# Risk assessment template - Coronavirus

**Organisation name: City of London Academy Islington**
**Date of next review: Ongoing – weekly review from date of re-opening**

**Assessment carried out by: Sonia Jacob**
**Date assessment was carried out: 18/8/2020**
**Date of last review:  01/03/21**

## Guiding Principles

- This risk assessment has been conducted in response to the government guidance to secondary schools that they should plan for a full re-opening in September i.e. offer full-time provision to all students from the start of the academic year.
- The guiding principles of our re-opening will be:
    - That we fully consider and implement all the measures we can reasonably take to minimise the risks to staff and student health and wellbeing, whilst maintaining our ambition to offer a broad and ambitious curriculum and outstanding pastoral support
    - That this risk assessment and the actions outlined within it are subject to regular review and monitoring to ensure that account is taken of any changes in the situation (at the school, local and/or national level) and/or changes in the guidance being issued to schools

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| **1. Commuting** | - Staff / Students<br>- contracting coronavirus | - Parking facilities on site for staff (but this will be more limited when Richard Cloudesley is open. However, staff can apply for key worker parking from Islington which allows them to park free of charge in surrounding seats | Staff:<br>- Prioritise on-site parking for those staff members who require it based on their clinical vulnerability<br>- Encourage those who can to walk or cycle to work<br>- Adjust start and end times of the school day to avoid rush hour<br>- Encourage staff to adhere to mask wearing on public transport<br><br>Students:<br>- Encourage students to walk or cycle to school<br>- Write to parents to encourage them to tell their child to walk or cycle<br>- Adjust start and end times of the school day to avoid peak rush hour | SJA, EDU | 2nd September 2020 | Yes |

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| | | | - If parents are driving their children to school or collecting them, request that they remain in their cars.<br>- If parents are arriving on foot to drop off or collect their child, ask them to wait away from the school gates and at a safe distance from others.<br><br>All:<br>- Remind all that a face mask is required when using public transport (unless exempted for medical reasons)<br>- Remind all to use hand sanitiser or wash hands when entering the school site – hand sanitiser dispensers placed at entry points and available at line up | | | |
| **2. Infection control on site** | - Staff / students – contracting the coronavirus and/or transmitting it to others whilst on site | - Deep cleaning of the site<br>- Social distancing in place | Cleaning:<br>- Additional cleaning staff employed to support more frequent and rigorous cleaning of the site, during the school day and overnight<br>- Identify high use points/areas for more regular cleaning with a specific focus on shared spaces and facilities e.g. the canteen, library, specialist teaching classrooms, photocopiers, door handles, toilets etc.<br>- Door signage to indicate if a room/facility has been cleaned since last occupation<br>- Fire doors to be kept open (with automatic shutting system on so that they release and close if the alarm is triggered)<br>- Clear classrooms and other facilities of all extraneous materials – all surfaces to be cleared to facilitate easy and thorough cleaning during the day and overnight<br>- Shut off water fountains – provide bottled water/drinks and encourage students to bring a water bottle with them to school<br>- Appropriate PPE provided to anyone cleaning an area where a person with suspected or confirmed case of coronavirus has been | SJA/EDU/PSE | 2nd September 2020 | Yes |

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| | | | Routines:<br>- Follow medical protocols (see 8)<br>- No 'hot-desking' or sharing of telephones or radios<br>- Follow adjusted classroom routines (see 3)<br>- Use of plastic gloves when collecting in and returning mobile phones or get students to place in plastic wallets<br>- Staff to dispense hand sanitiser to students or facilitate hand washing as students arrive on site, with regular opportunities and reminders during the day to wash hands<br>- Staggered start, break and end times to the school day to maintain segregation of year group bubbles<br>- As far as possible, base year groups on different corridors to each other and keep classes in the same room for the day– move teachers to classrooms rather than students moving between lessons, minimising traffic and crowding on corridors<br>- LRC to be available to a single year group each day of the week to minimise contact between year groups – mobile and online library to operate to ensure that all students have access to a range of reading materials<br>- Year group assemblies to be held when students return to school to remind them of good hygiene and need to maintain safe distances and minimise close physical contact with others.  Tutor time to be used to issue key reminders to students on the need to maintain good hygiene and social distancing<br>- Parents will be asked to provide hand sanitiser for their child to bring with them to school<br><br>Social distancing:<br>- One-way stairwells and corridor system in operation<br>- Use of larger venues if there is a need to accommodate higher student numbers for events such as year group assemblies, or replace these with virtual events | SLT/ALL STAFF ON SITE<br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br>SLT/ALL STAFF/ STUDENTS | | |

