

Beck Row Primary Academy - PARTIAL ACADEMY RETURN - COVID-19

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HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to academy	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Start time for each year/bubble group to be staggered 15 minutes apart when arriving at the academy. • Area outside pedestrian gates will be clearly marked to show 2 metre waiting spaces for social distancing. • Parents will bring pupils through the pedestrian gate one at a time to designated pupil bubble group area clearly marked outside academy. • Parents of Year 1 and Year 6 pupils will exit site through gate located on the field creating a one-way system. • Parents of reception pupils will exit the site through the gate located on the main road creating a one-way system. • Bubble group areas clearly marked 2 metres between each line and 2 metre spaces in each group area to meet social distancing requirements. • Reception bubble groups will access the academy through EYFS play area directly into their classrooms. • Years 1 and 6 will access the academy directly into their class spaces. • Collection and pupil leaving times will be staggered and will use the same one-way system as morning. • 2 metre spaces are clearly marked out on pedestrian 	HIGH	Yes	

			<p>routes into the car park and 2 metre rules enforced while they are waiting for staff to receive their children.</p> <ul style="list-style-type: none"> • Staff members, who are outside, enforcing the rules should wear a face covering visor, mask and gloves. • Staff members receiving pupils should wear a face covering visor, a mask and gloves. 			
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff receiving children are to wear a face covering visor, a mask and gloves. • Staff will direct children to use the hand sanitiser on entry into their classroom, or they will be directed to the sinks within their rooms to wash their hands (member of staff will supervise). • Staff working with pupils who require intimate care to use PPE at all times and replenish as needed throughout the day in line with the PPE procedure. 	HIGH	Yes	
Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • The classroom will be set up to ensure a 2-metre rule is in place between each child (unless siblings are in the same bubble group and they may sit together). • The teacher's desk will be kept 2 metres away from the children's tables. • Tissues will be available around the rooms for pupils to use when coughing or sneezing and they must go into a lidded bin after one use. • Maximum numbers of pupils per individual classrooms to safely meet requirements is 8. Some classrooms may be opened up to increase the total capacity of a bubble group to 16, maintaining social distancing. The hall has a maximum capacity of 20. • Capacity reviews have been completed and plans detailing the arrangements are available to pupils, staff and parents on the website. 	HIGH	YES	

			<ul style="list-style-type: none"> • Soft toys will be removed from classrooms. • No glue sticks or paintbrushes are to be used during lessons. • Hand sanitiser will be provided in every room. • Closed lid bin to be provided in every classroom and office area. 			
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Teaching staff must keep safe distances at all times, where possible, when teaching. • Where children may require extra assistance a 2-metre rule must try to be enforced. • Where a 2-metre rule cannot be met staff members must use the PPE available to them (visors, masks, gloves and aprons). • Hand sanitisers in every classroom must be used by new individuals entering the room. • Soft toys will be removed from classrooms. • No glue sticks or paintbrushes will be used during lessons. 	HIGH	YES	
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> • Hand dryers should not be used and must be isolated. Paper towels are to be used and disposed of in lidded bins. • Children to be informed of the importance of washing their hands after using the toilet and on their return to the classroom, should use the hand sanitiser. • Posters will be placed around site to reinforce good hand hygiene. • Toilet breaks to take place at designated times throughout the day and staggered across year groups. • Each bubble group to use nearest facility to their class space. • Toilets in use will be clearly marked out on-site plan. 	MEDIUM	YES	

			<ul style="list-style-type: none"> • Pupils will use hand sanitiser in classrooms every time they enter. 			
Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Pupils will remain in their bubble group when outside for breaks/lunch/activities. • Break times will be staggered to minimise contact and the risk of infection. • Areas for each bubble group to be clearly marked on the field and playground with each group using the same area everyday. • Pupils informed again of the importance of social distancing whilst outside. • Teachers to provide activities which can abide by the rules. • Supervising staff must keep a 2-metre distance from each other at all times. PPE available for staff to use where this is not possible 	MEDIUM	YES	
Break Times – Staff Room to be closed at all times	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff room capacity is to be monitored throughout the day and no more than 2 occupants at any one time. • Plastic cups to be provided removing the need for use of mugs or glasses. • Staff must sit at least 2 metres apart from each other whilst eating. • Staff must bring their own food and make their own drinks using the plastic cups provided. • A designated member of staff is to eat lunch with pupils in the classroom or a designated outside area. • Breaks to take place during lunch when pupil bubble groups are taken outside to their designated area and supervised by Midday Supervisors or a TA. 			
Break Times Classrooms	Staff Children	Spread of Infection due	<ul style="list-style-type: none"> • Members of cleaning staff will be working throughout the day to thoroughly clean all touch points. 	MEDIUM	YES	

