

## KENSINGTON ALDRIDGE ACADEMY

### **\*\*COVID SECURE RISK ASSESSMENT\*\* – FULL RE-OPENING FROM SEPTEMBER 2020**

This document will be reviewed and updated by the Principal, SLT and Governing Body COVID-19 Working Group on a regular basis. Updated guidance or learning from weekly operations will be incorporated and changes communicated to staff.

#### **Assessment by:**

Laurence Weeks (Finance Director) and Matt Daley (Facilities Manager)

#### **Last Updated**

4 January 2021

*Update summary: To include the new school policy for all staff and students to wear a mask when in corridors or assemblies from 21/09/20*

*To include additional Government advice during second lock down period 05/11/20*

*To include additional Government advice during third lockdown period and information on rapid COVID testing at KAA 04/01/21*

#### **SUMMARY**

KAA returned to full opening from September 2020 in line with Government guidance. We relocated two year groups to our temporary site at Scrubs Lane, W12 0HU (KAA2).

This will enable the school to:

- Better maintain physical distancing by removing 400 children and 45 staff from the main building.
- Enable full zoning of all students in year group bubbles with years 7 and 8 at KAA2 and years 9-13 at the main school (KAA1).
- Each year group will be allocated a part of the building both for lessons and for break times in each school site. Due to the much reduced numbers of students in the KAA1 building zoning will be far more effective.
- At KAA2 students will remain in a single class bubble and will remain in one room throughout the day, with the exception of lessons requiring specialist teaching spaces (e.g. DT, Art, Drama, Dance and Music). Specialist teaching spaces will be cleaned between use by different year groups.

- There will be a core of teachers who will only teach at KAA2 hence significantly enhancing physical distancing. Some movement of staff will be inevitable for specialist lessons but this will be kept to an absolute minimum.
- The use of KAA2 will allow the school to continue offering a full curriculum including art, DT and other non-core subjects, whilst maintaining physical distancing.

Risk area	Who might be harmed and how?	Risk Mitigation
<b>I - PUBLIC HEALTH RISK DUE TO COVID 19</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<ol style="list-style-type: none"> <li>1. Minimise contact with individuals who are unwell by ensuring that those with Covid 19 symptoms do not attend school. When individuals present with symptoms, they will be isolated (in room 007 at KAA1 or A106 at KAA2) and sent home as soon as practically possible. The student or staff member will be required to get tested (and follow advice from NHS 'Track and Trace) to enable their safe return to school at the appropriate time.</li> <li>2. Institute a rigorous hand washing and sanitisation policy, with regular reminders / encouragements for students to follow this public health advice as part of their routine throughout the day.</li> <li>3. Identify any staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19, by making it clear people in this position must self-report. They must either agree to daily Lateral Flow Tests at the academy's test centre or self-isolate for 10 days (see <a href="#">Self isolation guidance</a>).</li> <li>4. Promote a "catch it, bin it, kill it" approach to respiratory hygiene.</li> <li>5. All staff are offered the opportunity to complete an individual risk assessment with Niall Dumigan (AP SG / Inclusion) or Alice Olive (HR Manager) that recognises and mitigates against any potential individual risk factors. This could include members of staff from BAME backgrounds, older members of staff (60 years +) or those considered clinically vulnerable or very clinically vulnerable. It may also include individuals who live with members who fall into these categories.</li> <li>6. Ensure up to date risk assessments for children on EHCP plans, carried out with staff and parents/carers, to ensure child is at no more risk in the school setting than at home.</li> <li>7. Any students with a potential to cause Covid related issues, for example by spitting or biting, will be subject to specific risk assessments and separately taught as necessary.</li> </ol>

