



The Macclesfield Academy: Covid-19 Draft Risk Assessment for Reopening September 2020

Introduction

Following the closure of schools in England for most students which came into effect on 23rd March 2020, The Macclesfield Academy has operated a “Rainbow School” for the children of key workers and those who are vulnerable because they have an EHCP or a social worker. On 15th June, provision in the “rainbow school” was increased to include Year 10 students. The government is now asking schools to re-open to all students at the start of term in September 2020. The reasoning behind this decision is set out in the DfE guidance on re-opening (updated on 7th August 2020):

When we made the decision to ask schools to open only to a small number of children, this was done with the aim of reducing transmission of coronavirus (COVID-19), to protect the NHS and save lives. As the situation improved, we began to consider how we could bring more children and young people back into schools, and supported primary schools to do so from 1 June, focusing on some year groups being educated in small ‘bubbles’, and secondary schools from 15 June, with year 10 and 12 spending some time in school in small groups, with public health risk reduction measures in place. Since 15 June, primary schools have also had flexibility to bring back other pupils where they have space to do so.

Now, the circumstances have changed. The prevalence of coronavirus (COVID-19) has decreased, our NHS Test and Trace system is up and running, and we are clear about the measures that need to be in place to create safer environments within schools.

Returning to school is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children’s future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The government's position is based on the data from the Office for National Statistics that the incidence level of coronavirus infection in the community is now 1: 1900 (compared to 1:400 at the peak of the infection).

<https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/conditionsanddiseases/bulletins/coronaviruscovid19infectionsurveyepilot/latest>

ONS data also suggest that the "excess death" numbers are now negative (ie there are fewer deaths from all causes than would usually be the case at this time of year).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907344/Weekly_all_cause_mortality_surveillance_week_32_2020_report.pdf

There has also been a suggestion that teenagers are less likely than adults to transmit the virus but the evidence on this point appears more mixed (though there is clear evidence that teenagers are much less likely to be seriously ill as a result of contracting the infection).

https://www.ed.ac.uk/files/atoms/files/uncover_children_transmission_of_sars-cov-2_update_4_final.pdf

<https://www.independent.co.uk/news/uk/politics/coronavirus-schools-reopen-children-covid-study-boris-johnson-a9661686.html>

<https://www.gov.uk/government/publications/overview-of-scientific-information-on-coronavirus-covid-19>

The Macclesfield Academy supports the government's conviction that reopening schools is in the best interests of our students. However, there are two important considerations that will need to be kept under constant review.

The first is that fact that incidence rates are not uniform across the country and, while Cheshire East currently reflects the national average, there have been localised outbreaks in many of the Boroughs in Greater Manchester. <https://www.manchestereveningnews.co.uk/news/greater-manchester-news/greater-manchester-coronavirus-charts-rates-18749105>. It is currently anticipated that schools in these Boroughs will open as planned in September but we will need to monitor the position carefully, particularly in the closest Boroughs such as Stockport and Trafford.

The second is that the severity of infection varies significantly according to factors such as age, comorbidity, ethnicity and gender. (See https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/908434/Disparities_in_the_risk_and_outcomes_of_COVID_August_2020_update.pdf and <https://fullfact.org/health/Covid-19-inequalities-minority-ethnicities/>). The fall in the rate of infection (which is approximately five times lower than it was at the height of the pandemic) and the fact that school staff belong to occupational and socio-economic groups which are less prone to infection, mean that, at the start of term, any additional risk for staff or students who may be in vulnerable groups is likely to be minimal. However, we will need to keep this under review and work with any colleagues and students for whom additional control measures might be helpful.