		to close contact	<ul style="list-style-type: none"> • During breaks, the tables and door handles will be cleaned with a disinfectant or disinfectant spray. • If a child releases bodily fluid in a class space, the affected area is to be cleaned with anti-bacterial spray and wiped with paper towels by a staff member. • Staff must wear a mask and gloves whilst carrying out this task and wash hands after cleaning. • Where possible, doors are to be left open to minimise touching and contact with handles or push plates during the working day. 			
Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Cold packed lunches will be provided by the catering provider and prepared on site. All pupils are to receive this service, removing the need to bring food from outside of academy. • Bottled water is to be provided for pupils and each pupil is to keep their own water on desk removing the need to bring drinks from outside the academy. • Lunches to be delivered to each class space by catering staff. • All dietary requirements have been reviewed before re-opening and details recorded for new pupils receiving on-site catering. • Tables are positioned apart in classrooms to ensure safe social distancing is continued. • Catering staff are to wear PPE when delivering lunches to class spaces. 	MEDIUM	YES	
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where minor first aid treatment is required, first aiders must ensure they wear gloves and a face covering mask, visor, gloves and apron, following the ATT procedure when dealing with injuries. • Where possible (age and maturity of child) ask them to 	HIGH	YES	

			<p>wipe away any blood or hold a cold compress etc.</p> <ul style="list-style-type: none"> • Where this is not possible, staff members to wear PPE and dispose of items into a lidded bin immediately after use. • Records of injury and treatment are maintained and to include who administered the first aid treatment. • Always wash hands after contact. • PPE used for first aid must be disposed of after use. • Staff to wash hands and sanitise after removal of PPE. 			
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • In the event of a serious injury or incident, call 999 immediately. • Wear face covering visor, mask and gloves when in close contact or dealing with bodily fluids. • In the event of CPR being required, it is advised only chest compressions are given. • Always wash hands and sanitise after contact. 	HIGH	YES	
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • Staff must wear a face covering mask and/or visor if having to deliver close contact first aid and follow the ATT procedure for administering first aid (always refer to up to date information from Gov.UK). • Any dressings used to be double bagged. • Where any medications are administered, try and encourage the pupils to self-administer or if not possible the staff member must wear a face covering visor, mask, apron and gloves which must be disposed of immediately after use (always refer to up to date information from Gov.UK). • Staff are to wash hands and sanitise after first aid procedures have taken place and PPE removed. 	HIGH	YES	

			<ul style="list-style-type: none"> • Special attention must be applied for pupils with specific needs, including the administration of Insulin and safe storage of this medication. 			
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must: <ul style="list-style-type: none"> • wear gloves. • wear an apron. • wear a mask. • wear a visor. • Nappies, wipes etc. must be double bagged and placed into a lidded bin. • Soiled clothes to be double-bagged and given to parents on collection of the child. • Staff must wash their hands once gloves and masks are removed and disposed of. • ATT procedure to be displayed outlining instructions, which must be followed. • Record all intimate care carried out. 	HIGH	YES	
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. • Encourage child to use a tissue to wipe eyes/nose etc. • If contact is required, wear a face covering visor or mask. • Always wash and sanitise hands after contact. 	MEDIUM	YES	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible, allow the child to vent their frustrations. • Where possible, allow child to be in a room on their own or outside. • If team teach techniques are required, it is advised face covering mask or visor, apron and gloves are worn. • Pupils may need separate care and attention in another spaces, these areas are to be designated by the 	HIGH	YES	

