

<p><b>Reason for Risk Analysis:</b></p> <p>Government guidance and announcements relating to “Living Safely with Respiratory Inspections including Covid-19”</p>	<p><b>Description of the Reasonably Foreseeable Risks (RFR):</b></p> <p>Health, safety and well-being of staff, students, visitors, contractors, other adults and all stakeholders coming into Lynn Grove Academy and controlling the spread of COVID-19.</p>
<p><b>Reason for the RFR:</b></p> <p>Updated operational guidance Actions for Schools following the government plan “Living Safely with Respiratory Inspections including Covid-19” and subsequent updates.</p>	<p><b>Hazards and Aspects Considered:</b></p> <ul style="list-style-type: none"> <li>• System of Controls: <ul style="list-style-type: none"> <li>○ Prevention</li> <li>○ Response to any infection</li> </ul> </li> <li>• School operations: <ul style="list-style-type: none"> <li>○ Transport (dedicated school transport)</li> <li>○ Transport (wider public transport)</li> <li>○ Attendance</li> <li>○ School workforce</li> <li>○ Supporting staff</li> <li>○ Staff deployment</li> <li>○ Safeguarding</li> </ul> </li> <li>• Staffing levels on-site in all service areas;</li> <li>• Lack of induction/briefing prior to coming back into school for staff and students;</li> <li>• Access and egress to/from site for all stakeholders.</li> <li>• Visitors to reception;</li> <li>• Movement around designated areas;</li> <li>• Wellbeing</li> <li>• Lunch and break times;</li> <li>• Welfare facilities;</li> <li>• Identify use and management of classrooms;</li> </ul>
<p><b>Key Reference Documents and other useful links:</b></p> <ol style="list-style-type: none"> <li>1. Gov. Guidance: Living Safely with Respiratory Infections including Covid-19 [01 April 2022] <a href="https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19">https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19</a></li> <li>2. Gov. Guidance: People with Symptoms of a respiratory Infection including Covid-19 [01 April 2022] <a href="https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19">https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19</a></li> <li>3. Gov. Guidance: safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) [20 July 2021] <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></li> <li>4. Gov. Guidance: cleaning of non-healthcare settings [19 July 2021] <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> <li>5. Contacts: PHE health protection teams (local) [25 February 2022]: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a></li> <li>6. NHS: Testing and tracing for coronavirus: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/if-youre-told-to-self-isolate-by-nhs-test-and-trace-or-the-covid-19-app/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/if-youre-told-to-self-isolate-by-nhs-test-and-trace-or-the-covid-19-app/</a></li> <li>7. Gov. Advice: Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 [1 April 2022] <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>8. Research document: Covid-19: review of disparities in risks and outcomes [11 August 2020]: <a href="https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes">https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</a></li> </ol>	

<p>9. Press release: extra mental health support for pupils and teachers [10 June 2020]: <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></p> <p>10. Mental Health support website: <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a></p> <p>11. Gov. Guidance: School workload reduction toolkit [11 October 2019]: <a href="https://www.gov.uk/guidance/school-workload-reduction-toolkit">https://www.gov.uk/guidance/school-workload-reduction-toolkit</a></p> <p>12. Case studies: Get help with remote education [3 December 2020]: <a href="https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19">https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19</a></p> <p>13. Gov. Guidance: how to self-isolate when you travel to the UK [18 March 2022]: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk">https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</a></p> <p>14. Gov. Guidance: for food businesses on coronavirus [21 May 2021]: <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p> <p>15. HSE: Legionella risks during the coronavirus outbreak: <a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a></p> <p>16. CIBSE: Emerging from lockdown: <a href="https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown">https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</a></p> <p>17. HSE: Air conditioning and ventilation during the coronavirus outbreak: <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p> <p>18. Gov. Advice: the phased return of sport and recreation [22 March 2022]: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a></p>	<ul style="list-style-type: none"> <li>• Use of ICT equipment;</li> <li>• PE Lessons;</li> <li>• Science &amp; D &amp; T Practicals;</li> <li>• Fire Evacuation; Inadequate fire marshals’;</li> <li>• First Aid;</li> <li>• Contractors on site;</li> <li>• Daily cleaning regime;</li> <li>• Regular on-site contractors (Catering team, cleaning team)</li> </ul>
<b>Dates [ ] indicate date of latest update of document or webpage, where available.</b>	

