

<b>Educational Setting</b>	Montsaye Academy
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	September 2021
<b>Review Date</b>	26 <sup>th</sup> January 2022

### Document Control:

<b>Document Suite:</b>	Health & Safety	<b>Document Title:</b>	COVID-19 Risk Management Assessment
<b>Document Type:</b>	Risk Assessment	<b>Version number:</b>	18
<b>Author (name &amp; job title):</b>	Meena Gabbi		

<b>Date Formally approved:</b>		<b>Formal Approval by:</b>	<i>Angela Lloyd Chair of governors</i>
--------------------------------	--	----------------------------	--

### Risk Assessment document history

Version	Date	Reviewer	Note of revisions in line with changes to government guidance
1	<b>Sep 2020</b>	MKG	Full RA completed ratified with all key stakeholders Governors considerations added: 'running water', not warm water for handwashing / PPE to be available for all / alcohol content of disinfectant to be more explicit / social distancing considerations around bike shed in light of potentially having more bike users than normal 2m social distancing confirmed.
2	<b>Oct 2020</b>	MKG	Science practical reintroduced for A level and y7s
	<b>1.10.2020</b>	MKG	Year 9/11 cross over issue addressed (caused by year 11 peri lessons during year 9 lunch)
4	<b>Nov 2020</b>	MKG	<b>Risk Assessment Review November 2020:</b> Masks mandatory in all communal areas from 9.11.2020 (no impact because already in place since Sep 2020). Further emphasis on ventilation.
	<b>26.11.2020</b>	MKG	All meetings moved over to teams. End of term get together cancelled in light of increasing case numbers across the community

<b>Educational Setting</b>	Montsaye Academy
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	September 2021
<b>Review Date</b>	26 <sup>th</sup> January 2022

5	<b>Jan 2021</b>	MKG	<p><b>Risk Assessment review January 2021:</b> Key points reinforced in classroom ventilation, masks in communal areas (mandatory) and masks in classrooms (optional), seating plans and proximity to pupils. Good hygiene reinforced as well. No face-to-face meeting will take place- all will be over teams. Key changes: Masks mandatory in communal areas for all. Montsaye Academy staff and pupils already do this therefore it will not be a change to existing practice. Masks in classrooms will be permitted. Pupils will be encouraged to wear them in classrooms as well from 5th January 2021. Mass testing for pupils in key worker provision.</p>
6	<b>Mar 2021</b>	MKG	<p><b>Risk Assessment Review</b> Reopening 8.3.2021 RA following 22.2.2021 guidance:</p> <ul style="list-style-type: none"> <li>• Staff Home Testing Risk Assessment</li> <li>• Mass Testing Risk Assessment</li> <li>• Site &amp; one way systems</li> <li>• Practical subject Risk Assessments for drama, PE, food, peri music, product design, computer science and drama.</li> <li>• Masks to be worn in all lessons</li> </ul>
7	<b>Apr 2021</b>	MKG	<p><b>Risk assessment review</b> Return to school after Easter holidays</p> <ul style="list-style-type: none"> <li>• Year 9 toilets in Hums from now on not the sport centre</li> <li>• Drama lessons will resume in the drama studio</li> <li>• PE lessons at key stage 3 will be two lessons of practical now</li> <li>• Some tentative enrichment will be taking place from week 2 of this term</li> <li>• Mask wearing to continue as before, following government guidance</li> </ul>
8	<b>26.4.2021</b>	MKG	Staff no longer required to ask MKG for permission to hold meetings at school with external visitors.
9	<b>24.5.2021</b>	MKG	Y7 to move out of tutor groups and into sets. Reintroduction of changing into PE kits for year 8 only
10	<b>28.6.2021</b>	MKG	School trips approved: DoE silver, CCF camp & Drama theatre trip
11	<b>Jul 2021</b>	MKG	<p><b>Risk Assessment review</b> Whole school one-way system to be introduced in Sep 2021.</p>

<b>Educational Setting</b>	Montsaye Academy
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	September 2021
<b>Review Date</b>	26 <sup>th</sup> January 2022