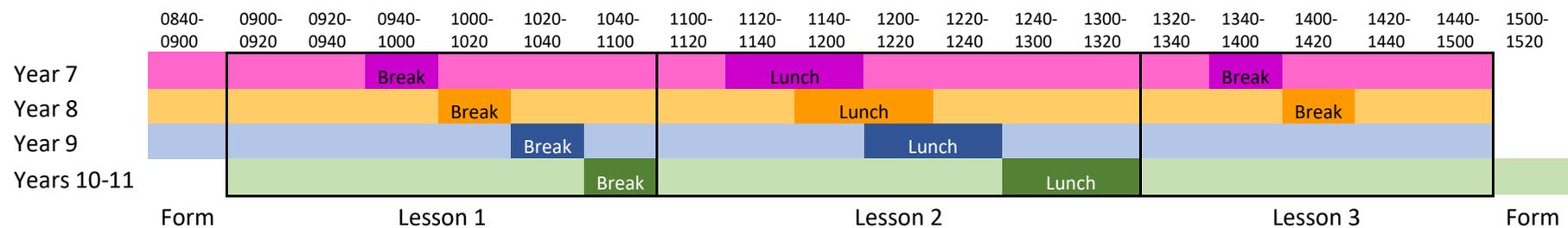
The aim of the Risk Assessment which follows is to support the government’s intention that schools should be fully open in September (with all that that involves in terms of class sizes) but to implement this in a way which errs on the side of caution and takes particular care to monitor both local circumstances and individual needs. Our control measures will continue to include, but not be limited to the hierarchy of “sensible measures” set out in the DfE publication of 12th May, **Coronavirus (COVID-19): implementing protective measures in education and childcare settings:**

- **minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges**
- **cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered**
- **ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach**
- **cleaning frequently touched surfaces often using standard products, such as detergents and bleach**
- **minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)**

In addition, we will engage fully with the governments track and trace arrangements as they continue to evolve.

We will continue to monitor the documentary evidence and, as the scientific understanding and advice develops, and our own understanding of the practical implications of increasing the number of our children present on our site increases, we will review and, as necessary, amend this Risk Assessment. Until “normal operations” are fully restored, our Health and Safety Committee will meet monthly to review the Risk Assessment and approve any modifications made.

Fundamental to our measures for minimising contact is the staggering of the start and finish of the day (by Key Stage) and of break and lunchtimes (by year group). For the foreseeable future, our school day will be organised as shown below.



Draft Risk Assessment

Risk	Gross Likelihood	Gross Impact	Control Measures	Net Likelihood	Net Impact (see note 1)
A student arrives in school showing symptoms of the Covid-19 virus	Low-Moderate	Moderate-High	<ul style="list-style-type: none"> • Instruct parents of children showing symptoms of Covid-19 that they should not attend school but should get tested asap • Ensure parents and students are kept up to date about recognised symptoms (see note 2) • Check with students at the start of each day that they do not have any of the symptoms of Covid-19 through questioning from form tutor/SLT before the student enters the building • Implement the procedure for sending a child home as set out in note 3 • Engage with the test and trace procedure 	Low	Low-Moderate
A member of staff arrives in school showing symptoms of the Covid-19 virus	Low-Moderate	Moderate-High	<ul style="list-style-type: none"> • Instruct staff showing symptoms of Covid-19 that they should not attend work but should get tested asap • Ensure staff are kept up to date about recognised symptoms (see note 2) • Implement the procedure for sending a member of staff home as set out in note 3 • Engage with the test and trace procedure 	Low	Moderate-High
A member of staff or a student develops symptoms of Covid 19 during the school day (see note 2)	Low-Moderate	Moderate-High	<ul style="list-style-type: none"> • Isolate immediately in A6 • Implement the procedure for sending them home as set out in note 3 • Engage with the test and trace procedure 	Low	Low-Moderate
Transmission of Covid-19 to a student in a lesson	Low-Moderate	Low-Moderate	<ul style="list-style-type: none"> • Ensure staff and students wash their hands thoroughly before and after each lesson (put posters on corridors and in classrooms to reinforce this) • Ensure staff and students follow the “catch it- bin it- kill it” protocol 	Low	Low-Moderate