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| | | | - Use of lifts limited to those for whom it is a necessity – only one person in the lift at a time, unless the user requires support/supervision.<br>- Small offices to be designated as single-occupancy spaces and/or arranged to allow distancing or to have occupants facing away from each other.  Social distancing in larger office spaces and staffroom<br>- Markings used on floors, walls etc to indicate safe distancing<br>- Formation of year group bubbles to minimise contact between students in different year groups<br>- Amended duty rota to ensure adequate staff supervision of communal areas/facilities e.g. student toilets – ensure that there is no mixing between year groups<br>- Parents and all non-essential visitors not to come onto the school site – telephone calls and/or virtual meetings to replace face-to-face contact<br>- Parents to be discouraged from congregating near to the school gates at the start/end of the day.<br><br>Masks:<br>- From March 2021 – masks to be worn in all indoor areas of the school site including classrooms where social distancing is not possible.<br>- Teachers, TAs and students to wear masks in classrooms, with a few exceptions i.e.<br>    - If the teacher needs to give an explanation or instruction to the class, they can remove their mask to make sure that students can hear, but the teacher should ensure that they maintain a two-metre distance from others in the room<br>    - If the class includes students who are hearing-impaired, the teacher may need to remove their mask to enable the student to lip read.<br>- Teachers and students should continue to wear masks in all other shared areas of the school site. | | | |

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| **3. Inadequate administration of lateral flow testing and/or poor take-up by staff or pupils of offer of testing** | - Staff/ students/ families | - Appropriate training on how to administer LFTs<br>- Strong encouragement of families to provide consent<br>- Maintaining of other infection control measures to account for the limitations of LFTs | - Please reference separate detailed risk assessment relating to administration of LFTs<br>- Parents/carers have been contacted a number of times, by letter, text and phone calls to encourage them to give consent<br>- Ongoing monitoring of the testing processes to ensure compliance with protocols<br>- Ensure that there is effective messaging to all stakeholders (staff, students, families) that LFTs are not being and should not be used on place of other infection control measures (i.e. should not lead to complacency relating to physical distancing, good hygiene etc) but is an additional means of controlling infection | SJA/EDU/DDU | 5th January 2021 | Yes |
| **4. Unsafe, unhygienic classrooms** | - Staff / students | - Social distancing<br>- Physical adjustments to classrooms e.g. layout etc | Physical adjustments:<br>- Change classroom layout to minimise risk of infection e.g. all desks to be positioned so that students face the front of the room rather than each other with specific consideration given to ensuring maximum distance between the teacher's desk and the students' desks<br>- Tape placed on the floor to section off the area surrounding the teacher's desk – tape to serve as a reminder to the students and staff of the need for teachers to maintain a two-metre distance from students.<br>- Cabin latches on all doors so that they can be kept open to better ventilate rooms<br>- Pedal bins for safe disposal of tissues etc<br>- Hand sanitiser, tissues and disinfectant wipes for use on keyboards/equipment available in all classrooms<br><br>Routines:<br>- Books and equipment not to be shared between groups, or to be disinfected or 'quarantined' for 48 hours (72 for plastics) between use by different students/classes<br>- Students to remain in a designated classroom and in a designated seat for the duration of the lesson | SJA/EDU/PSE<br><br><br><br><br><br><br><br>AKI/TEACHING STAFF | 2nd September 2020 | Yes |