12	<b>20.9.2021</b>	MKG	On advice from PHE the following additional measures have been put in place: Update to include return to pupils wearing masks in communal areas Extra vigilance from staff Meetings move to remote- where possible Face to face meeting in ventilated spaces and wearing masks
13	<b>29.9.2021</b>	MKG	On advice from PHE Masks to be worn in classrooms as well from 29 <sup>th</sup> September 2021  New operational guidance for schools Move to remote provision where possible Limit visitors onto site
14	<b>12.11.2021</b>	MKG	Decline in cases as above Requirement for masks for pupils to be removed from Monday 15 <sup>th</sup> November 2021 Masks continue to be in place for staff in communal areas, for visitors on site and parental meetings Masks should be worn when working in close proximity with other people
15	<b>29.11.2021</b>	MKG	Following DFE guidance the reintroduction of masks in communal areas for pupils Staff encouraged to exercise caution when having meetings-everyone wearing masks-rooms well ventilated
16	<b>22.12.2021</b>	MKG	New guidance on isolation changing from 10 days to 7 days providing negative lateral flow
17	<b>02.01.2022</b>	MKG	Change in operational guidance for schools Mask to be worn in lessons and communal areas by pupils
18	<b>28.01.2022</b>	MKG	Change in guidance on masks- not required for pupils in schools Staff at Montsaye will continue to wear them in communal areas until half term at which point this will be reviewed One way system will no longer be operational from Monday 31 <sup>st</sup> January

New operational guidance for schools updated January 2022 :

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1050624/Schools\\_COVID-19\\_operational\\_guidance\\_Jan\\_2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1050624/Schools_COVID-19_operational_guidance_Jan_2022.pdf)

A number of key measures are being implemented at Montsaye Academy from September 2021 these are continuing in January 2022.

<b>Educational Setting</b>	Montsaye Academy
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	September 2021
<b>Review Date</b>	26 <sup>th</sup> January 2022



- Third venue for lunch to avoid overcrowding in eating areas
- Hand sanitising areas around the school
- Masks to be worn by adults in communal areas/enclosed areas
- Masks to be worn in meetings
- All key areas will be provided with hand sanitiser and antibacterial wipes
- Cleaning regimes will be maintained at a high standard- including door handles and high traffic areas
- Everyone will be encouraged to maintain the good hygiene and respiratory habits
- Staff will be encouraged to continue with twice weekly testing until the end of September when this will be reviewed
- A management outbreak plan will also be implemented as necessary and in line with guidance
- Ventilation is still key- labelled windows will remain open and staff encouraged to refresh air in rooms regularly



Outbreak-Management-Plan- PS Dec 2

- A copy of the Pathfinder management outbreak plan can be found here

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention of the spread of the virus	All staff/pupils on site Visitors on site Staff needing support for any children with additional needs	<ul style="list-style-type: none"> <li>• Minimise contact with individuals who are unwell by following latest government guidance on self-isolation</li> <li>• clean hands thoroughly more often than usual</li> <li>• ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>• Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>• All first aiders have received training in PPE and where appropriate this to be worn</li> </ul>	Key reminders for the new academic year: <ul style="list-style-type: none"> <li>• All staff to be reminded of new guidance regarding self-isolation</li> </ul> <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1050624/Schools_COVID-19_operational_guidance_Jan_2022.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1050624/Schools_COVID-19_operational_guidance_Jan_2022.pdf</a>	All	Ongoing	

<b>Educational Setting</b>	Montsaye Academy
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	September 2021
<b>Review Date</b>	26 <sup>th</sup> January 2022



		<ul style="list-style-type: none"> <li>• Face masks already worn in communal areas and will continue until the end of September when this will be reviewed</li> <li>• <i>Masks to be worn by adults/pupils in communal areas/enclosed areas</i> – does this mean classrooms and shared offices?</li> <li>• Follow current advice</li> </ul>	<ul style="list-style-type: none"> <li>• Good hygiene practices maintained all throughout the academy</li> <li>• Pupils encouraged to wash/sanitise hands on entry and exit to the building</li> <li>• Masks worn in communal areas by staff and in meetings with parents</li> <li>• All staff will use hand gel on entry and exit to each classroom and on entry and exit to the building</li> <li>• Key spaces to be used risk assessed and appropriate ventilation. Site team will open windows in key areas at the start of the day</li> <li>• Office in design- nearest toilets identified as a contained room for use of pupil/adult with COVID 19 symptoms- this is well-ventilated and secure space away from other areas- room to be furnished and put on the cleaning schedule.</li> <li>• guidance.</li> <li>• Meetings with parents in enclosed offices will require masks and to be ventilated.</li> </ul>			
Response to any infection	All staff and pupils in school  Those at risk  Visitors	<ul style="list-style-type: none"> <li>• Manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>• contain any outbreak by following local health protection team advice Liaise with PHE as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that staff are clear of what is expected of them as per the guidance- September training day</li> <li>• Follow clear health care advice</li> </ul>	MGA  SLT	September 2021	√

<b>Educational Setting</b>	Montsaye Academy
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	September 2021
<b>Review Date</b>	26 <sup>th</sup> January 2022