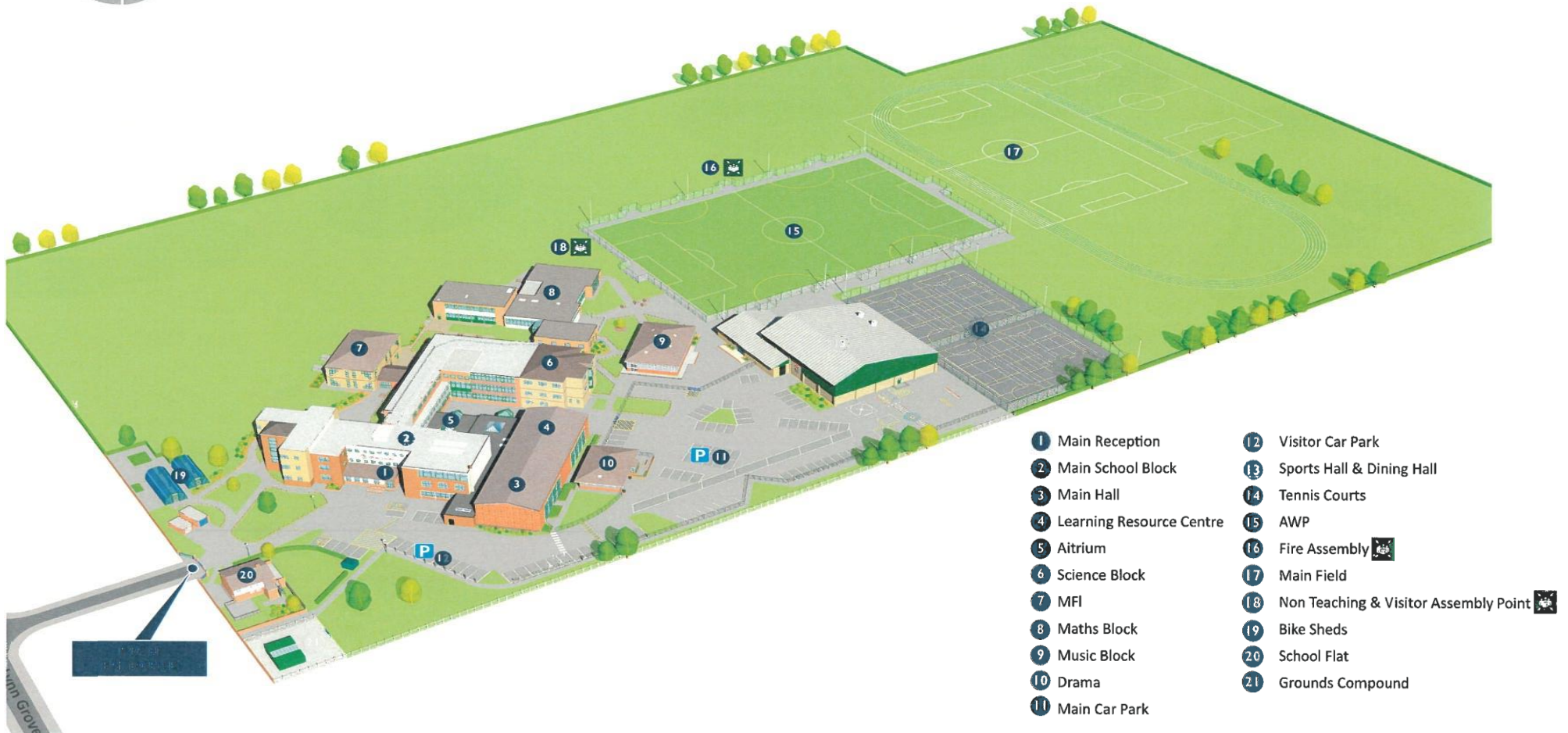
Version	1 (01.04.2022)	
Update:	New risk assessment – Living Safely with Respiratory Infections including Covid-19	
<b>School:</b> Lynn Grove Academy Lynn Grove Gorleston Great Yarmouth Norfolk NR31 8AP		<b>Additional Site Information:</b> Number of students expected: Up to 1166  Year Groups: 7, 8, 9, 10, 11

CREATIVE EDUCATION TRUST – LYNN GROVE ACADEMY  
Risk Assessment – Living Safely with Respiratory Inspections including Covid-19 01/04/2022