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		<p>8. Set up clear, repeated communication to parents/carers that pupils must not attend if they have COVID-like symptoms or a positive test.</p> <p>9. A very small number of students will still be unable to attend in line with public health advice. Some students will also need to seek medical advice before returning to school. The KAA medical officer will liaise with this group of students and parents.</p>																																
<p><b>2 SCHOOL OPERATIONS</b></p> <p><b>Physical arrangements</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ol style="list-style-type: none"> <li>The basis of our re-opening arrangements are that strict adherence to social distancing and rigorous attention to hygiene practice will be in place at all times.</li> <li>Ensure that mixing between staff and students is minimised by operating consistent year group (years 10-13) and class group (years 7, 8 and 9) bubbles.</li> <li>Use of double / triple classrooms and large social spaces (e.g Theatre and Dance Studio) to maximise physical distancing for any occasions where students meet in groups of more than one class.</li> <li>Year group bubbles at KAA will have separate entrance points and times and will occupy different areas of the school.</li> </ol> <p>Entrance will be as follows:</p> <table border="1" data-bbox="853 1023 1865 1294"> <thead> <tr> <th>Year Group</th> <th>Gate</th> <th>Entrance</th> <th>Dismissal</th> </tr> </thead> <tbody> <tr> <td>Year 7</td> <td>KAA2 Sports Gate</td> <td>8.30 - 9.00</td> <td>3.50</td> </tr> <tr> <td>Year 8</td> <td>KAA2 Reception Gate</td> <td>8.30 - 9.00</td> <td>3.50</td> </tr> <tr> <td>Year 9</td> <td>KAA1 Playground Gate</td> <td>8.30 - 9.00</td> <td>3.45</td> </tr> <tr> <td>Year 10</td> <td>KAA1 Community Entrance</td> <td>8.00 - 8.30</td> <td>3.55</td> </tr> <tr> <td>Year 11</td> <td>KAA1 Main entrance</td> <td>8.00 - 8.30</td> <td>3.55</td> </tr> <tr> <td>Year 12</td> <td>KAA1 Main entrance</td> <td>8.30 - 9.00</td> <td>3.45</td> </tr> <tr> <td>Year 13</td> <td>KAA Grandin entrance</td> <td>8.30 - 9.00</td> <td>3.45</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>Both reception areas will be staffed and SLT members will monitor the arrival and departure of students to encourage them to go straight home with no mixing between year groups in the community.</li> </ol>	Year Group	Gate	Entrance	Dismissal	Year 7	KAA2 Sports Gate	8.30 - 9.00	3.50	Year 8	KAA2 Reception Gate	8.30 - 9.00	3.50	Year 9	KAA1 Playground Gate	8.30 - 9.00	3.45	Year 10	KAA1 Community Entrance	8.00 - 8.30	3.55	Year 11	KAA1 Main entrance	8.00 - 8.30	3.55	Year 12	KAA1 Main entrance	8.30 - 9.00	3.45	Year 13	KAA Grandin entrance	8.30 - 9.00	3.45
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		<p>6. During any national lockdown period where the academy is closed at the direction of the Department for Education, KAA will provide remote learning for all pupils.</p>
<p><b>Arranging rooms &amp; limiting proximity</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ol style="list-style-type: none"> <li>1. All non-essential equipment has been removed from classrooms to limit potential contact issues.</li> <li>2. Signage has been installed throughout KAA to remind staff and students of the need to keep a 2m distance at all times.</li> <li>3. All mechanical ventilation is forced fresh air; no recirculation systems are in use in line with current professional guidance (Chartered Institute of Building Service Engineers). We have recently changed all filters in the air filtration system thus improving even further our air flow processes.</li> <li>4. In case of bad weather, the large Sports Hall and dining room will be used for breaks to maintain social distancing.</li> <li>5. Students will be issued with special plain coloured ties (one colour per year group) to more easily enable staff to know which students are in which year group and so ensure that students remain in their year group bubble.</li> </ol> <p><b>Staff Meeting and Preparation areas</b></p> <ol style="list-style-type: none"> <li>6. The use of communal staff offices will be avoided where possible. In shared offices staff should remain at a consistent workstation, and hot desking between computers kept to an absolute minimum. Sanitising wipes are placed at workstations so they can be wiped down where staff use needs to change during the day, and overnight all IT in offices and classrooms is sanitised. Where staff find it easier to complete lesson preparation or marking at home as opposed to at school, they will be allowed to leave prior to 5 pm (4 pm on Friday) to work from home, as long as they get permission from their line manager first. Where communal offices provide a consistent, shared work area for staff (particularly support staff departments), KAA will adhere to the recommended capacity of those work spaces and provide an alternative work area where staff numbers require it.</li> <li>7. KAA will adhere to recommended capacity in staff meeting rooms and social distancing guidelines.</li> </ol> <p><b>Stairs / corridors</b></p>

