

ALBRIGHT EDUCATION CENTRE

CORONAVIRUS RISK ASSESSMENT

Date:

Hazard/Risk	Who is at Risk?	*Risk Rating 1 – 5	Control Measures	Control Measures in Place Yes/No/NA	Person Responsible
<p>National guidelines are updated daily and school lapses in following advice</p> <p>Precautionary measures are not being followed in school</p>	<p>Staff and Pupils (for all)</p>	<p>2</p> <p>2</p>	<p>The school has the most recent information from government and this is distributed through school community</p> <p>HT to ensure daily checks are made with</p> <ul style="list-style-type: none"> • Government website <p>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email / letter</p> <p>Children updated via assembly as necessary</p> <ul style="list-style-type: none"> • Posters around school • Teachers to reiterate message in lessons/ pastoral time: covering your cough or sneeze with a tissue, then throwing the tissue in a bin. Hands, Face, Space message • Avoid touching your eyes, nose and mouth with unwashed hands 	<p>YES (for all)</p>	<p>HT</p> <p>Site Manager/ Staff</p>

<p>Specific guidelines regarding Sport & School Trips are not followed</p> <p>Staff do not report sickness</p> <p>Staff are unwell but attend school</p> <p>Staff absence increases</p>		<p>2</p> <p>2</p> <p>2</p> <p>3</p>	<ul style="list-style-type: none"> • Site Manager to ensure all toilet/bathroom facilities are well stocked with anti-bacterial hand wash/ soap • AF to share instructions with families around hand washing via website and newsletter • Site Manager to ensure cleaners resources are adequate and door handles, doors, toilet space, table tops, carpets are all cleaned thoroughly - particularly in Reception (clean and disinfect frequently touched objects and surfaces) at the start of each day • Site Manager to ensure paper hand towels are regularly re-filled • Ensure all pupils, staff and visitors use hand sanitizer on arrival in school <p>Staff to ensure children use wash their hands before or after play and before lunch</p> <p>Trips Usual risk assessments apply Teachers to follow updated national guidelines on travelling to central London and visiting populated places</p> <p>Headteacher (HT) to communicate to staff the importance of following national guidelines HT remind staff sickness policy and follow the HR guidance during lock down period/ staff self-isolation</p> <p>Staff to inform HT immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses - follow medical advice immediately</p>		<p>Reception staff</p> <p>Staff</p> <p>HT</p>
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		2	<p>Complete Asymptomatic Testing of all staff on a weekly basis to ensure any positive cases are identified in a timely manner and appropriate action is taken.</p>		All staff

<p>Siblings at another school report unwell and family confused as to appropriate action</p>		3	<p>HT to gain updated advice from Public Health England and Coronavirus hotline - to inform family immediately HT communication with families reiterate message of gaining advice from NHS 111</p> <p>HT to speak to admissions re: absence code if parents go against guidance and keep children off school</p>		HT
<p>Vulnerable children & adults in the school are exposed to illness</p>		3	<p>Self-declaration form to be filled out</p> <p>SENDCO to identify the most vulnerable children and staff from current medical information and self-declaration form Office Manager/ FSW/ SENDCO to contact all families on list above requesting updated health care plans and any detailed advice received from Doctors Office staff to update plans and distribute to all staff</p>		SENDCO/ FSW/ Office Manager
<p>Child or adult shows symptoms whilst at school</p>		4	<p>Staff report to HT Staff to get advice from NHS111 immediately & the public health England team. Advice on cleaning spaces will be given by Public Health England - await advice.</p> <p>Site Manager: Advice on rubbish which may have been contaminated: all waste that has been in contact with the individual - including tissues should be put in a plastic bag and ties, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until</p>		Staff/ HT Site Manager

			<p>results are available. If the test results are negative - to be put with normal waste. If positive to follow the advice of Health England.</p> <p>Staff to self- isolate - journey home by car</p> <p>Child reported to first aider and taken to designated area (First Aid Room) Parents informed immediately and asked to collect immediately and contact NHS on 111 First Aid room used as isolation room until parent collects - advice is for child to be supervised by an adult - to sit 2 meters away. Room to be isolated. Avoid touching people, surfaces or objects and advised to cover their mouth and nose with a disposable tissue</p> <p>Office Manager to get advice from NHS 111 and inform Chair of Governors.</p>		<p>Staff</p> <p>First Aider</p> <p>Office Manager</p>
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<p>Risk Rating –</p> <p>1 = Very unlikely/first aid injury or illness</p> <p>2 = Unlikely/minor injury or illness</p> <p>3 = Likely/ 3 day injury or illness</p>	<p>4 = Very likely/major injury, illness</p> <p>5 = Almost certain/fatality, disability, injury or illness</p>
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