<b>Who may be harmed?</b>	Staff, Students, visitors, contractors.	<b>How many people:</b>	Up to 1600 individuals: <ul style="list-style-type: none"> <li>• Up to 1166 students on roll</li> <li>• Approx 140 staff</li> <li>• Contractors &amp; visitors</li> </ul>
<b>Site Health &amp; Safety Contacts:</b>	Mr Jon Ward Mr Luke Delderfield Miss Rachel Dawson Mr Paul Tidman	<b>Trust Contact: Health &amp; Safety Trustee.</b>	Mr Jon Ward, Head of Estates and Facilities (Creative Education Trust) Miss Rachel Dawson, School Business Manager
<b>Risk rating for this activity:</b>	2 (Medium-Low)	<b>Date of Original Assessment:</b> <b>Date of Review</b>	01.04.2022  01.09.2022 (or sooner as required)

**This risk assessment has been shared with all staff and will be published on the school website.**

**Hard copies will be made available in the reception area.**



Aspect	Hazard or Aspect of concern	Control Measures (specific to site and context)	Additional Information (inc resourcing, costs and staffing)	Responsible Person(s):
<p><b>System of Control - Prevention</b></p>	<p>Minimise contact with individuals who are unwell and have coronavirus (COVID-19) symptoms.</p>	<ul style="list-style-type: none"> <li>• Students and staff who have symptoms of a respiratory infection, such as COVID-19, <b>and</b> have a high temperature or who do not feel well enough to go to work or carry out normal activities, are advised to try to stay at home and avoid contact with other people until they no longer have a high temperature (if they had one) or until they no longer feel unwell.</li> <li>• Those with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.</li> <li>• It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.</li> <li>• If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be less infectious to other people for less time than adults.</li> <li>• Staff in receipt of a positive covid test result should stay at home for a period of 5 days.</li> <li>• Anyone developing covid-19 symptoms who has a high temperature or feels too</li> </ul>	<ul style="list-style-type: none"> <li>• Staff should call the absence line by no later than 7.40am.</li> </ul>	<p>All staff, students and other visitors</p>

		<p>unwell to carry out normal activities during the Academy day to be sent home</p> <ul style="list-style-type: none"> <li>• If you are identified as a contact of someone with COVID-19 there is no requirement to self isolate.</li> </ul>		
<b>System of Control - Prevention</b>	Covid-19 Testing	<ul style="list-style-type: none"> <li>• Test kits are no longer available from the school.</li> <li>• It is not recommended that children and young people are tested for covid-19 unless directed to by a health professional.</li> </ul>		
<b>System of Control – Prevention</b>	Management of visitors	<ul style="list-style-type: none"> <li>• Telephone meetings/video meetings should be utilised where possible as an alternative to face to face meetings.</li> <li>• Normal safeguarding checks and ID checks of visitors will be conducted by reception staff before entry and visitor lanyards will be issued as normal.</li> <li>• External agency and parent meetings should be held in the meeting room spaces where possible.</li> <li>• Visitors will be asked to sanitise their hand on entry to/exit from the building - hand sanitiser will be available.</li> <li>• Visitors will be asked to adhere to this risk assessment and copies will be available to visitors in the reception area.</li> </ul>		
<b>System of Control - Prevention</b>	Anyone developing symptoms during the Academy day are sent home.	<ul style="list-style-type: none"> <li>• First aid to be contacted.</li> <li>• Person to be moved to designated meeting room where they can be isolated whilst awaiting collection if required. <ul style="list-style-type: none"> <li>○ Behind a closed door</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mandatory instruction</b></li> <li>• If not possible, move them to an area that is at least 2m away from other people.</li> <li>• PPE must be worn by first aider caring for the symptomatic person</li> </ul>	All staff, students and other visitors. Cleaning teams.

		<ul style="list-style-type: none"> <li>○ With appropriate adult supervision</li> <li>● Cleaning and sanitising of “Covid” meeting room completed by cleaning staff before use by anyone else.</li> <li>● All other first aid not related to Covid-19 to be delivered in the first aid room/at the scene of the accident where possible.</li> </ul>	<ul style="list-style-type: none"> <li>● Usual emergency practices (999 etc) continue to apply.</li> <li>● Routine measurement of temperature is not recommended.</li> <li>● Covid-19 Guidance issued to first aiders</li> </ul>	
<b>System of Control - Prevention</b>	Clean hands thoroughly more often than usual	<ul style="list-style-type: none"> <li>● Students and staff are encouraged to wash/sanitise their hands regularly.</li> <li>● Hand sanitiser available in all classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>● Supervision of students with complex needs to avoid ingestion.</li> </ul>	All staff, students and other visitors. Cleaning teams.
<b>System of Control - Prevention</b>	Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach	<ul style="list-style-type: none"> <li>● Sufficient tissues and bins are available in the Academy.</li> <li>● Lidded bins located in classrooms should be used for tissues.</li> <li>● Students should be regularly reminded to catch their coughs and sneezes with a tissue or their elbow.</li> <li>● Anti-bacterial wipes and gloves available in all classrooms to enable handling of potential infected items/wiping down of potential contamination of surfaces.</li> </ul>	<ul style="list-style-type: none"> <li>● Support for students with complex needs.</li> </ul>	All staff, students and other visitors. Cleaning teams.
<b>System of Control - Prevention</b>	Cleaning of frequently touched surfaces often using standard products, such as detergents and bleach	<ul style="list-style-type: none"> <li>● Cleaning of contact points, surfaces, rooms and shared areas carried out by Housekeeping staff.</li> <li>● Housekeeping staff notified of rooms relating to a positive case during the school day to enable additional cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Mandatory instruction</b></li> <li>● PHE cleaning guidance to supplement Gov Guidance (above)</li> </ul>	All staff, students and other visitors. Cleaning teams.