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		<p>8. Minimise transitions to ensure social distancing through the timetabling of lessons.</p> <p>9. A one-way system will be introduced in corridors and on stairs and students will be restricted to their year group bubble zone within the academy.</p> <p><b>Toilets</b></p> <p>10. High levels of staff supervision of all toilets. Restrict the number of students using toilet facilities at any one time. Regular cleaning of toilets throughout the day.</p> <p><b>Playgrounds</b></p> <p>11. Students will not be permitted to use outdoor equipment in the playground such as table tennis and table football tables.</p> <p><b>In the Community</b></p> <p>12. Arrival times at school are staggered to limit the numbers of students travelling to school at one time</p> <p>13. School wardens will be on duty after school in the areas surrounding KAA1 and KAA2 to avoid mixing and ensure students go straight home.</p>
<b>Workforce</b>	<p>Staff / wider contacts</p> <p>Spread of COVID 19</p> <p>Pressure on staffing cover caused by staff absence</p>	<p>1. Most school based roles are not suited to home working but some administrative roles may be conducive to home working. KAA will consider what is appropriate and feasible. This also applies to requests for changes to working hours/patterns. Any request to not be in school during contractual hours must be cleared with line managers.</p> <p>2. All staff must continue to observe good hand and respiratory hygiene and maintain social distancing at all times.</p>

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		<ol style="list-style-type: none"> <li>3. KAA senior staff will be available to meet individuals with particular concerns and reassure staff about the protective measures that are in place.</li> <li>4. Staff are routinely made aware of the confidential employee counselling service available free to all staff – this support is well used and has a proven record of helping people with personal or work pressures (be they COVID related or otherwise).</li> <li>5. Given the greater reliance of efficient communication during this time, staff will be encouraged to ensure that all personal details (most importantly their contact telephone numbers and emails/next of kin details) are up to date on our system to ensure sufficient management of any future absences from school.</li> <li>6. Staff will be required to follow the usual absence reporting procedure to ensure that absence is properly monitored and recorded (details are available in the Staff Handbook - any changes to this protocol will be communicated via the staff bulletin).</li> <li>7. Large gatherings (such as staff briefing) will be re-designed as on line briefings. Academy events have been cancelled in line with guidance (e.g. Christmas Concert). Some assemblies will be delivered on line as a trial measure.</li> <li>8. Non-essential planned absences (CPD or non-emergency medical appointments etc) will be limited to ensure a contingency for staff cover. The co-teaching timetable will also be redirected to cover for staff if absence is higher than normal.</li> <li>9. For any staff member who is instructed to self-isolate, they must provide a self-isolation note available from the NHS website in support of their absence in order for the academy to authorise this.</li> <li>10. During the Spring 2021 term the numbers of staff in school are expected to be very low and this will keep contacts to an absolute minimum. All teachers and support staff are being offered home working arrangements provided they are able to effectively carry out their jobs from home.</li> </ol>
<b>Person to person contact</b>	Staff, Students / pupils / wider contacts	<ol style="list-style-type: none"> <li>1. Ensure that handwashing for all pupils and staff occurs on arrival, before departure, when coming in from breaks, before and after eating. These routines to be covered in student induction, with daily reminders from teachers and signage around the building.</li> </ol>