		<ul style="list-style-type: none"> • Put posters on corridors and in classrooms to reinforce this • Replace classroom bins with pedal bins with lids to reduce infection from • Provide cleaning equipment for students to clean down work space after use • Agree cleaning protocols with cleaning company to ensure classroom surfaces are cleaned after each day they have been used • Implement red/green signage on doors to indicate where rooms have been used and, therefore, need cleaning. • Wherever possible, arrange desks in classrooms so that they are facing the front (NB the sitting of two students at a double desk facing the front of the room is supported by the DfE guidance even though the scientific basis for this is unclear) • Open windows of all teaching rooms at the start of the day and teach with doors and windows open whenever the weather conditions make this practicable • Use fans and/or air conditioning where appropriate to enhance ventilation • Where appropriate, teach out of doors • Clarify to parents the expectation that students should bring their own stationery equipment into school and that sharing of equipment is prohibited. • Where possible and appropriate, amend rooming arrangements in timetable so that unnecessary movement is avoided (it is likely that this will only apply to a limited number of groups in YY7-8 • Ensure teacher’s desks in teaching rooms are completely clear so they can be cleaned at the end of the day 		
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		<ul style="list-style-type: none"> • Publish clear rules (including for queuing where necessary) for entry to and exit from each classroom • Publish clear rules for ways of working and interaction in each classroom; these should reflect the teaching and learning requirements of each subject and should be incorporated into • Remove all upholstered furniture which cannot be easily cleaned from teaching rooms • Conduct subject specific risk assessments for practical subjects including Science, Design Technology, Computer Science, Performing Arts and PE to include control measure such as: <ul style="list-style-type: none"> ➤ Curriculum modification ➤ Changes to use of equipment to eliminate sharing and ensure effective cleaning ➤ Changes to rules on social distancing ➤ Alteration to rooms ➤ Arrangements for changing where required (in the first instance we will allow students who have PE to where their PE uniform for the whole of the day to avoid the need for changing) • Add Covid-19 addendum to Behaviour Policy stipulating requirement to comply with all aspects of the risk assessment and setting out sanctions (up to and including exclusion) for students who fail to do so • Identify any students who may not comply with the requirements of the Risk Assessment (owing to poor behaviour, SEND or any other reason) and undertake individual risk assessments • Include all aspects of classroom risk assessments in staff and student briefings briefings and parent email at/before the start of term (NB the start of term will be 		
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			staggered so that Year 7 will start on 2.9.20; YY 10-11 on 3.9.20 and YY 8-9 on 4.9.20.)		
Transmission of Covid-19 to a member of staff in a lesson	Low-Moderate	Moderate-High	<p>As above plus:</p> <ul style="list-style-type: none"> • Ensure staff who are clinically extremely vulnerable are not working in classrooms • Allocate Room 18 and conference room as withdrawal rooms for socially distanced TA support • Mark out a 2m “exclusion zone around the teacher’s desk. Wherever possible, the teacher should remain in this zone and students outside it 	Low	Moderate
Transmission of Covid-19 to a TA or other member of staff providing 1:1 support	Low-Moderate	Moderate/High (1)	<ul style="list-style-type: none"> • Risk assess any individual students in need of support decide on specific control measures (up to and including the use of PPE or continuing with remote education for safety reasons) particularly for any students who have shown themselves to: <ul style="list-style-type: none"> ➢ Be overly affectionate ➢ Be emotionally very fragile and in need of reassurance ➢ Require personal care ➢ Be overly physical if frustrated or defiant • Explain to students (including through the use of social stories where necessary) that no staff will come within 2m to support them • Designate withdrawal rooms for socially distanced TA support • Remove all upholstered furniture which cannot be easily cleaned from withdrawal rooms • Include all aspects of working with 1:1 support in staff and student briefings and parent email at/before the start of term (NB the start of term will be staggered so that Year 7 will start on 2.9.20; YY 10-11 on 3.9.20 and YY 8-9 on 4.9.20.) 	Low	Moderate

<p>Transmission of Covid 19 while students are entering or leaving the Academy at the beginning and end of the day</p>	<p>Low-Moderate</p>	<p>Moderate/High (1)</p>	<ul style="list-style-type: none"> • Stagger the start and finish times of the school day by 20 minutes for each key stage (see daily schedule above) • Begin the day with students in form groups at their fire alarm muster points. • Check with students that neither they nor any of their household have symptoms before they enter the building. • Send form groups in to the building a group at a time to a designated toilet for hand washing. • Ensure all students wash hands using soap and water on entry to the building • Interview all students on entry to check that they and all members of their household are symptom free. • In the event of heavy rain, use the Sports Hall for pre entry checksKS3 leave the building at 3.00; Key Stage 4 at 3.20 • Include all aspects of entering and leaving the site in staff and student briefings and parent email at/before the start of term (NB the start of term will be staggered so that Year 7 will start on 2.9.20; YY 10-11 on 3.9.20 and YY 8-9 on 4.9.20.) 	<p>Low</p>	<p>Moderate</p>
<p>Transmission of Covid-19 on the corridors</p>	<p>Low</p>	<p>Moderate/High (1)</p>	<ul style="list-style-type: none"> • Put bins on corridors to support Catch-it- Bin It Kill It • Plan and implement predominantly 1- way system around corridors • Install signage to reinforce predominantly 1-way system • Include all aspects of movement around corridors in staff and student briefings and parent email at/before the start of term (NB the start of term will be staggered so that Year 7 will start on 2.9.20; YY 10-11 on 3.9.20 and YY 8-9 on 4.9.20.) 	<p>Low</p>	<p>Moderate</p>