		<ul style="list-style-type: none"> <li>• Frequent cleaning of frequently touched surfaces and communal areas.</li> <li>• Regular cleaning of toilets.</li> <li>• All staff asked to leave desks and sides clear to assist cleaning team.</li> <li>• Any concerns regarding cleaning should be reported promptly to the Senior Caretaker.</li> </ul>		
<b>System of Control - Prevention</b>	Minimise contact between individuals	<ul style="list-style-type: none"> <li>• At present, there is no requirement for face coverings to be worn. However, those wishing to wear a face covering are able to do so.</li> <li>• Doors to be propped open where possible (excluding corridor mains-linked fire doors) to ensure good ventilation.</li> </ul>		
<b>System of Control - Prevention</b>	Where necessary, wear appropriate personal protective equipment (PPE)	<ul style="list-style-type: none"> <li>• PPE is only needed in a very small number of cases: <ul style="list-style-type: none"> <li>○ For first aiders where an individual child becomes ill with coronavirus symptoms at the Academy, and only then if a distance of 2m cannot be maintained.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Specific instruction</b></li> <li>• PPE has been issued to all first aiders and replacement PPE is available from the Senior Caretaker.</li> </ul>	
<b>System of Control – Response to any infection</b>	Manage confirmed cases of coronavirus amongst the school community	<ul style="list-style-type: none"> <li>• Should an outbreak be identified, SMT will liaise with PHE.</li> <li>• Support and engage with PHE “rapid risk assessment”</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of negative tests are not to be requested.</li> <li>• Evidence of registration of positive tests will be requested.</li> </ul>	
<b>System of Control – Response to any infection</b>	Contain any outbreak by following local health protection team advice	<ul style="list-style-type: none"> <li>• PHE/Local health protection team will advise as necessary if published thresholds are met. The school may be required to</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mandatory instruction</b></li> <li>• Remote education contingency plan will be place.</li> </ul>	



		<ul style="list-style-type: none"> <li>- Strengthen communications and frequency of testing</li> <li>- Temporarily reinstate face coverings</li> <li>- Reinstate on-site rapid LFD testing for 2 weeks</li> <li>- Introduce short-term attendance restrictions and remote learning plan</li> <li>- Implement other measures as advised</li> <li>- Move activities outdoors</li> <li>- Reconsider ventilation</li> <li>- One off enhanced cleaning</li> </ul>		
<b>School Operations</b>	Transport – dedicated school transport	<ul style="list-style-type: none"> <li>• No dedicated school transport for Lynn Grove Academy</li> </ul>		
<b>School Operations</b>	Transport – wider public transport	<ul style="list-style-type: none"> <li>• Encourage walking, cycling or “walking buses.”</li> </ul>		
<b>School Operations</b>	Transport – vehicular	<ul style="list-style-type: none"> <li>• Parents/Carers dropping students off via car should do so in a safe location outside of the school with considerations for the local residents.</li> </ul>		
<b>School Operations</b>	Attendance	<ul style="list-style-type: none"> <li>• If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be</li> </ul>		

