

LSA COVID-19 Risk assessment

This risk assessment has been carried out to ensure the safe operation of London Screen Academy to all pupils from September 2021. It has been carried out in accordance with the guidance published by the Government. The template for the risk assessment is a recommended model published by the Health and Safety Executive.

Assessed by	Charlie Kennard (Principal)	Date	20/08/2021		
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, pick-up and drop off (where applicable), First aid and external visitors to the school.			Persons Affected <i>(Who may be harmed)</i>	
				Students, Employees, Contractors and Visitors.	

Hazards and Risks	Existing Control Measures	Further Action / Comments
1. Minimise contact with individuals who have symptoms of COVID-19 and testing		
1.1 Staff (including governors)		
<p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p>	<ul style="list-style-type: none"> • All staff and governors are provided with the necessary information about staying at home when showing symptoms. There will be regular reminders throughout the school year. • Risk assessment plans are discussed with staff and where appropriate, staff are spoken to on a one-to-one basis. • Regular testing for staff is in place using LFDs. Clear process is in place for reporting positive or void cases. 	<ul style="list-style-type: none"> • Staff guidance is developed and kept up to date. This is clearly communicated to staff and updated as needed • Clear signage will be in place at all entrances. • Staff have been informed about travel guidance and should be aware of the quarantine rules. Regular updates will be provided during the year.
1.2 Pupils and parents		
<p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p>	<ul style="list-style-type: none"> • All pupils and parents are provided with the necessary information about staying at home when showing symptoms. There will be regular reminders throughout the school year. • Clear signage will be in place at all entrances. • Regular testing for pupils is in place using LFDs following two onsite tests. Clear process is in place for reporting positive or void cases. 	<ul style="list-style-type: none"> • Pupil and parent-friendly guidance/letters is developed and communicated regularly to parents and pupils. • Guidance is updated as needed and available on our school website.
1.3 Visitors and contractors		
<p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p>	<ul style="list-style-type: none"> • All contractors and visitors will be asked to make a declaration that they are symptom free on arrival to the premises. • Contact details of all visitors will be kept in case they need to be traced. • Clear signage in place at reception to make all visitors aware. • Where possible, contractors will only attend the school site after pupils have left to minimise the risk of exposure to COVID-19. 	
1.4 Asymptomatic testing at home (see separate risk assessment for asymptomatic testing on site)		

<p>Spread/contraction of COVID-19 due to lack of testing or improper use of testing equipment</p>	<ul style="list-style-type: none"> ● All staff and pupils have been advised to regularly test at home twice a week. Testing kits are provided. ● Consent has been sought from all those that are taking part in testing. ● Guidance on testing, including the sharing of videos, have been shared with pupils and is available on our website so that correct procedures are followed. ● Clear processes for reporting positive or void case are in place. 	
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2. Clean hands thoroughly and more often than usual

2.1 Lack of adequate facilities for hand cleaning

<p>Spread/contraction of COVID-19 due to a lack of adequate hand cleaning facilities.</p>	<ul style="list-style-type: none"> ● All staff, pupils, visitors and contractors MUST clean their hands on a regular basis and as often as reasonably possible. In particular, all staff, pupils, visitors and contractors must clean their hands when: <ul style="list-style-type: none"> ○ 1. Entering / exiting the school site ○ 2. Moving rooms ○ 3. Returning from break and lunch ○ 4. Before and after eating ● All staff, pupils, visitors and contractors are reminded of this on a regular basis. 	<ul style="list-style-type: none"> ● Hand sanitiser is available at every entrance and exit to the school site and school buildings. Both entrances will be staffed when pupils arrive to ensure this happens. ● Hand sanitiser is available in every classroom and room in the school. ● Hand sanitiser available in every dining space just prior to pupils collecting food. ● Checks are made on a regular basis to ensure it is refilled. ● Clear signage about hand cleaning is in place across the school site. ● Clear and simple communication with staff, pupil, visitors and contractors about the regular cleaning of hands is in place and with regular reminders. ● All pupils and staff are provided with small bottles of hand sanitiser. Staff can refill from the premises office.
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2.2 Improper or inadequate use of hand cleaning facilities

