

Risk Assessment for The Lyceum School

Risk Assessment for: Spring Term Whole School Return on 8th May 2021

Date of Risk Assessment: 18/05/20

Reviewed 20/06/20

05/01.21

Further Reviewed 03/03/21

Carried out by: SLT

Approved by:
Mark Bailey

Date 4th March 2021

<u>What are the Hazards?</u>	<u>Level of risk</u>			<u>Who might be harmed and how?</u>	<u>Control Measures</u>			
	Low	Med	High		Action to be taken to lower the risk.	Action by whom?	Action by when?	Level of risk reduced to low
Insufficient hygiene measures in place				Cross infection All school members	<ul style="list-style-type: none"> All adults and children to sanitise their hands on entering the building. Handwashing to be carried out 4 times each day by children and a tick chart to be filled in each day 	Adults and children	Ongoing	
Pupil arrives at school unwell				Possible Covid infection Pupils/staff	<ul style="list-style-type: none"> Temperature checks to be taken and recorded each day Letter home to parents asking them to be extra vigilant and not send sick children into school, however small the illness Extra vigilance at drop off times to spot any unwell children Any pupil who has taken any form of paracetamol or ibuprofen will not be allowed to attend for 48hours after symptoms have ended. 	Class teacher HLW – Newsletter to parents All staff	Friday Reminders in Newsletters Monday 8 th May	

				<ul style="list-style-type: none"> Any pupil who displays signs of a cold will not be allowed in school until 48 hours after symptoms have ended and a negative test result. 			
Staff member arrives at school unwell			Possible Covid infection Pupils/staff	<ul style="list-style-type: none"> Temperature checks to be taken and recorded each day 	Member of staff	Monday 8 th May	
Cross infection from cuddly toys or blankets used in Nursery Class during quiet time			Possible Covid infection	<ul style="list-style-type: none"> Children in Nursery Class to be allowed to bring in their own blanket and cushion for quiet time. These are to be kept in individual bags and not shared. Communal soft toys to be removed from classrooms temporarily 	Nursery Staff to inform parents	Friday 5 th May	
Cross infection from a member of staff or visitor to the school			Cross infection could spread between bubbles	<ul style="list-style-type: none"> Staff and visitors to wear masks when in corridors or enclosed areas. 	Staff and visitors	Staff meeting Friday 5 th March	
Cross infection from play equipment or classroom resources				<ul style="list-style-type: none"> Play equipment to be minimalised and multiple groups are not to use it simultaneously Playtime equipment to be assigned to different bubbles Pupils in older years to bring in their own equipment and not share Regular cleaning of soft furnishings, soft toys and removal of toys that are hard to clean. Encourage pupils to avoid touching their face, eyes, nose and mouth. 	Teachers to inform parents Staff Staff and pupils Staff During form time	Friday 5 th March Monday 8 th March	

Pupils' emotional health has been badly affected by Covid and lockdown				<ul style="list-style-type: none"> Pupils should be supported to understand the changes and challenges they are encountering as a result of COVID-19 and staff need to ensure they are aware of the need to put in extra emotional support at this time. 	Ongoing by all staff	Monday 8 th March	
General cross infection risk				<ul style="list-style-type: none"> provision of snacks should be within the space allocated to each "bubble" wherever possible. The use of communal internal spaces will be timetabled to allow the rooms to be cleaned (dining room) and aired (Hall) between classes. Doors and windows will be opened during use (where reasonable) and extra layers may be worn in classrooms when the weather is cold. Fire Doors to be fitted with automatic door closers Outdoor spaces should be used by different "bubbles" at different times of the day. Crossing of bubble in hallways is to be avoided wherever possible – timetables to be scrutinised 	Teachers and kitchen team SLT Teachers SLT SLT		
Infection from Peri teachers or club leaders				<ul style="list-style-type: none"> All peri teachers to follow school staff guidance and have Covid Rapid Flow test twice weekly, daily temperature checks and maintain social distancing. All lessons to be in spaces with plenty of ventilation. Face masks to be worn when not able to socially distance. 	Head of Music Department to inform music staff		
Increased cross infection risk from loud shouting or prolonged singing				<ul style="list-style-type: none"> No loud shouting allowed in classrooms. Loud singing to take place when outside. 	Teachers and pupils	Monday 8 th March	