		<p>infectious to other people for less time than adults.</p> <ul style="list-style-type: none"> <li>• Staff in receipt of a positive covid test result should stay at home for a period of 5 days.</li> <li>• Students and staff who have symptoms of a respiratory infection, such as COVID-19, <b>and</b> have a high temperature or you do not feel well enough to go to work or carry out normal activities, are advised to try to stay at home and avoid contact with other people until they no longer have a high temperature (if they had one) or until they no longer feel unwell.</li> </ul>		
<b>School Operations</b>	School Workforce - general	<ul style="list-style-type: none"> <li>• All staff should continue to attend work as normal unless in receipt of symptoms/a positive test result as stated above.</li> </ul>		
<b>School Operations</b>	Supporting Staff	<ul style="list-style-type: none"> <li>• Regard to work-life balance and wellbeing of all staff.</li> <li>• Measures should be explained to all staff.</li> <li>• Duty of care to staff mental health must be supported.</li> </ul>	<ul style="list-style-type: none"> <li>• Mental Health First Aiders on site</li> <li>• Employee Assist available – Health Assured</li> </ul>	
<b>School Operations</b>	Staff deployment	<ul style="list-style-type: none"> <li>• Ensure appropriate support is available for SEND students.</li> <li>• Recruitment continues as usual.</li> <li>• Engage supply teachers as usual.</li> <li>• Engage Peripatetic teachers as usual.</li> <li>• Training for ITTs and School Social Workers can continue as normal.</li> </ul>	<ul style="list-style-type: none"> <li>• Use school workload reduction toolkit and case studies to support actions taken.</li> </ul>	
<b>School Operations</b>	Safeguarding	<ul style="list-style-type: none"> <li>• DSLs and deputies to support staff and students.</li> </ul>		

<b>School Operations</b>	Catering	<ul style="list-style-type: none"> <li>• Canteen and Kiosk fully open and normal arrangements in place.</li> <li>• Grab and go service during break times.</li> <li>• Water jugs available in the dining hall for filling up bottles only.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance to guidance required</li> </ul>	
<b>School Operations</b>	Estates	<ul style="list-style-type: none"> <li>• No significant adaptations needed.</li> <li>• No additional off-site provision needed.</li> <li>• Pre-term checklists to be undertaken as normal.</li> <li>• It is essential to open classroom windows and doors to improve ventilation. This applies even in cold weather. Higher level windows should be opened as a preference to lower level windows to maintain temperature.</li> <li>• Where doors and windows cannot remain open during lessons due to temperature of rooms, staff should ensure they open all windows and prop all windows open in the classroom at the end of the school day. These will be closed by the site team during their lock up routine to ensure a minimum 1 hour ventilation period.</li> <li>• Fans may be used in conjunction with open windows. These should face into the room from in front of the window.</li> </ul>	<ul style="list-style-type: none"> <li>• Legionella guidance</li> <li>• Reoccupying buildings guidance</li> <li>• Ventilation guidance</li> </ul>	
<b>School Operations</b>	ICT	<ul style="list-style-type: none"> <li>• ICT support available across site.</li> <li>• ICT cleaning plan in place.</li> </ul>		
<b>School Operations</b>	Educational Visits	<ul style="list-style-type: none"> <li>• Trips and educational visits may be considered in line with latest government guidelines.</li> <li>• Residential trips will be reviewed on a case by case basis with consideration of insurance implications.</li> </ul>		

<b>School Operations</b>	Uniform	<ul style="list-style-type: none"> <li>• Normal uniform expectations apply – full uniform to be worn.</li> </ul>	<ul style="list-style-type: none"> <li>• Uniforms do not need to be cleaned more often than usual.</li> </ul>	
<b>School Operations</b>	Extra-curricular provision	<ul style="list-style-type: none"> <li>• Extra-curricular activity and wraparound childcare can take place.</li> <li>• A safe place is available for students who stay on site past their finish time (LRC).</li> </ul>		
<b>School Holiday Academic Support</b>		<ul style="list-style-type: none"> <li>• Students may be invited onto the school site during school holidays to provide subject specific intervention. This will be by invitation only.</li> <li>• All on site intervention groups must be authorised in advance by the Vice Principal.</li> </ul>		
<b>School Operations</b>	Fire	<ul style="list-style-type: none"> <li>• All staff and students briefed on fire evacuation plans.</li> <li>• Fire evacuation practices have taken place throughout this academic year.</li> </ul>		
<b>School Operations</b>	Lockdown	<ul style="list-style-type: none"> <li>• Normal lockdown procedures apply.</li> <li>• Refresh of lockdown procedures provided to staff and practice to take place.</li> </ul>	<ul style="list-style-type: none"> <li>• The immediate danger of a lockdown situation overrides the requirement to socially distance/Covid-19 risk.</li> </ul>	
<b>Partner Companies</b>	School Contractors	<ul style="list-style-type: none"> <li>• All school contractors must sign in via the main school reception as normal.</li> <li>• Copies of this risk assessment are available in reception and the site office for contractors.</li> <li>• RAMS required in advance of visits by external contractors; to include own Covid-19 control measures</li> </ul>		
	Sports Hirers	<ul style="list-style-type: none"> <li>• Own risk assessment in place.</li> </ul>		