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| | | | - Group work and practical activities should not take place unless they can be undertaken without compromising on social distancing<br>- TAs to sit side-by-side with students and/or remain at a distance of over one metre from the student(s) they are supporting<br>- Staff to receive training to support them to implement the new routines consistently and with confidence | | | |
| **5. Ability to maintain a broad, balanced and ambitious curriculum and deliver it effectively, safely and maintain high standards of academic provision to support outstanding progress** | - Students | - Students were provided with extensive online resources and support during lockdown, supplemented with some on site provision for children of key workers, those with EHCPs, vulnerable students and Year 10 and 12 students | - Timetable to be rewritten to minimise movement around the school site and to maintain year group segregation, but without reducing teaching time or narrowing of the curriculum offer i.e. all students to experience a full range of subjects<br>- Ensure that all year groups have access to specialist classrooms/teaching spaces so that they are able to do practical activities e.g. music, science practicals, PE etc.<br>- All trips and fixtures are being cancelled or postponed for the time being unless they are a formal requirement of a GCSE or A Level course, but this decision will be under review and trips will resume as soon as it is safe<br>- Any extra-curricular activities will need to take place in year group bubbles<br>- Self-evaluation programme to be followed as denoted in the calendar – lesson observations, learnings walks and work/data scrutiny to continue as planned to ensure that areas for improvement are identified, provision is outstanding and students are well-supported to make up lost learning time<br>- Full contingency planning in place in case individual students or cohorts of students need to self-isolate or the school needs to close due to an outbreak – in these circumstances, online provision will resume, with monitoring to ensure that lessons and resources are of a high standard and students are completing and submitting work for marking and feedback from teachers. | SLT/AKI/CLs | 2nd September 2020 | Yes |

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| | | | From 22nd October, COLAI to follow DfE and MAT guidance on remote learning requirements – live lessons to be provided to all cohorts of students who may be required to self-isolate.<br>- Core subject tutors have been employed to offer catch-up support to students in Year 11<br><br>Lesson/subject-specific measures:<br>- Follow guidance and advice on best practice from relevant subject specialist bodies e.g. Association for physical education – SLT links to provide support to Curriculum Leaders to interpret and apply guidance<br>- Outdoor extra-curricular sporting activities can resume from 29th March 2021<br><br>- Music – note apparent increased risk of infection associated with singing, playing wind/brass instruments, instruments to be disinfected or quarantined between use by different students and should not be shared, position students back-to-back or side-by-side, singing, wind/brass instrument playing should not take place in larger groups e.g. choirs, ensembles or in assemblies<br>- PE – non-contact sports, prioritise use of outdoor and larger PE venues on and off site, disinfect or quarantine equipment between use by different students, use larger venues as changing rooms e.g. sports hall or dance studio, schedule PE lessons (as far as possible) for the start or end of the school day so that students can either arrive to school or leave school in their PE kit to minimise use of changing rooms<br>- Art & Technology - disinfect or quarantine shared equipment between use by different students, plan practical lessons carefully to minimise close contact<br>- Drama - disinfect or quarantine shared equipment between use by different students, plan practical lessons carefully to minimise close contact | | | |

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| | | | - Science - disinfect or quarantine shared equipment between use by different students, plan practical lessons carefully to minimise close contact | | | |
| **6. Decline in students' health and wellbeing, behaviour for learning or attendance** | - Students | - Regular pastoral contact was maintained with all families during the school's closure, with more frequent contact with vulnerable students<br>- Home visits were made in cases where it was not possible to establish contact to check on students' wellbeing and safety<br>- Maintained CAMHS support for those using the service<br>- Where appropriate and necessary, referrals were made to CSC<br>- Ongoing support from the SSO was provided during lockdown<br>- COLAI Webpage was set up to provide extensive safeguarding and wellbeing advice to students and families | - INSET for all staff at the start of the academic year on recognising trauma, supporting students' mental health and educational reintegration, safeguarding in the context of the pandemic and revised attendance strategy<br><br>- Induction programme to include focus on supporting student wellbeing and mental health<br>- Clear, fair and consistent use of behaviour systems to support successful reintegration of students and re-establishing of routines and expectations<br>- Continue to purchase additional time from CAMHS to give access to the service to the maximum number of pupils possible<br>- Provide ongoing support for students who have experienced bereavement and support families to access external bereavement services such as CARIS<br>- Identify students most a risk of disengagement from education and assign a key pastoral contact to start or continue to work with them to secure good attendance and engagement<br>- Adjust PSHCE year plan so that all year groups have lessons on mental health and wellbeing in Term 1 and prioritise other relevant topics throughout the year e.g. good sleep hygiene, online safety etc<br>- Use of inclusion room to intervene with students who are at risk of exclusion due to difficulty reintegrating into education – provision of mentoring, learning support, self-regulation programme etc<br>- Tracking of attendance and behaviour data to facilitate early identification of individual students who cohorts of students who may require additional support to re-engage in education | SLT/LCA/IGU/HoHs/PSMs/EWO | 2nd September 2020 | Yes |

