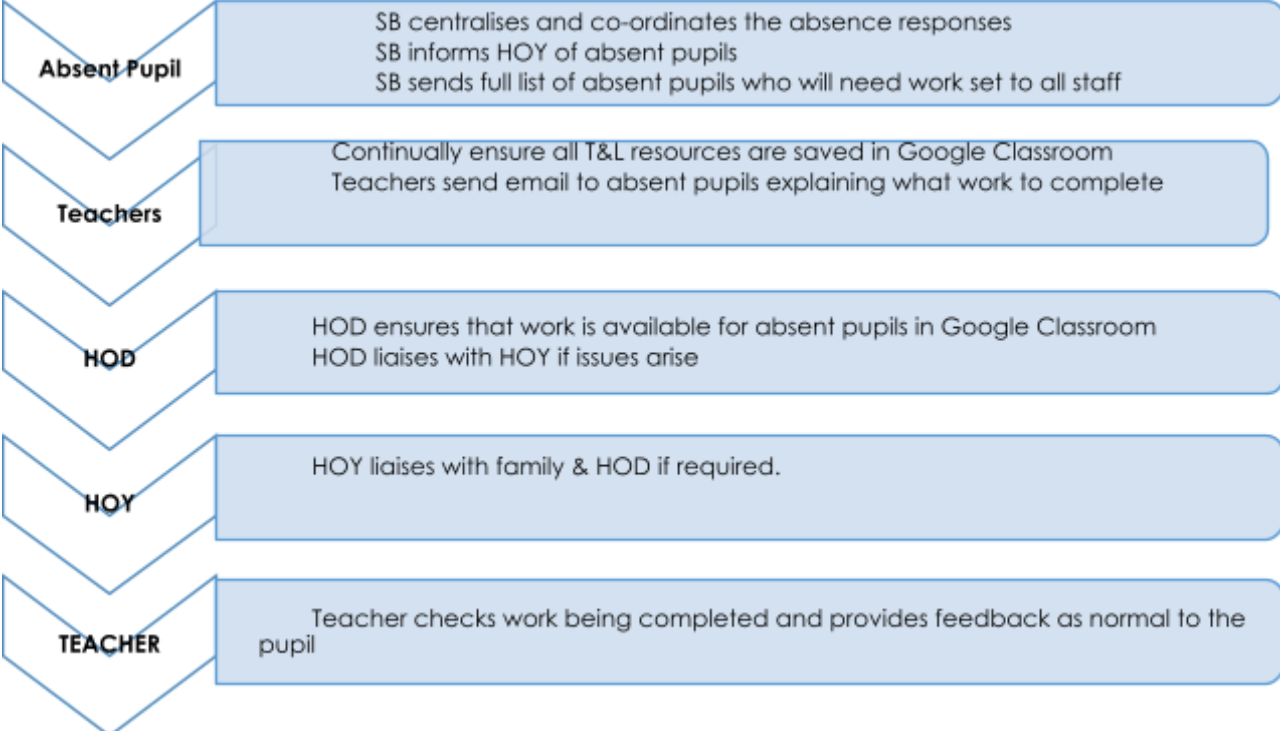


# Rushden Academy Covid-19 Risk Assessment March 2022 Updated Version 16

| Making the workplace COVID-secure       | Control measures to reduce transmission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Responsibility                                                     | Risk Rating |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-------------|
| To reduce risk of transmitting Covid-19 | <ul style="list-style-type: none"> <li>Risk assessment V16 is available on the website</li> <li>Individuals should <b>still</b> stay at home for Covid-related reasons if: <ul style="list-style-type: none"> <li>they are symptomatic</li> <li>they have tested positive with a PCR or LFD</li> </ul> </li> </ul> <p>Main symptoms:</p> <p><b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p> <p><b>a new, continuous cough</b> – 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)</p> <p><b>a loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</p> <ul style="list-style-type: none"> <li>If a pupil has coronavirus symptoms whilst at school they are to self-isolate in the medical room, with the door outside left open, the window open but the internal door closed. Discretion will be used if the weather is poor. Parents/carers will be called immediately to collect.</li> <li>A member of staff in student services will inform LW and the medical room will then undergo a deep clean &amp; so too will the classroom.</li> <li>If a member of staff has coronavirus symptoms whilst at school, they must inform SLT immediately and leave the school site</li> <li>Public health advice for People with COVID-19 and their contacts changed from 24 February. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.</li> <li>From 21 February, staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Further information is available in the NHS get tested for COVID-19 guidance.</li> <li>While you're no longer required by law to self-isolate if you have COVID-19, you should still stay at home and avoid contact with other people.</li> <li>On day 5 &amp; 6 test to see if you are negative, if you have 2 consecutive negative days you can return to work. Regardless of test results you can return to work after 10 days of isolation</li> </ul> | <p>JB</p> <p>All</p> <p>Student/Staff</p> <p>Site</p> <p>Staff</p> | Medium      |