Transmission of Covid-19 in the dining room	Low-Moderate	Moderate/High (1)	<ul style="list-style-type: none"> • Designate students to four “bubbles”: Year 7, Year 8, Year 9 and Year 10/11 • Stagger break and lunchtimes so that only one bubble is in the dining room at a time • Alternate use of stools and counters and chairs/tables so that surfaces can be cleaned between use • Arrange with catering company for meals to be pre-bagged for collection at the counter • Include all aspects of break and lunchtimes in staff and student briefings and parent email at/before the start of term (NB the start of term will be staggered so that Year 7 will start on 2.9.20; YY 10-11 on 3.9.20 and YY 8-9 on 4.9.20.) 	Low	Moderate
Transmission of Covid-19 during break and lunch time	Low-Moderate	Moderate/High (1)	<ul style="list-style-type: none"> • Supervise students out of doors to ensure that there are no sports or other activities which breach social distancing rules • Include all aspects of breaks and lunchtimes in staff and student briefings and parent email at/before the start of term (NB the start of term will be staggered so that Year 7 will start on 2.9.20; YY 10-11 on 3.9.20 and YY 8-9 on 4.9.20.) 	Low	Moderate
Transmission of Covid-19 by students using toilets	Low-Moderate	Moderate/High (1)	<ul style="list-style-type: none"> • Posters in toilets reminding students of hand washing protocols • Include all aspects of use of toilets in staff briefings and parent email during fortnight beginning 1.6.20 and individual student briefing during week beginning 15.6.20 	Low	Moderate
Transmission of Covid-19 to staff administering first aid	Low-Moderate	Moderate/High (1)	<ul style="list-style-type: none"> • Ensure all first aiders are familiar with PHE guidance: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and- 	Low	Moderate

			<p>others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <ul style="list-style-type: none"> • Ensure all first aiders are familiar with the location and correct use of PPPE equipment for use in emergencies 		
Transmission of Covid-19 from staff or students at Park Lane School	Low-Moderate	Moderate/High (1)	<ul style="list-style-type: none"> • Agree use of entrance and start time to avoid congestion • Where appropriate, individual Risk Assessments for PLS students to assess their capability of following self isolation rules • PLS students to use toilet within base • PLS students limited to PLS base • SG to take lead role in liaising with Park Lane and troubleshooting any issues which arise 	Low	Moderate
Transmission of Covid-19 from visitors	Low-Moderate	Moderate/High (1)	<ul style="list-style-type: none"> • Install protective screen at reception • Do not invite any non-essential visitors on to school site • Conduct meetings with parents and other agencies by video link wherever possible • Conduct unavoidable meetings with parents and other agencies in the waiting room • Clean all surfaces in the waiting room each day • Ensure essential visitors sign a declaration that they are free of the symptoms of Covid-19 	Low	Moderate
Transmission of Covid-19 to staff or students who are clinically vulnerable or clinically extremely vulnerable	Low-Moderate	High	<ul style="list-style-type: none"> • As the guidance is now that such staff and students can return to work in Covid secure environments, such staff and students will be in school unless there is medical advice to the contrary • Clinically extremely vulnerable staff will only work in classrooms if they are satisfied that there are sufficient control measures in place • Clinically vulnerable staff and students (including those who are pregnant, over 60 or from a BAME group) will be offered individual risk assessments to identify any 	Low	High