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| | | - Support provided to students who had experienced bereavement | - Continue to work with the Islington schools' mental health team to deliver staff training, develop best practice and effective strategies to support student wellbeing<br>- Effective deployment of City Year volunteers, Think Forward coach and Access Project mentors to provide pastoral and mentoring support to students at risk of disengagement/underperformance<br>- From March 2021, use of bereavement counsellor to support identified students who have been bereaved during the pandemic. | | | |
| **7. Ability to maintain a healthy, safe and hygienic catering service** | - Staff / students | - Social distancing<br>- Observance of regular food hygiene practices e.g. use of disposable gloves when preparing food etc. | - Canteen layout to change to facilitate social distancing, with additional screens erected at the service and till points<br>- No break time canteen service<br>- Richard Cloudesley will not share the canteen – lunches for their staff and students will be collected for consumption in their building<br>- Provide appropriate PPE to catering staff – masks/visors and disposable gloves to prevent transmission of the virus<br>- Maintain social distancing in the kitchen/canteen e.g. minimum of one metre distance when students queue for lunch, students to be seated on one side of the dining tables, rather than facing each other<br>- Atrium to be used as an additional dining space to allow separation of year group bubbles at lunchtime<br>- Dining areas to be cleaned thoroughly between sittings of different year groups | EDU/MPE | 2nd September 2020 | |
| **8. Ability to maintain adequate on-site staffing to** | - Staff / students | - Was not a risk during lockdown because of the small numbers of students permitted on site | Review of 'opt-out arrangements':<br>- Staff who requested permission to opt out of the on-site rota prior to the summer holiday asked to provide medical documentation to support any request to work from home or make adjustments to their roles/working practices in the new academic year | SJA/LHA | 2nd September 2020 | |

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| **meet requirements** | | | - Individual risk assessments based on medical evidence should be used to determine whether staff should be permitted to work from home, or there needs to be an adjustment to their role or work routines when on site<br>- Cases that are hard to resolve should be referred to HR or OH to seek advice and determine appropriate actions<br><br>Cover staffing:<br>- Ensure that staff follow the existing protocols for reporting their absence and that they make contact with the school at the earliest available point in time if they have a suspected case or confirmed case of coronavirus<br>- Early contact with the academy is vital in order to ensure that cover can be organised and anyone who has been in contact with that staff member is informed if there is a need for them to self-isolate<br>- Cover staff to receive a briefing about the measures they need to follow whilst on site to ensure that they minimise infection/transmission risk to themselves and/or others | | | |
| **9. Inadequate medical protocols in place to mitigate risk** | - Staff / students | - Following government medical guidance re: self-isolation, social distancing, good hygiene | - Reminder to staff, parents/carers and students of the importance that they do not attend the school site if they have symptoms of coronavirus and that they seek a test to establish whether or not they have the virus<br>- The guidance now states that anyone who develops symptoms should self-isolate for 10 days from when they develop symptoms. Close contacts also need to self-isolate for 10 days<br>- Review staff and student medical information to identify those who may have needed to shield, self-isolate or strictly socially distance themselves from others – use this to determine whether it is safe for them to be on site and/or whether adjustments need to be made to their daily routines to minimise risk | SJA/LCA/IGU | 2nd September 2020 | Yes |