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|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------|
| Absent pupils        | <ul style="list-style-type: none"> <li>Please follow procedure:</li> </ul>  <pre> graph TD     A[Absent Pupil] --&gt; B[Teachers]     B --&gt; C[HOD]     C --&gt; D[HOY]     D --&gt; E[TEACHER]   </pre> <p><b>Absent Pupil</b><br/>SB centralises and co-ordinates the absence responses<br/>SB informs HOY of absent pupils<br/>SB sends full list of absent pupils who will need work set to all staff</p> <p><b>Teachers</b><br/>Continually ensure all T&amp;L resources are saved in Google Classroom<br/>Teachers send email to absent pupils explaining what work to complete</p> <p><b>HOD</b><br/>HOD ensures that work is available for absent pupils in Google Classroom<br/>HOD liaises with HOY if issues arise</p> <p><b>HOY</b><br/>HOY liaises with family &amp; HOD if required.</p> <p><b>TEACHER</b><br/>Teacher checks work being completed and provides feedback as normal to the pupil</p> | All                                                                       | Low    |
| Arriving at school   | <ul style="list-style-type: none"> <li>Pupils are encouraged to walk or bike to school</li> <li>All pupils can use either Spencer Gate or Hayway entrance/exit</li> <li>Pupils arrive in school uniform, staff in office dress.</li> <li>All staff must sign-in and out of school daily using lanyards</li> <li>Pupils/Students on site must be registered on G4S</li> <li>Leaders will be out and about ensuring orderly entry to school</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | FT HOY SLT<br>FT HOY SLT<br>FT HOY SLT<br>Staff<br>Staff<br>SLT & Leaders | Low    |
| Attending school     | <ul style="list-style-type: none"> <li>Attendance is mandatory</li> <li>All clinically extremely vulnerable (CEV) children and young people should attend school, unless a specialist has advised not to</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Staff / Pupils<br><br>All                                                 | Medium |
| Lateral Flow testing | <ul style="list-style-type: none"> <li>We are no longer required to test</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                           |        |

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|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------|
| Outbreak Management                   | <ul style="list-style-type: none"> <li>Face masks may be reintroduced</li> <li>Bubbles may be reinstated</li> <li>Assemblies and social gatherings will be cancelled</li> <li>Some staff will be required to wear PPE especially for deep cleaning tasks</li> <li>Bespoke risk assessments may be reinstated</li> <li>Educational visits may be suspended/cancelled, please seek advice from trip specialist before booking any trips</li> <li>If the academy cannot function safely there may be times where we have to partially or fully close.</li> <li>The academy will seek public health support if numbers increase significantly.</li> <li>The academy will refer to DFE guidance and consult with TLT, trade unions and other H&amp;S legislation where appropriate to make informed decisions in order to keep the community safe.</li> <li>Other precautions may be reinstated as advised</li> </ul> | Leaders<br>Leaders             | Low    |
| Face masks                            | <ul style="list-style-type: none"> <li>Face masks are no longer required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | All                            |        |
| Classrooms & movement between lessons | <ul style="list-style-type: none"> <li>When moving around school, please stay close to the left</li> <li>Where possible pupils enter classrooms via external doors</li> <li>Staff must keep seating plans updated on G4S</li> <li>Staff have available wipes/sprays/sanitisers/tissues/bins</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | All<br>All<br>All<br>All       | Medium |
| Science Labs                          | <ul style="list-style-type: none"> <li>Pupils must not use their own sanitisers when in labs only those provided by the school due to health and safety reasons</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Teachers                       | Medium |
| Homework                              | <ul style="list-style-type: none"> <li>Set as normal and mark as normal</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Teachers                       | Low    |
| Communal events                       | <ul style="list-style-type: none"> <li>Assemblies as normal in LT or MH</li> <li>Changing rooms to be used as normal</li> <li>Extra-curricular events continue as normal</li> <li>Booking trips – leaders to check adequate financial protection in place before booking, avoid international trips, speak to LB before confirming booking</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Leaders/FT<br>PE<br>All<br>All | Low    |
| Control measures:                     | <ul style="list-style-type: none"> <li>All to ensure good hygiene</li> <li>To maintain cleaning regimes as planned</li> <li>Ensure occupied spaces are well ventilated.</li> <li>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | All                            |        |
| Toilets                               | <ul style="list-style-type: none"> <li>There is a robust toilet cleaning programme in place throughout the day to ensure regular cleaning</li> <li>Toilets will have a regular supply of hot and cold water along with soap and disposable hand towels</li> <li>Staff will use staff toilets and they will be regularly cleaned</li> <li>Everyone is expected to wash hands regularly as per guidance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Site<br>Site<br>Site<br>All    | Medium |