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		<ol style="list-style-type: none"> <li>2. From Monday 21<sup>st</sup> September, all students and staff will be required to wear a face mask when in corridors or other indoor communal settings.</li> <li>3. Staff on duty near toilets before school / break / lunch / after school should ensure students are washing hands thoroughly after using the toilets.</li> <li>4. Large supply of tissues and lidded bins (see below).</li> <li>5. Wall mounted hand sanitiser at all strategic points in the school (see below).</li> <li>6. Ensure all arrangements are clearly communicated to staff, parents / carers and pupils.</li> <li>7. Individual classrooms will have gloves and sanitiser spray in case a student coughs or sneezes on a piece of equipment. Staff can then sanitise as they see fit during the day.</li> <li>8. KAA has a large stock of gloves and face coverings / masks and also has a stock of face shields and gowns suitable for the First Aider and anyone else who is required to have close contact with a student. Staff should have masks with them throughout the day, masks must be worn at all times on corridors until further notice, and if staff need to enter a smaller office or break-out room which they are not routinely based in, they should consider wearing a mask out of courtesy to other users of that office or have the meeting in a larger space.</li> <li>10. Teaching assistants have been issued with washable face coverings and gloves, and trained in screen sharing and other techniques to make distancing more feasible.</li> <li>11. All staff will be allowed to wear PPE if they wish to do so throughout the day, but it will not be compulsory unless staff are required to be within 2 meters from students.</li> <li>12. Students and staff are required to wear a face mask on corridors and in assemblies, the use of a face mask in classrooms is optional.</li> <li>13. From Monday 11<sup>th</sup> January 2021 the academy Rapid COVID Test centre will be in full operation as per government guidance (<a href="https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges">https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges</a>) All staff and students will be offered a lateral flow COVID test before returning to school,</li> </ol>

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		<p>either in January for Contingency School staff and students, or before school reopens for all other students. This will involve one test before returning, followed by a second test 3-5 days afterwards. Staff will then be tested weekly. Staff and students who are identified as contacts of positive cases will then be able to continue attending school if they / their parents consent to daily lateral flow tests.</p>
<p><b>Organisational arrangements (continued)</b> <b>Access to &amp; exit from site</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ol style="list-style-type: none"> <li>1. Staff monitoring of entry points to ensure social distancing.</li> <li>2. Floor markings and barriers in reception areas to ensure socially distancing and supervise entry should parents attend school for any reason.</li> <li>3. A large Perspex screen has been installed in reception at K1 and K2 to ensure protection for reception staff. Where staff work in offices where they face each other perspex screens have also been installed</li> <li>4. Non-essential use of the school lift will be prohibited and access will only be granted to those with a legitimate reason.</li> </ol> <p><b>Visitors</b></p> <ol style="list-style-type: none"> <li>5. Only priority and pre-arranged visitors are allowed onto the school site – ad hoc visits (e.g. from parents or community members) are not allowed, due to the need for us to restrict access to site. Parents will of course be permitted to enter reception with a pre-arranged appointment that cannot be done via phone call or video conference.</li> <li>6. Contractors to only work in school after school hours and to ensure all social distancing and hygiene protocols are followed.</li> <li>7. Signage installed in reception regarding good hygiene and social distancing.</li> </ol> <p><b>Staff</b></p> <ol style="list-style-type: none"> <li>8. On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception and other entry points.</li> </ol>



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		<p><b>External Therapy Support</b></p> <p>9. The Place2Be service will use designated therapy rooms that meet full Covid protection standards. In some cases on line therapy will be used.</p>
<b>Personal hygiene</b>	Staff and students	<ol style="list-style-type: none"> <li>1. Ensure supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up.</li> <li>2. Ensure soap and hand towels are regularly topped up at all washing stations.</li> <li>3. Provide suitable rubbish bins for hand towels with regular removal and disposal.</li> <li>4. Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance.</li> <li>5. Site staff to regularly clean the hand washing facilities.</li> <li>6. Alcohol based hand sanitiser provided at reception / entrance/ exit and should be used by all persons when entering/exiting.</li> <li>7. Tissues will be provided for classrooms.</li> <li>8. Lidded bins will be provided for tissues in every classroom.</li> </ol>
<b>Cleaning</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ol style="list-style-type: none"> <li>1. An enhanced cleaning schedule will be implemented by our contractor, Nviro, throughout both KAA1 and KAA2. This will ensure that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</li> <li>2. All rooms and communal areas will be cleaned after each session and before the start of the next school day.</li> </ol>