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| | | | - Ensure that medical room and CAMHS rooms are in good order and can be used to isolate any staff or students who develop symptoms on site<br>- Medical room toilet reserved for exclusive use of anyone placed in isolation in the medical room<br>- PPE available in the medical room – face masks, visors, disposable gloves – for those who may need to supervise or care for sick students or staff<br>- Anyone who is placed in the medical room should be provided with and asked to wear a mask whilst we arrange for them to leave the site<br>- If the medical or CAMHs room is used to isolate someone with a suspected case, the room will be deep-cleaned prior to any further use<br>- The Academy will engage with the test and trace service and local PHE health protection team – if there is a confirmed case, the academy with contact the local health protection team and follow their advice regarding who should be advised to self-isolate i.e. those who have been in close contact with the infected person | | | |
| **10. Fire** | - Staff / students | - Following normal fire policy and fire drill arrangements | - Students to line up at the assembly point with their lesson teacher in year groups – not with their tutors<br>- If a fire alarm sounds, prioritise a safe and expedient exit from the site over the need to maintain strict social distancing or the one-way system<br>- Maintain accurate staff sign in records and attendance registers for students to be able to check that all people on site are accounted for at the assembly point on Raleigh Street | EDU/PSE | 2nd September 2020 | Yes |
| **11. Visitors/ Contractors on site** | - Staff / students / contractors | - All non-essential visits to the school site have been cancelled | - Continue to maintain the measures already in place<br>- Parental/carer meetings to take place on the telephone and not on site | SLT/EDU/PSE | 2nd September 2020 | Yes |

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| | | - All contractors are asked for their (employers)'risk assessments to be submitted prior to them coming on site and are given an induction by the premises team when they arrive.<br>- Contractors are isolated from contact with teaching and support staff and students | - Parents should not enter the school site if they are accompanying their child to school or collecting them – the front gate will be staffed at the start and end of the day to prevent this<br>- As far as possible, contractors should not be working on site whilst the teaching sessions are taking place - the only exception would be for emergency works<br>- Emergency/essential works can take place during the school day, but only in parts of the school not in use by teaching and support staff or where it is possible to close off the area to staff and students<br>- Contractors should be provided with appropriate PPE by their employers<br><br>Other visiting staff (peripatetic teachers, CAMHs clinicians etc) who attend the school site on a regular basis:<br>- Provide with copy of risk assessment<br>- Provide training/briefing on risk management protocols and revised safeguarding policy<br>- Remind them that they should not attend the site if they have symptoms, a confirmed case or have been advised to self-isolate<br><br>- All visitors to complete a declaration to state that they are not exhibiting symptoms and have not been required to self-isolate due to contact with a confirmed case. Signing in sheet to include contact details for the visitor so that they can be contacted expediently if they are in contact with someone who subsequently tests positive. | | | |
| **12. Inadequate support for staff wellbeing and/or** | - Staff | - EAP (Employee Assistance Programme) subscription provides access to free | - Continue regular briefings, line management and meeting schedule to facilitate clear communication and opportunities for staff raise queries or share concerns or share best practice | SJA/SLT/Line managers | 2nd September 2020 | Yes |

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| **unreasonable workload** | | counselling and support to all staff<br>- Maintaining regular contact and clear and consistent communication with staff through meetings and line management | - Ensure that all staff know who they can communicate with if they are concerned about their own wellbeing or the wellbeing of another staff member<br>- Careful consideration of how to balance workload regarding onsite provision and online provision (if/when required)<br>- Delay planning of term 3 curriculum to increase capacity to plan recovery curriculum for September return, with a specific focus on catch-up provision for Years 10 and 12.<br>- Provide training for staff to ensure that they know and understand the new systems and feel confident to support social distancing and infection control<br>- Provide additional training to staff relating to trauma and mental health so that they are able to better support students returning to school | | | |