		<ul style="list-style-type: none"> <li>All staff aware of what to do if they are displaying symptoms</li> <li>Clear plan in place to manage response to infection which is timely and rapid</li> <li>Visitor checks on arrival to school</li> <li>Regular parental reminders</li> </ul>	<ul style="list-style-type: none"> <li>Home testing kits given out to staff and information to be shared if test positive</li> <li>Engage with PHE in the event of a suspected outbreak</li> <li>Ensure all pupils are briefed as well regarding expectations if they are displaying symptoms</li> <li>New guidance to be shared with all staff and pupils</li> </ul>			
Management outbreak plan	All affected	<ul style="list-style-type: none"> <li>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</li> <li>Timeline and plan in place for local outbreak</li> <li>Ensure all key stakeholders are informed</li> <li>On line learning plan is in place in the event of closure or partial closure</li> <li>Plan for remote learning in place for all pupils</li> <li>Arrangements for key worker pupils and vulnerable pupils in place as in previous lockdowns</li> <li>Follow advice regarding local lockdowns</li> <li>Work with PHE as necessary</li> </ul>	<ul style="list-style-type: none"> <li>Follow trust management</li> </ul>  <p>Outbreak-Management-Plan- PS Dec 2</p> <p>Year 7 need to be made aware of remote plan and training on teams</p> <p>All pupils to access ICT policy and reminded of teams access and training</p>	MGA	Ongoing	√
Cleaning is insufficient to prevent the spread of the virus	All staff and pupils who are on site if good cleaning practices are not in place and DFE guidelines are not followed	<ul style="list-style-type: none"> <li>Deep clean to take place in August 2021 prior to pupils and staff returning to school</li> <li>More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:</li> </ul>	Ensure that all cleaning practices are maintained consistently	RH/ST	Ongoing	

<b>Educational Setting</b>	Montsaye Academy
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	September 2021
<b>Review Date</b>	26 <sup>th</sup> January 2022



<p>Enhanced cleaning procedures are not completed</p>	<p>Cleaning and site staff who may be exposed</p> <p>Parents and visitors if external surfaces- door handles etc. are not cleaned</p>	<ul style="list-style-type: none"> <li>• Taps and washing facilities,</li> <li>• Toilet flush and seats,</li> <li>• Door handles and push plates,</li> <li>• Handrails on staircases and corridors,</li> <li>• Lift and hoist controls,</li> <li>• Machinery and equipment controls</li> <li>• All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices,</li> <li>• Telephone equipment,</li> <li>• Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> <li>• If you have been informed that someone has tested positive with covid-19 or is displaying symptoms then any area/room they have accessed should be deep cleaned. Design office opposite the toilets identified as an isolation room.</li> <li>• Ensure the COSHH risk assessment for cleaning/site activities has identified the correct process and PPE to be worn. Training provided on how to dispose of PPE safely.</li> <li>• All cleaning staff should follow deep clean checklist if a confirmed case of Covid 19 has been identified.</li> <li>• Cleaning team in daily as part of normal working pattern and enhanced cleaning of restaurant and café as well as high tariff areas throughout the day</li> </ul>				
---	---	---	--	--	--	--

<b>Educational Setting</b>	Montsaye Academy
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	September 2021
<b>Review Date</b>	26 <sup>th</sup> January 2022



		<ul style="list-style-type: none"> <li>Chairs wiped down after use in restaurant and cafe. Particularly after lunch and break</li> <li>Deep clean of all used spaces after use</li> <li>Cleaning stations in every area that is being used with hand gel (70%+ alcohol content) tissues and wipes (effective against viruses to be topped up daily).</li> <li>All water dispensers in use for pupils and wiped down after each pod has used them, they will be encouraged to bring in their own water and equipment (Parents informed that no equipment would be provided). This maintained to prevent cross contamination.</li> <li>Staff to also be encouraged to do the above and this will be part of the staff guidance.</li> </ul>				
Waste	Those emptying rubbish-cleaners/site team	<ul style="list-style-type: none"> <li>Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</li> <li>Appropriate protective wear for this activity.</li> <li>Bins in key areas to be cleaned at part of cleaning schedule.</li> <li>Bins regularly cleaned as part of the cleaning COVID-19 cleaning schedule including shredded paper bins.</li> <li>Any waste associated with COVID-19 needs to be stored remotely for 72 hours prior to being disposed- double bagged etc. in clinical bags before disposal.</li> </ul>	To continue to ensure that waste management complies with guidance	RH Site team Cleaning team	Ongoing	

<b>Educational Setting</b>	Montsaye Academy
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	September 2021
<b>Review Date</b>	26 <sup>th</sup> January 2022