			additional control measures which should be put in place.		
Transmission of Covid-19 between Academy staff	Low-Moderate	Moderate-High	<ul style="list-style-type: none"> • Remind staff to wash their hands on arrival, before and after lessons, and before and after lunchtime • Remind staff of the Catch It- Bin It- Kill It protocol • Continue to run all scheduled staff meetings virtually • Decommission staff room as social area and ask staff to use classrooms or subject based work rooms for non contact time and breaks and lunchtimes • Specify social distancing rules for each office space • Avoid non essential face to face meetings and training events with colleagues outside of school 	Low	Moderate
Transmission of Covid-19 as a result of inappropriate use of face coverings	Low-Moderate	Moderate-High	<ul style="list-style-type: none"> • Follow DfE and HSE guidance that face coverings are not recommended in schools • Follow HSE advice to support members of staff who choose to wear a face covering, advising these colleagues on their safe use • Consider including use of masks in individual risk assessments particularly where a high level of anxiety is a factor • Ensure any students wearing masks as part of individual risk assessments are fully briefed on their safe use. 	Low	Moderate
Transmission of Covid-19 to students taking part in extra curricular provision	Low-Moderate	Moderate	<ul style="list-style-type: none"> • PE extra curricular provision to be based in bubbles on different days in the first instance • Introduction of online fitness classes as part of PE provision • Music provision to be limited to bubbles or on line in preparation for “virtual” Christmas concert. • YY7-9 enrichment provision to be in bubbles in the first instance 	Low	Moderate

Transmission of Covid-19 to a student while learning outside the Academy estate	Low-Moderate	Moderate/High	<ul style="list-style-type: none"> Secure prior agreement of headteacher and EVC for any learning activity that takes students off the Academy estate Ensure risk assessment for the activity includes control measures for managing the risk of transmission of Covid-19 	Low	Moderate
Transmission of Covid 19 to a student working full or part time in Alternative Provision	Low-Moderate	Low-Moderate	<ul style="list-style-type: none"> Inspect details of Risk Assessments from AP placements before students take up places in September Ensure students moving between AP placements and the Academy are checked for symptoms on re-entry to the Academy 	Low	Moderate
Transmission of Covid-19 to a member of the Academy community en route to or from school	Low-Moderate	Moderate/High	<ul style="list-style-type: none"> Advise staff and students against travelling by public transport If there is no alternative to public transport, make personalised adjustments to the staggered day so that it is not used at peak periods Advise staff and students against sharing a car with anyone from a different household Ask parents to avoid driving onto the learning zone if possible and, where this is unavoidable, to exercise particular care. Advise parents and students against walking to school with students from outside their bubble 	Low	Moderate
Lack of capacity to implement control measures in Risk Assessment owing to high number of absent staff	Moderate	Moderate/High	<ul style="list-style-type: none"> Implement all control measures above Staff to inform bubble leaders of possible absence by 3.00 on the previous day if possible Staff taken ill overnight to inform bubble leaders of absence by 7.00 am Identify back up staff to cover each bubble if possible Establish group email via School Comms so that parents can be informed at the earliest possible point if a “bubble” needs to close on any particular day 	Low	Moderate

Failure to engage effectively with NHS track and trace systems	Low-Moderate	Moderate-High	<ul style="list-style-type: none"> • Ensure all staff are briefed on track and trace system • Ensure all SLT have local health protection team contact details • Ensure parents of any child with symptoms are given details of track and trace system 	Low	Moderate-High
Risk that Covid-19 related control measures compromise control measures in our Fire Risk Assessment	Moderate	High	<ul style="list-style-type: none"> • Leave fire doors on corridors closed • Ensure cleaning schedule includes regular cleaning of handles on fire doors • Ensure everybody understands that the one way system does not apply in the case of an emergency evacuation • Mark socially distanced muster points for fire alarms 	Low	Moderate

Notes

(1) The gross likelihood is the likelihood of infection if no control measures were in place (ie if the Academy was operating as normal). The net likelihood is the likelihood given the effective implementation of the control measures set out in this risk assessment. The impact would be high for those who are extremely clinically vulnerable. It would be moderate for other members of the Academy community.

(2) Following a change to the advice on 18th May, the NHS now advises that:

The main symptoms of coronavirus are:

- ***a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)***
- ***a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)***
- ***a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal***

(3) If a student or a member of staff becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. 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. 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. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). 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. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.