			academy and PPE used at all times.			
Children leaving at the end of the academy day. Primary	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> One-way system in place with a staff member supervising outside to inform parents to abide by the 2-metre social distancing rule. Pedestrian areas outside main entrance are to be marked clearly with 2-metre spacing to ensure social distancing measures are met. Collection and pupil leaving times will be staggered and the process outlined within Access/Egress procedure document. Children released when parent is next in queue and child will be fetched from their classroom. 	HIGH	YES	
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Parents will be informed that the majority of conversations with staff will be over the phone or, if this is not possible, a meeting will be arranged, and social distancing rules observed. PPE will be available for staff to use, if social distancing requirements cannot be met. Parents will be not be allowed to linger on the academy site and 2-metre spaces will be clearly marked outside the academy gates and monitored by staff to discourage parents from congregating together. 	HIGH	YES	
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> All staff, returning back to work, must ensure they are aware of the current guidelines in regard to social distancing and washing hands on a regular basis. All staff are able to access the following information on-line for up to date information on COVID-19: <ul style="list-style-type: none"> ➤ Public Health England. ➤ Gov.co.uk. ➤ NHS. ➤ DfE. ➤ Department for Health and Social Care. 	MEDIUM	YES	

			<ul style="list-style-type: none"> • The relevant staff receive any necessary training that helps minimise the spread of infection available on ATT LMS and delivered online including: <ul style="list-style-type: none"> ○ Infectious diseases. ○ COVID19. ○ First Aid at Work. ○ First Aid Appointed Person. ○ First Aid/Riddor. • Staff are made aware of the academy's Infection Control procedures, in relation to Coronavirus via the website, emails and staff information packs provided during pre-opening meetings. • Staff to contact the Principal in line with the absence policy, as soon as possible, if they believe they may have been exposed to Coronavirus. • Parents are made aware of the academy's Infection Control procedures in relation to Coronavirus via the website, letters, posters or social media – They are informed that they must contact the academy, as soon as possible, if they believe their child has been exposed to Coronavirus. • Pupils are made aware of the academy's Infection Control procedures in relation to Coronavirus via academy staff and are informed that they must tell a member of staff should they feel unwell. • Any unwell pupil will be separated from their group and have their temperature taken immediately. 			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the academy reminding pupils and staff to wash their hands, e.g. before entering and leaving the academy. • Pupils and staff are encouraged to wash their hands 	HIGH	YES	

			<p>with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow the Infection Control procedures in accordance with the DfE and PHE's guidance.</p> <ul style="list-style-type: none"> • Sufficient amounts of soap and hand sanitiser is available in classrooms, clean water and paper towels are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary, using sinks in classrooms. • All hand dryers are to be isolated and taken out of use to limit the spread of infection and paper towels are to be provided for this purpose. • Pupils are forbidden from sharing cutlery, cups or food and from bringing these items in from home. • Academy to provide bottled water and packed lunches, prepared on-site, for pupils. • Air-con to be turned off with windows and doors (where appropriate) opened to provide natural ventilation. • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH policy and the Health and Safety policy. • Central ATT Estates Team to arrange enhanced cleaning prior to opening which will be undertaken where required – ATT Cleaning provider to provide guidance, risk assessments and cleaning specification prior to re-opening. 			
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible Coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms 	HIGH	YES	

			<p>and transmission of Coronavirus.</p> <ul style="list-style-type: none"> • Forehead temperature gun in use at the academy to take temperature of individuals and minimise contact between staff and pupils. • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to Coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. • The relevant member of staff calls for emergency assistance immediately if pupil's symptoms worsen. • The parents of unwell pupils are informed, as soon as possible, of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils, who are waiting to go home, are kept in a room which is not being used by other individuals. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care is to be taken when cleaning all hard surfaces. • Room to be taken out of circulation for 72 hours and pupils/staff to self-isolate in confirmed cases of COVID19. • Fogging treatment to be carried out to affected areas in confirmed cases. This is to be arranged by ATT estates, on notification. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the 			
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			<p>academy to minimise the spread of infection.</p> <ul style="list-style-type: none"> Any pupils who display signs of infection are taken home immediately, or as soon as practicable by their parents, but will be separated from their bubble group until such time – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. 			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using anti-bacterial spray and paper towels provided within class spaces, in line with guidance, using PPE at all times. Cleaning staff on site during opening hours to meet hygiene standards. Parents are informed not to bring their children to the academy, or on the academy premises, if they show signs of being unwell or believe they have been exposed to Coronavirus. Staff and pupils do not return to the academy before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. All pupil trips are to be on hold during this period of re-opening. Parents notify the academy if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. The academy, in liaison with individuals' medical 	HIGH	YES	