		<ul style="list-style-type: none"> <li>Disinfection as appropriate</li> </ul>				
Poor hygiene infection control	All staff, visitors and pupils using the building  Visitors	<ul style="list-style-type: none"> <li>The school has a suitable supply of soap and access to water for washing hands.</li> <li>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</li> <li>Computer screens will have a safety/hygiene reminder on them</li> <li>Allocated windows and doors to remain open to aid ventilation</li> <li>Site to open communal windows to aid ventilation in these areas</li> </ul>	<p>Ensure that staff are clear about ventilation expectations from September 2021</p> <p>Ensure that pupils are clear about the above and take individual responsibility for getting rid of their own rubbish/waste</p>	All	September training day and ongoing	
Lack of or incorrect use of PPE	Those dealing with a confirmed case  A shortage of PPE	<ul style="list-style-type: none"> <li>Training provided for correct PPE</li> <li>Check stock regularly to ensure that we have a supply</li> <li>Double bagged and disposed of after use</li> </ul>	NA	First aiders	Ongoing as needed	
Colleagues not complying with the Risk Assessment	All staff, visitors and pupils in the academy	<ul style="list-style-type: none"> <li>Expectations clear to staff at all key points</li> <li>Code of conduct for staff</li> <li>Access to school counselling service</li> <li>Individual support as required through HR (LPF)</li> <li>Open door policy (SLT)</li> </ul>				
Emotional well-being/ staff and pupils	Those affected adversely by the pandemic  Staff who have concerns about their own health	<ul style="list-style-type: none"> <li>Pastoral support for pupils- signposted as needed and agency support if required</li> <li>Support signposted for parents- through weekly newsletter</li> <li>Open door policy as above</li> <li>Counselling service for staff</li> </ul>	Monitor as appropriate throughout the year	LPF	Ongoing and as support is needed	

<b>Educational Setting</b>	Montsaye Academy
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	September 2021
<b>Review Date</b>	26 <sup>th</sup> January 2022



		<ul style="list-style-type: none"> <li>• Communication regular and timely with staff to allow time for questions and share concerns</li> <li>•</li> </ul>				
Managing staff shortage as a result of the pandemic	All pupils  Operational teams- with day-to-day responsibility of managing key functions of the school	<ul style="list-style-type: none"> <li>• Assess teaching requirements early in the morning</li> <li>• Cover in house where possible with COVER supervisors/staff with some timetable flexibility/SLT</li> <li>• Opportunity if can be accommodated for staff to remote work if this is a possibility</li> <li>• Key leaders in areas affected to plan for curriculum delivery</li> <li>• Remote learning plan in place</li> <li>• Assessment of availability of staff for all activities during the school day, including break and lunchtimes</li> <li>• The extent to which existing planning, schemes of work will need to be adapted</li> </ul>	Monitor regularly	GBA/LPF	Ongoing	√
Remote learning	Inappropriate behaviour  Data breach  Actions which do not comply with our policy and procedure	<ul style="list-style-type: none"> <li>• To ensure ease of access for all pupils- training provided as needed</li> <li>• Remote learning is in place and has taken place well with very few issues</li> <li>• Headsets available to use</li> </ul>	New pupils are given guidance and teams protocols shared as well as policy and guidance  All new staff to be trained as well in September	GBA/ABU		√
Lunchtime Catering facilities	All staff and pupils  Catering staff  Lunch time supervisors	From September lunchtimes will follow this pattern in order to mitigate risk of transmission: <ul style="list-style-type: none"> <li>• Split areas for each year group</li> <li>• Year 7 &amp; 8 - café</li> <li>• Years 9-11- restaurant</li> <li>• Packed lunches key stage 3 in the GYM</li> </ul>	To monitor daily  Appropriate changes have been made to the lunch time rota	Lunch time team and duty staff	Daily	

<b>Educational Setting</b>	Montsaye Academy
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	September 2021
<b>Review Date</b>	26 <sup>th</sup> January 2022



		<ul style="list-style-type: none"> <li>Outdoor spaces linked to eating spaces- pupils will remain in these areas and follow the one way system to their lessons</li> <li>Areas cleaned regularly during lunchtime; supervisors and cleaners on hand to do this.</li> <li>Staff encouraged to eat in key spaces to support the management of the site</li> <li>Pupils/staff to wash hands/sanitise after eating, hand gel will be provided in all department areas and around site</li> <li>Use of radios to ensure spaces are all clear.</li> </ul>				
New strain of Covid 19 detected and suspected to be more transmissible	All pupils, staff and visitors	RA and Management outbreak plan	<ul style="list-style-type: none"> <li>Follow government public health guidance as necessary</li> <li>Work alongside PHE and Pathfinder trust</li> </ul>	MGA	As needed	

**Useful Guidance**

- Guidance for full opening: schools can be found [here](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

**General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting**

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash and sanitise their hands regularly throughout the day.

<b>Educational Setting</b>	Montsaye Academy
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	September 2021
<b>Review Date</b>	26 <sup>th</sup> January 2022



- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

**Appendix 1: One way system throughout the school to maintain movement around site:**

<b>Educational Setting</b>	Montsaye Academy
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	September 2021
<b>Review Date</b>	26 <sup>th</sup> January 2022