<p>Spread/contraction of COVID-19 due to a lack or regular or inadequate hand cleaning.</p>	<ul style="list-style-type: none"> ● Clear signage about cleaning hands is in place. ● All toilets and areas with sinks contain clear signs about how to wash hands. 	
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3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ventilation

3.1 All staff, pupils, visitors and contractors are reminded of practising good respiratory hygiene		
Spread/contraction of COVID-19 due to poor respiratory hygiene.	<ul style="list-style-type: none"> All staff, pupils, visitors and contractors are reminded of good respiratory hygiene on a regular basis. Clear signage is in place. 	<ul style="list-style-type: none"> Signs of 'catch it, bin it, kill it' are placed in every classroom. Regular reminders take place.
3.2 Lack of supplies that prevent the practising of good respiratory hygiene		
Spread/contraction of COVID-19 due to a lack of supplies	<ul style="list-style-type: none"> Tissues to be available in every classroom. 	<ul style="list-style-type: none"> Signs of 'catch it, bin it, kill it' are in place across the school site. Regular reminders take place. Hand soap and hand sanitiser are checked and refilled. The school has adequate supplies. Bins to be emptied at the end of every day or more often if needed.
3.3 Promoting adequate ventilation		
Spread/contraction of COVID-19 due to a lack of adequate ventilation	<ul style="list-style-type: none"> Where appropriate, all ventilation system have been checked to ensure they use fresh air and no air is recirculating. Staff are advised to keep windows open in classrooms to maximise the flow of fresh air in all rooms. Where safe to do so, doors can remain open. 	<ul style="list-style-type: none"> Staff advised to balance the need for increased ventilation while maintaining a comfortable temperature.
4. Maintain appropriate cleaning regimes		
4.1 Lack of supplies that prevent effective cleaning		
Spread/contraction of COVID-19 due to a lack of supplies of cleaning products.	<ul style="list-style-type: none"> Supplies have been ordered to last for the months ahead. These will be checked regularly and topped up as needed. 	
4.2 Enhanced cleaning during the day		
Spread/contraction of COVID-19 due to a lack of cleaning.	<ul style="list-style-type: none"> All areas of the school will be cleaned thoroughly at the end of every day. The guidance for cleaning of non-healthcare settings on gov.uk will be followed. 	<ul style="list-style-type: none"> The shared spaces in the school are cleaned thoroughly at the end of every day. In particular, the assembly hall will be cleaned thoroughly as it will be used every day by a different year group.
4.3 Deep cleaning		
Spread/contraction of COVID-19 due to a lack of cleaning.	<ul style="list-style-type: none"> A full deep clean will take place every half term. Cleaning will be in line with guidelines. HB 	<ul style="list-style-type: none"> A full deep clean will take place every half term. Cleaning will be in line with guidelines. HB
5. Where necessary, wear appropriate personal protective equipment (PPE)		