					<ul style="list-style-type: none"> • Music lessons to take place in the hall with windows and doors open and singing to be conducted quietly and not for prolonged periods. Pupils to be socially distanced in their bubbles during choir and orchestra 			
Insufficient space for 'bubbles' to remain separate				Pupils/adults – cross infection	<ul style="list-style-type: none"> • The building is large enough for the two bubbles to remain separate. Astro turf has been divided into two so that children do not mix at playtimes and lunch times. 	HLW informed staff in staff meetings.	Opening of school	
Insufficient staffing for 'bubble breaks'				Pupils/adults – cross infection	<ul style="list-style-type: none"> • Each 'bubble has been assigned 2 adults. 	SLT.	Monday 8 th May	
Risk Assessment becomes outdated with changes.				Pupils, Parents, Staff, Visitors	<ul style="list-style-type: none"> • Regular review of risk assessments 	SLT to review risks each week and adapt RA accordingly.	Weekly meetings	
Pupil has Covid symptoms during school time					<ul style="list-style-type: none"> • If a pupil begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines. • A pupil awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation. • If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning 	Staff on duty	Ongoing	

					<p>products before being used by anyone else.</p> <ul style="list-style-type: none"> • If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • If clinical advice is needed, staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access) 			
SCR and other databases for any checks, permissions or training have become out of date during lockdown				Pupils may be at risk of harm	<ul style="list-style-type: none"> • Review SCR and other databases for any checks, permissions or training which have become out of date during lockdown 	MM/ST		
Hot and/or cold water supply		√		Pupils, Parents, Staff, Visitors	<ul style="list-style-type: none"> • Relevant checks to be carried out prior to staff and children returning to school. 	MM	Monday 8 th May	√
Legionella testing is not up to date		√		Pupils, Parents, Staff, Visitors	<ul style="list-style-type: none"> • Relevant checks to be carried out prior to staff and children returning to school. 	MM	Monday 8 th May	√
Gas Supply		√		Pupils, Parents, Staff, Visitors	<ul style="list-style-type: none"> • Relevant checks to be carried out prior to staff and children returning to school. 	MM	Monday 8 th May	√

Appliances not in good working order		√		Pupils, Parents, Staff, Visitors	<ul style="list-style-type: none"> Relevant checks to be carried out prior to staff and children returning to school. 	HR/MM	Monday 8 th May	√
Failure of equipment, alarm systems, call points, emergency lighting or fire doors				Pupils, Parents, Staff, Visitors	<ul style="list-style-type: none"> Continue regular testing of equipment, alarm systems, call points, emergency lighting and fire doors 	HR/MM	Ongoing	
People do not maintain social distancing rules in the event of a fire drill				Pupils, Parents, Staff, Visitors	<ul style="list-style-type: none"> Fire Drill procedures have been rewritten by HW 	HW	Monday 8 th May	
Security and access control systems are not working properly.				Pupils, Parents, Staff, Visitors	<ul style="list-style-type: none"> Consider plans for changing or updating codes and/or passwords 	MM	Ongoing	
Many usual school practices may need to be revised due to covid-19				Pupils, Parents, Staff, Visitors	<ul style="list-style-type: none"> Encourage staff to report any areas or practices they consider unsafe under current restrictions Continual vigilance Playtimes staggered so bubbles don't mix Staff to test twice each week for Covid 19 using the Lateral Flow Tests provided by Government 	SLT. All staff	Ongoing	
Cleaning in school needs to be upgraded to deal with new C19 risks.				Pupils, Parents, Staff, Visitors	<ul style="list-style-type: none"> Agree and implement any relevant changes to cleaning regime. Agree new frequency of cleaning and any necessary PPE. 	MM/HW	Monday 8 th May	