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|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------|
| Lockers                                  | <ul style="list-style-type: none"> <li>Available</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Pupils                              | Low    |
| Breaks & lunches                         | <ul style="list-style-type: none"> <li>Breaks &amp; lunches are now at the same time</li> <li>Pupils are not required to use certain eating areas</li> <li>Water taps are reinstated</li> <li>Staff will be punctual for duties</li> </ul>                                                                                                                                                                                                                                                                                                                                    | All<br>Pupils<br>Pupils<br>Staff    | Low    |
| Communication / Consultation             | <ul style="list-style-type: none"> <li>LW is the H&amp;S Officer. All issues reported to LW who disseminates according to severity of risk</li> <li>Consultation continues with staff to ensure the risk assessment is robust and the team feel safe</li> <li>Clear written guidance will be shared with staff, parents, and pupils and located on the website</li> <li>Weekly feedback will be shared via SLT log, school bulletin and in virtual briefings</li> <li>The risk assessment will be revisited continuously and amended according, this is version 16</li> </ul> | Site<br>All<br>JB<br>JB<br>JB       | Low    |
| Arrival of visitors including deliveries | <ul style="list-style-type: none"> <li>Visits to school should be appointment only</li> <li>Main reception is fitted with an intercom system &amp; the screen will always be closed</li> <li>Student services has a screen fitted</li> <li>Large deliveries will go via the site team</li> <li>Small deliveries will be left in the main reception</li> </ul>                                                                                                                                                                                                                 | All<br>Site<br>Site<br>Site<br>Site | Low    |
| Attendance                               | <ul style="list-style-type: none"> <li>Attendance is mandatory</li> <li>Staff &amp; pupils to follow absence reporting procedures for illness and accidents</li> <li>Leaders will support families to ensure pupils are back in school</li> </ul>                                                                                                                                                                                                                                                                                                                             | All<br>All<br>SLT & leaders         | Low    |
| Departing from school                    | <ul style="list-style-type: none"> <li>All pupils will leave at the same time and can use either Spencer Gate or Hayway</li> <li>Leaders will be out and about ensuring orderly exit from school</li> </ul>                                                                                                                                                                                                                                                                                                                                                                   | SLT & leaders<br>SLT & leaders      | Medium |
| Removal of waste                         | <ul style="list-style-type: none"> <li>Site to follow the guidance of rubbish removal company</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Site / LW                           | Medium |
| Sixth form centre                        | <ul style="list-style-type: none"> <li>To be used as normal, keep well ventilated</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Site                                | Low    |
| SEND area                                | <ul style="list-style-type: none"> <li>To be used as normal, keep well ventilated</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Site                                | Low    |
| Hub                                      | <ul style="list-style-type: none"> <li>To be used as normal, keep well ventilated</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Site                                | Low    |
| Lecture Theatre                          | <ul style="list-style-type: none"> <li>To be used as normal, keep well ventilated</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Site                                | Low    |
| Library                                  | <ul style="list-style-type: none"> <li>To be used as normal, keep well ventilated</li> <li>Click and delivery service on offer along with E -platform, electronic and audible books</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                | Site<br>Librarian                   | Low    |
| Meetings                                 | <ul style="list-style-type: none"> <li>As normal, keep well ventilated</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | All                                 | Low    |
| Performing Arts Practice Room            | <ul style="list-style-type: none"> <li>To be used as normal, keep well ventilated</li> <li>To produce risk assessments for special events especially if visitors will be attending the site</li> </ul>                                                                                                                                                                                                                                                                                                                                                                        | Site                                | Low    |
| Remote T&L                               | <ul style="list-style-type: none"> <li>Teachers to set work in Google Classroom for long-term absent pupils</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Teachers                            | Low    |
| Exams                                    | <ul style="list-style-type: none"> <li>Refer to revised Exam Protocol for updated guidance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | All                                 | Low    |
| Evacuation Procedures                    | <ul style="list-style-type: none"> <li>All staff and pupils to congregate behind Creative Arts &amp; tennis courts and follow normal procedures</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                    | RM LW                               | Low    |

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| Medical Room              | <ul style="list-style-type: none"> <li>As normal, keep well ventilated</li> </ul>                                                                                                                                                                                                                                                                                                                                                   | First Aider                                    | Medium |
| Mental Health & Wellbeing | <ul style="list-style-type: none"> <li>Ethos Team are available for all</li> <li>All staff received training to support and give advice on mental health &amp; wellbeing</li> <li>Regular Google Hangouts virtually or face to face with staff</li> <li>WB Committee set up with many activities available</li> <li>Access to well-being and mental Health support communicated and shared with staff on a regular basis</li> </ul> | Ethos leader<br>Staff<br>Leaders<br>Ethos Team | Low    |
| Behaviour                 | <ul style="list-style-type: none"> <li>As normal, all to follow the Behaviour &amp; Exclusion Policy</li> </ul>                                                                                                                                                                                                                                                                                                                     | All                                            | Low    |
| Fire Safety checks        | <ul style="list-style-type: none"> <li>Fire risk assessment complete</li> <li>Fire alarms, emergency lighting, fire extinguishers are working</li> <li>Fire escape routes are clearly marked</li> <li>Fire safety equipment is in good working order</li> <li>Stock is safely and securely stored</li> <li>Staff are clear re: fire procedures</li> </ul>                                                                           | LW & LB                                        | Low    |