			<p>professionals (where necessary), will review the needs of pupils who are vulnerable to infections.</p> <ul style="list-style-type: none"> Any additional provisions for pupils who are vulnerable to infections are put in place by the Principal, in liaison with the pupil's parents, where necessary. In extreme cases involving significant risk, the decision not to return to academy can be taken in conjunction with the pupil's parents. 			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected Coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Principal or SLT, as soon as possible. The academy is consistent in its approach to the management of suspected and confirmed cases of Coronavirus, following the ATT procedure. The academy is informed by pupils' parents when pupils are due to return to the academy after having Coronavirus – The academy informs the relevant staff. Staff inform the Principal when they plan to return to work after having Coronavirus. Central Estates monitors the cleaning standards of the academy cleaning contractors. Additional measures required with regards to managing the spread of Coronavirus are being implemented with cleaning arrangements and specification outlined for the academy. 	HIGH	YES	
Lack of communication	Pupils Staff	Infection Control	<ul style="list-style-type: none"> The academy staff reports immediately to the Principal about any cases of suspected Coronavirus, even if they 	Medium	YES	

	Parents Others		<ul style="list-style-type: none"> are unsure. Temperature is to be taken should any pupil show signs of illness. The Principal contacts the local HPT or follows the advice given from and discusses this if any further action needs to be taken (where appropriate). The academy has put into place any actions or precautions advised by their local HPT. The academy keeps staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 			
Cleaning while Academy open	Staff	Infection Control	<ul style="list-style-type: none"> Cleaning staff are deployed during daytime opening hours 08:30 – 15:30, in addition to regular cleaning hours. All touchpoints and hard surfaces to be cleaned on a regular basis throughout the day, this will include; <ul style="list-style-type: none"> ➤ all door handles. ➤ all tables and chairs used by staff and pupils. ➤ toilet flushes and regular cleaning of toilets. ➤ separate specification to be issued by the cleaning contractor. All classrooms to have a spray disinfectant and disposable cloths to clear any spillages during occupation. Regular cleaning of surfaces will reduce the risk of spreading the virus. All used cloths are to be double-bagged and thrown away before placing in a lidded bin. 	MEDIUM	YES	
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection	<ul style="list-style-type: none"> Regional Manager review of Site Health and Safety will be completed prior to re-opening. No fire drill will take place during the initial re-opening, 	MEDIUM	YES	

		Control	<p>but procedures will be maintained in the event of a fire including clear sign posting of where to meet etc, in line with fire risk assessment.</p> <ul style="list-style-type: none"> • Statutory inspections are to continue but with social distancing in place at all times and are completed outside of opening hours (prior to 09:00, after 15:30 and weekends). • In-house inspections will continue to ensure the academy remains as safe as possible. • Property software will be regularly updated to show compliance. 			
Contractors in the academy	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> • Contractor visits will be completed outside of opening hours unless in case of emergency required to keep the academy open. • Where contractors are coming into the academy, they must complete an academy waiver stating they are free from symptoms and do not have COVID19. • ALL contractors must have up to date risk assessments and method statements and provide copies of these, along with COVID19 safety measures, prior to entry to the site. • Control measures regarding the Coronavirus must be included within their RAMs. • The academy is to ensure no pupils or staff are in the area where contractors are working. • Contractors will be advised not to use on-site facilities. • Contractors will be responsible for removing all rubbish they have created and to clean their area of work, prior to leaving. The area will then be thoroughly disinfected. • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the 	MEDIUM	YES	

			<p>academy site and complete an academy waiver form.</p> <ul style="list-style-type: none"> If they become aware of a contractor coming down with symptoms within 14 days of being at the academy, they must inform the academy immediately. 			
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted, as soon as practicable, in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	HIGH	YES	