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		<p>3. Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>a) All surfaces to be cleaned with a 50/50 mix of Odour/Bac, a chemical proven to kill bacteria including Covid 19.</li> <li>b) For a disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution in line with PHE guidance (below).</li> <li>c) Nviro have provided an updated Risk Assessment and Method Statement specific to Covid 19.</li> </ul> <p>See PHE advice the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>4. Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>5. During the Spring 2021 term, a further round of anti-microbial treatment is being carried out in every room and surface in the school. In addition, although numbers of staff and students will be very low the academy is maintaining our normal cleaning regime throughout the spring term and every room will be cleaned daily, even if it has not been used.</p>
<p><b>Contact points &amp; equipment use (printers, workstations, apparatus, machinery etc.)</b></p>	<p>Staff, students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>1. Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</li> </ul> <p><b>Activities and resources</b></p> <ul style="list-style-type: none"> <li>2. For individual and frequently used resources such as pens and calculators, students and staff will be required to have their own items that are not shared.</li> <li>3. Classroom based resources such as books can be used and shared but only within the year group or class group bubble. These will be cleaned regularly along with all frequently touched surfaces.</li> <li>4. Resources that are shared between bubbles such as sport, art and science equipment will be cleaned frequently and always before use between bubbles.</li> </ul>

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		<ol style="list-style-type: none"> <li>5. All students in years 8-13 have their own laptop (either KAA issue or their personal laptop). No sharing of laptops to be allowed.</li> <li>6. Printing is to be kept to a minimum and printing will be routed through the reprographics officer. Printing will be collected from the reprographics office and used within designated bubbles.</li> </ol>
<b>Catering and lunch breaks</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><i>Guidance states that all kitchens will be fully open and normal legal requirements about school meals will apply.</i></p> <ol style="list-style-type: none"> <li>1. Lunches will be taken in year group bubbles.</li> <li>2. All students must wash their hands before entering the lunch serving area.</li> <li>3. Hand sanitiser will be available at all times and SLT managing the queues will remind students to sanitise before eating.</li> <li>4. Each year group will be given designated areas in the main dining hall or alternative eating areas (e.g. Art Terrace) and served separately - a high level of staff supervision will ensure proper division of year groups. KS5 students will be encourage to eat offsite. Packed lunches will also be permitted in all years, as will outdoor eating, to take pressure off the Dining Hall.</li> <li>5. At KAA2 years 7 and 8 will eat lunch separately with staggered lunch times and with designated areas in the large dining hall.</li> <li>6. Cutlery will be given out individually to students by the catering team wearing gloves.</li> <li>7. The biometric reader will be cleaned regularly by the catering team during lunch breaks.</li> <li>8. There will be a high level of staff supervision at all times.</li> <li>9. All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</li> <li>10. Where possible, staff are encouraged to use their own mug/water bottle to avoid the unnecessary sharing of kitchen equipment outside of the dining areas.</li> </ol>

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		<p>11. If staff chose to eat lunch at their desk (or any other area outside of the dining space), they are responsible to ensure that the area is cleaned after use, using the sanitising wipes at each workstation. In most cases, staff will be encouraged to each lunch in the designated staff areas.</p>
<b>Travel and public transport</b>	<p>Staff</p> <p>Spread of COVID 19</p>	<p><b>Staff</b></p> <ol style="list-style-type: none"> <li>1. In line with the national campaign, staff will be encouraged to walk or cycle to work if at all possible. KAA participates in the cycle to work scheme which can provide significant savings to staff who want to buy a new bike, and we have significant bike storage at both KAA1 and KAA2.</li> <li>2. For those staff who want to drive and who do use the RBKC parking app (in operation until 2 December), we have booked parking slots at Westway Centre (there will be a charge for this). Staff can also book their own parking in local carparks (between £20-£25 per week). Enquiries about parking should be emailed to <a href="mailto:HR@kaa.org.uk">HR@kaa.org.uk</a>.</li> <li>3. Some staff parking will be available at KAA2. This includes a designated area of the KAA2 outside space and paid parking in the Scrubs Lane car park (directly outside the KAA2 entrance). For staff opting to park their car on the KAA2 premises, they must be so with the acceptance of full liability of any damages caused (KAA will mitigate this risk as much as is practically possible). Again, enquiries should be routed through <a href="mailto:HR@kaa.org.uk">HR@kaa.org.uk</a>.</li> </ol> <p><b>Students</b></p> <ol style="list-style-type: none"> <li>4. <u>All students will be encouraged to walk into school in line with government guidance.</u> Travel surveys indicate that the majority of KAA students walk to school already. Students going to KAA2 will also be encouraged to walk. This is part of a major national campaign to take pressure off public transport.</li> <li>5. Special arrangements will continue for the small group of SEND students who travel to school by taxis arranged by RBKC.</li> </ol>
<b>Contractors</b>	<p>Contractors, Staff, Students / pupils / wider contacts,</p>	<ol style="list-style-type: none"> <li>1. Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding social distancing and good hygiene.</li> </ol>

