p>6. All rubbish should be put straight in the bin and not left for someone else to clear up. <i>Already happens</i></p>		<p><b>All of this has been done</b></p>

<p>7. All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices. <i>Already happens - but we are now eating outside. Y10 students will take their break in the classroom where their bubble is located.</i></p> <p><i>The canteens will re-open and serve the same food from both sides Year 7 and 8 will be in the buttery and Y9 and Y11 in the glass dining room Students will queue outside both venues to wait to be invited in to buy food</i></p>		<p><b>Letters already sent to parents at the end of May</b></p>
<p><b>Note 5: Reinforce expectations of good hygiene:</b></p> <ol style="list-style-type: none"> <li>1. Regular re-enforcement of the following guidance through communications home, reminders in class, posters in prominent places, etc. <i>Posters up around key areas of school</i> <ul style="list-style-type: none"> <li>○ Wash hands regularly using soap and water for at least 20 seconds adopting hand washing technique recommended by NHS. <i>This is relevant to the toilets only and we will have posters in there to remind students and staff</i></li> <li>○ In addition to regular washing of hands, hands to be washed in advance of meal time and before/after using toilet facilities. <i>This is only relevant to the KS3 children and happens already</i></li> <li>○ Use alcohol-based hand sanitiser if soap and water is not available. <i>Available at each classroom and at the front of school when students arrive</i></li> <li>○ Avoid touching face/eyes/nose/mouth with unwashed hands.</li> <li>○ Cover coughs and sneezes with a tissue then throw it in the bin (or cough/sneeze into elbow if tissue not immediately available).</li> </ul> </li> <li>2. Provide additional hand washing facilities to the usual welfare facilities if a large spread out site. <i>Not required</i></li> <li>3. Regularly clean the hand washing facilities and check soap and sanitiser levels. <i>Done daily</i></li> <li>4. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>5. Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</li> <li>6. Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant.</li> <li>7. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.</li> </ol>		<p><b>All of this has been done where we have the resources</b></p> <p><b>We are still waiting for the hand sanitiser hardware</b></p>
<p><b>Note 6: Manage cases of individuals on site who are showing symptoms of Covid-19:</b></p>		

This section to be updated with reference to any change made to advice contained at:  
<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Report to Raj Lal immediately  
[rajall@aspirationsacademies.org](mailto:rajall@aspirationsacademies.org)  
Mobile number 07961 378952

1. If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow government 'staying at home' guidance.
2. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people
3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
4. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
5. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

#### RIDDOR reporting of COVID-19

You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

We will continue to remind parents on a weekly basis to use the LFT we are sending home with students and to report into school if there is a positive test. They will be asked to go for a PCR as per the guidance thus far.

**Note 7: Site cleaning measures: Has been happening daily already – CARA staff follow these measures now. We also have a chemical fogger that will be deployed**

### 7.1 Daily cleaning

1. Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:
  - Banisters
  - Classroom desks and tables
  - Bathroom facilities (including taps and flush buttons)
  - Door and window handles
  - Furniture
  - Light switches
  - Reception desks
  - Teaching and learning aids
  - Computer equipment (including keyboards and mouse)
  - Sports equipment
  - Toys
  - Telephones
  - Fingerprint scanners
  
2. Remove rubbish daily and dispose of it safely.

### 7.2 Cleaning if there has been a suspected case of Covid-19 on site:

1. Clean and disinfect surfaces the person has come into contact with, including:
  - Objects which are visibly contaminated with body fluids
  - All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells)

You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids.
  
2. When cleaning hard surfaces and sanitary fittings, use either:

<ul style="list-style-type: none"> <li>● Disposable cloths, or</li> <li>● Paper rolls and disposable mop heads</li> </ul> <p>3. When cleaning and disinfecting, use either</p> <ul style="list-style-type: none"> <li>● A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> <li>● A household detergent, followed by a disinfectant with the same dilution as above</li> <li>● An alternative disinfectant, that's effective against enveloped viruses</li> </ul> <p>4. Make sure all cleaning staff:</p> <ul style="list-style-type: none"> <li>● Wear disposable gloves and apron</li> <li>● Wash their hands with soap and water once they remove their gloves and apron</li> </ul> <p>If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, you might need to provide cleaning staff with a surgical mask or full-face visor. The local health protection team's risk assessment will let you know if you need this equipment.</p> <p>5. Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine. Clean and disinfect anything used for transporting these items with standard cleaning products.</p> <p>6. Launder any possibly contaminated items on the hottest temperature the fabric will tolerate.</p> <p>7. If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning.</p> <p>8. Dispose of any items that are heavily soiled or contaminated with body fluids.</p> <p>9. Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full.</p> <ul style="list-style-type: none"> <li>○ Place these bags in a suitable and secure place away from children and mark them for storage. Wait until you know the test results to take the waste out of storage.</li> <li>○ If the individual tests negative, put the bags in with the normal waste.</li> <li>○ If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours.</li> <li>○ If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either your: <ul style="list-style-type: none"> <li>- Local waste collection authority (if they currently collect your waste)</li> <li>- Or, by a specialist clinical waste contractor</li> </ul> </li> </ul>		
<p><b>Note 8 – face coverings</b></p>		

**Update to the template risk assessment in the context of government guidance issued on 12 May 2020 (Coronavirus (Covid-19): implementing protective measures in education and childcare settings)**

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

While noting that face coverings may be beneficial in certain circumstances, e.g. on public transport or in some shops, ***the current government guidance states that the wearing of a face covering or face mask in schools is not recommended.***

The government guidance states that staff, children and learners should not be required to wear face coverings.

The government guidance further states that face coverings should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

It is noted that the government guidance does not, apart from particular circumstances as outlined above, recommend that face coverings are not used. On this basis, for staff for whom the wearing of a face covering would not itself be a risk (e.g. this would potentially be the case for asthma sufferers), if they preferred to wear a face covering while on the school site, this would be allowed.

The Academy's position concerning face coverings will continue to be reviewed carefully with reference to any updated government guidance.

Notwithstanding the above general position, PPE will be available and is to be used in very particular circumstances such as:

- Where the use of PPE would have been used in 'normal circumstances' (i.e. before the Covid-19 epidemic), e.g. in dealing with intimate care needs
- Where a child, young person or other learner becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home. In such circumstances, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be

<p>worn by the supervising adult. If it is determined that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p><b>We will continue to wear face coverings in communal indoor areas whilst there is still a threat from the variants currently circulating in the country</b></p>		<p><b>Letters already sent to parents at the end of May</b></p>
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### Training

Please ensure a Principals brief has been completed alerting to Trust specific process / procedures

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

### Management

- Please ensure all staff are aware of reporting requirements and that the Principal is notified of all confirmed cases.
- The Principal will regularly review the numbers and categories of staff that are available and assess if this is sufficient to ensure safe operational functioning.
- Information notes are to be sent out and any updates communicated in a timely manner to the staff. This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- Assessments to be reviewed on a continuous basis in the lead up to any lifting or partial lifting of the government's lockdown strategy that affects schools' operations. Continual review will continue at least during the initial period of changed operational arrangements.