					<ul style="list-style-type: none"> • Deep clean to be arranged before school starts and thorough cleaning to be carried out each evening. • Horacio to clean all touched surfaces throughout the day. • Staff to wipe down and wash teaching equipment used at end of day and remain vigilant at all times 	MM HR All staff		
Staff feel anxious about travelling to and from work on public transport/working with children during the epidemic			√	Staff	<ul style="list-style-type: none"> • Ensure appropriate PPE for any staff travelling on public transport. • Set out all health and safety procedures clearly to allay anxieties wherever possible. 	HW	Monday 8 th May	
Lack of social distancing measures make school unsafe			√	Pupils and staff	<ul style="list-style-type: none"> • Adhere to government recommendations • Pupils to remain in their 'buddy bubbles' • Pupils aware that they need to stay in their 'bubbles' • Take out of use any areas not required and remove any furniture from use which impedes flow or social distancing requirements • Assemblies and House Meetings to take place outside or online • Social distancing markers have been placed on the pavement for drop offs 	SLT/ Maintenance Team	Ongoing	
Kitchen is not fully staffed/equipped to deal with lunch service.				Staff and pupils	<ul style="list-style-type: none"> • Ensure Holroyd Howe staff have sufficient time for appropriate 	HW	Monday 8 th May	

Procedures are not in place to prevent the spread of covid-19					cleaning procedures before service resumes			
Pupils and staff with underlying health issues or compromised immunity.				Pupils and staff	<ul style="list-style-type: none"> Consider the needs of any pupils and staff with underlying health issues or compromised immunity, and also expectant mothers. Guidance now includes increased risk for pregnant mothers past 28 weeks SLT to consider the needs of each pupil and member of staff and conduct Risk Assessments where necessary 	SLT	Ongoing	
Staff administering first aid coming into close contact with children					<ul style="list-style-type: none"> Consider PPE requirements for any staff undertaking medical care or other healthcare tasks Lead First Aider will be in school to deal with any sick children and will have PPE. 	MM	Monday 8 th May	
Staff or pupil member contracts Covid-19					<ul style="list-style-type: none"> The whole 'bubble' will self-isolate following government guidelines 	SLT	Monday 8 th May	
Social activity and playtime is restricted due to social distancing measures imposed.					<ul style="list-style-type: none"> Astroturf is separated into two areas and the bubbles do not mix. Timetables to ensure pupils stay away from other groups. When more pupils return, playtimes will take place at the park in separate bubbles 	SLT	Monday 8 th May	
Insufficient staffing to operate the school				Staff/pupils	<ul style="list-style-type: none"> Supply staff may be needed or contact other Duke's schools to see if they have any extra staff they do not need f 	SLT	Ongoing	
Staff are not aware of the procedures in place				Staff/pupils	<ul style="list-style-type: none"> Give a full briefing to all staff about how to stay safe on Friday 5th May 	SLT	Ongoing	

					Twice weekly briefings revising safety measures in school Staff to tell children about safety measures during registration times			
Pupil /staff wellbeing is compromised due to the return to the school building				Pupils/staff	<ul style="list-style-type: none"> • Ensure current arrangements for pupil/staff wellbeing • Regular 'worry workouts' to talk about how they are feeling • SLT to be available to staff. Duke's Hub has lots of ideas for staff to use for their own personal use and for their children 	ST	Ongoing	√
Prospective parents /pupils are unable to visit the school.					<ul style="list-style-type: none"> • Decide on appropriate procedures for parents of prospective pupils to view the school. • Organise virtual Open Days. • Consideration to arranging open days for agents for the Autumn term Government restrictions allowing. • Continue to use digital platforms to liaise with agents and families. 	CR, LB	Ongoing	
New families unaware of procedures				Pupils/Parents	<ul style="list-style-type: none"> • Tailor written guidance and handbooks for parents 	LB	Ongoing	
Induction of new pupils is not in place as usual. Pupils transferring to new schools are not communicated with as usual.				Pupils	<ul style="list-style-type: none"> • Pupils have taster days via Zoom and virtual interviews • Sara Taggart has arranged all transfer info with new schools 	LB, ST	Ongoing	