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	Spread of COVID 19	2. All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.
<b>Provision of first aid</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<b>KAA Actions</b> <ol style="list-style-type: none"> <li>1. Guidance of 1m plus social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, or plaster themselves where able to do so.</li> <li>2. Those administering first aid should wear PPE appropriate to the circumstances, wash hands and ensure the affected area is cleaned upon completion.</li> <li>3. If daily medication is administered from first aid rooms then consider if this needs relocating to reduce demand on space.</li> </ol>

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<b>Provision of personal care</b>	Staff, students / pupils / wider contacts  Spread of COVID 19	<p><i>National Framework requirement:</i></p> <ul style="list-style-type: none"> <li>• Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</li> </ul> <p><b>KAA Actions:</b></p> <ol style="list-style-type: none"> <li>1. Ensure suitable staff know the whereabouts of PPE, and are trained to use it safely. PPE is only needed in a very small number of cases:           <ul style="list-style-type: none"> <li>• children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms</li> </ul> </li> </ol> <p><i>Guidance:</i> <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>PPE is required if a child or staff member falls ill and requires direct personal care on site:</p> <ul style="list-style-type: none"> <li>• Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained</li> <li>• Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary</li> <li>• Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting)</li> </ul> <ol style="list-style-type: none"> <li>2. Review PPE protocols for routine provision of intimate care and ensure adequate supply.</li> </ol>
<b>Emergency procedures (Fire alarm activations etc.)</b>	Staff, students  Spread of COVID 19	<ol style="list-style-type: none"> <li>1. Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for a short period).</li> </ol>

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		2. Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.
<b>Premises safety</b>	Staff, students  Wider safeguarding / safety risks	1. The building has been kept compliant with all statutory requirements and guidance throughout the lockdown period. All normal building compliance checks will continue be carried out, for example, fire alarm testing, legionella controls, servicing of equipment. All regulatory checks are up to date.  2. Separate building compliance contracts have been agreed for KAA2 which will operate to the same high standards as the main site.
<b>Suspected case of COVID 19</b>	Staff, students / wider contacts  Spread of COVID 19	<ul style="list-style-type: none"> <li>• Establish protocol and train all staff on swift and safe response to suspected cases on site (main symptoms of COVID-19 are a temperature (37.5°C or chest/back feeling hot to the touch) and / or new, continuous cough or a loss of sense of smell or taste).</li> <li>• Students with suspected cases must be isolated (room A106 in KAA2 and room 007 at KAA1) until they can safely leave, and the room must be cleaned once they vacate it.</li> <li>• Designated and fully qualified first aider at both sites.</li> <li>• Communicate protocol clearly to parents and carers.</li> <li>• PPE for staff to use if supervising a child waiting to be collected, train staff on whereabouts and safe use of PPE.</li> <li>• Testing is available for all staff and students via the NHS Test &amp; Trace system.</li> </ul> <p>Guidance: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</a></p> <ul style="list-style-type: none"> <li>• <i>Ensure all children are reminded daily to inform their teacher if they feel unwell.</i></li> <li>• <i>Establish clear communication protocol in school, for quickly notifying key staff and parent/carer- Emergency contact numbers for parents/carers cross checked to ensure they are up to date.</i></li> <li>• <i>Child/ staff member with symptoms should go home as soon as possible.</i></li> <li>• <i>While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others.</i></li> </ul>

Risk area	Who might be harmed and how?	Risk Mitigation
		<ul style="list-style-type: none"> <li>• PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site: <ul style="list-style-type: none"> <li>○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained</li> <li>○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary</li> <li>○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting)</li> </ul> </li> <li>• Parents/carers/ symptomatic staff provided with self-isolation advice, and information about seeking help.</li> <li>• Advise that testing is available for symptomatic staff <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> and children (aged 5 or over, via <a href="#">119 online service</a>; aged under 5 by calling 119) to ensure that cases of coronavirus are identified promptly.</li> <li>• Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>.</li> </ul> <p>If a student or teacher tests positive for coronavirus, we will implement the advice of NHS Test &amp; Trace regarding contact isolation and contact any student or staff member who may have come into contact. We will also advise all staff of the details of the confirmed case and the action we have taken. If 2m plus distancing is observed at all times this will limit the NHS requirement for other students and staff to isolate.</p> <p>Isolation rules <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>:</p> <ul style="list-style-type: none"> <li>• Symptomatic individuals should self-isolate for 7 days and arrange to best tested via NHS Test &amp; Trace (119 or <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a>)</li> <li>• Household members should self-isolate for 10 days.</li> <li>• If household members develop symptoms, they should isolate for 10 days (or longer if still unwell) from the start of their symptoms.</li> <li>• There is no need for households to start their isolation again if a second member falls ill.</li> <li>• On receipt of a negative test result, a pupil or staff member may return.</li> </ul>
<b>3 CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT</b>	Students and staff  Impact on student's education	<p><b>Our aim is to teach an ambitious and broad curriculum from September 2020</b></p> <p><b>Behaviour:</b></p> <ol style="list-style-type: none"> <li>1. Update behaviour policies and communicate new expectations clearly and regularly to students, parents and staff.</li> </ol>



Risk area	Who might be harmed and how?	Risk Mitigation
		<p>2. It is possible that adverse experiences and lack of routine during the lockdown period could exacerbate behaviour issues. KAA will adapt its policies accordingly but without reducing the requirement for good behaviour at all times.</p> <p>3. Reinforce and update new rules with daily reminders and weekly troubleshooting meetings, with feedback to staff in weekly bulletin.</p> <p>4. Ensure staff are aware of the protocol if there was a fight or other incident that may cause them to break distancing. PPE will be available for all staff and they are encouraged to keep on them at all times in case needed.</p> <p>5. KAA already has strong provision for therapeutic and mentoring support and these will be fully utilised.</p> <p><b>Curriculum:</b></p> <p>6. Remote learning provision will continue as a backup in case of any localised lockdowns.</p> <p>7. <b>Music</b> – Music dance and drama can be undertaken but only as long as safety precautions are taken, and full guidance is available. KAA recognises that there may be additional risks in music for activities such as singing and playing instruments. Specific risk assessments will be carried out covering such areas as smaller groups, no sharing of equipment and sitting back to back.</p> <p>8. <b>PE</b> – in line with guidance issues on 5<sup>th</sup> November outdoor PE will be prioritised and large indoor spaces used (the main sports hall) where this is not possible. KAA2 has a large outside space and also access to local playing fields. Students will attend school in PE kit on the day of their scheduled PE lesson as changing rooms will not be used.</p> <p>9. <b>Dance</b> - students will attend school in PE kit on the day of their scheduled Dance lesson.</p> <p>10. Inter-school fixtures are currently suspended.</p> <p>11. Assemblies will be in year group bubbles to avoid mixing and virtual assemblies will be piloted.</p>

## Relevant links

Stay at home guidance for persons with symptoms

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Implementing protective measures in educational settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Guidance for full opening of schools

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

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

New national restrictions from 5 November 2020

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

Acknowledgements

Asymptomatic testing in schools January 2021

<https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges>

This risk assessment is based on frameworks produced by our Lead Sponsor Aldridge Education and our Co-Sponsor, the Royal Borough of Kensington and Chelsea. We have also cross referenced against other schools and trade union checklists advising schools on COVID secure practice.