5.1 Cleaners		
Spread/contraction of COVID-19 when cleaning the school	Cleaners will be provided with gloves and facemasks when cleaning during the school day and after school.	Adequate supplies to be maintained by the premises team
5.2 Staff, Pupils and visitors		
Spread/contraction of COVID-19 where social distancing cannot be maintained.	From September 2021, face masks will be optional for pupils and staff indoors.	Face masks will be stored in school in case spares are needed by pupils and staff. Adequate supplies will be maintained by the school. Clear guidelines issued to staff.
7. School's response to a suspected / confirmed case of COVID-19		
7.1 Responding to suspected case(s) of COVID-19		
Spread/contraction of COVID-19 further due to inefficient and / or ineffective response from the school to suspected case(s).	<ul style="list-style-type: none"> All staff have been briefed on the protocols for what to do if a pupil falls ill during the day. All senior leaders are clear about the procedures. 	<ul style="list-style-type: none"> Clear guidelines have been developed and communicated in advance. All staff are aware of the need to get tested as soon as possible if they have COVID-19 symptoms. All pupils and parents have been informed of the need to get tested as soon as possible if they have COVID-19 symptoms. Regular reminders issued to staff and pupils regularly
7.2 Responding to a confirmed case(s) of COVID-19		
Spread/contraction of COVID-19 further due to inefficient and / or ineffective response from the school to confirmed case(s).	<ul style="list-style-type: none"> All staff have been briefed on the need to inform the school as soon as possible of a positive test. Regular communication with pupils and parents to ensure information is passed to the school as soon as a positive case is known about. All senior leaders are clear about the procedures. 	<ul style="list-style-type: none"> Clear guidelines have been developed and communicated in advance to staff, pupils and parents. Regular reminders issued to staff and pupils regularly.
7.3 Contingency plans		
Further spread/contraction of COVID19 or impact on pupils learning due to a lack of adequate adequate planned.	<ul style="list-style-type: none"> In line with the contingency framework for education, plans have been developed to in response to a large rise in cases (5 cases, or 10% of a group of people that have mixed closely). Thorough plans are in place for: <ul style="list-style-type: none"> o Reinstating the use of face masks in school. 	

	<ul style="list-style-type: none"> ○ Enhanced testing procedures, including asymptomatic testing on site. ○ Workforce management including many staff absent or having to shield. Specific plans in place for key staff having to isolate including the Pupil Officer, Attendance Officers, DSLs. ○ Remote education for pupils at home. ○ Reducing / curtailing trips, visitors on site, etc. In extreme cases, returning the school to a bubble/zoning system. <ul style="list-style-type: none"> ● Further advice from PHE and Brent PH will be sought regarding, increased additional measure if needed. testing, reinstating face coverings, reducing mixing, ensuring continuity of the canteen services, etc. 	
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8. Pupils' Education

8.1 Pupil Absence

<p>Pupils education suffers as a results of self / household isolation(s).</p>	<ul style="list-style-type: none"> ● All learning materials will be available on MS Teams on the same day so pupils can plan their work and continue with their education. 	<ul style="list-style-type: none"> ● All staff have been trained in the use of MS Teams. Basic expectations and coherent strategies on its use have been set from day one. ● All work and homework is available online through the use of MS Teams. ● Pupils have access to online learning platforms the school has subscribed to (e.g. GCSEPod, Hegarty Maths, etc.) to ensure they can continue with their learning.
<p>Pupils do not attend school for long periods due to medical concerns or long term issues</p>	<ul style="list-style-type: none"> ● All pupils with medical conditions will be contacted and supported to return to school. ● Home learning as outlined above is in place for all pupils to continue their work if absolutely necessary on the advice of a medical practitioner. 	<ul style="list-style-type: none"> ● All support outlined above is available. ● Regular contact will be made with these pupils to ensure their wellbeing and learning are continuing as expected. ● Additional support will be provided on a pupil by pupil basis and in conjunction with external agencies if needed.

8.2 Pupils' mental health

<p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.</p>	<ul style="list-style-type: none"> ● There are sufficient numbers of trained staff available to support pupils with mental health issues. ● There is access to designated staff for all pupils who wish to talk to someone about wellbeing / mental health. ● Wellbeing / mental health is discussed regularly in PSHCE / assemblies / pupil briefings. ● Resources / websites to support the mental health of pupils are provided. ● SMSC / PSHCE / Assembly programme have been revised to take into account additional mental health concerns. These will be reviewed regularly and amended as needed. 	<ul style="list-style-type: none"> ● A comprehensive SMSC and assembly programme is in place. ● Staff have been trained on reporting to DSLs and further regular reminders will take place. ● Additional provision for those most in need has been sourced from BCYP and will continue for the whole year. There will be a focus on staff training and new Year 7 pupils.
<p>9. Staff</p>		
<p>9.1 Staff mental health</p>		
<p>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.</p>	<ul style="list-style-type: none"> ● Staff are encouraged to focus on their wellbeing. ● Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. ● Staff briefings have included content on wellbeing and additional support available to staff. ● Staff briefings / training on wellbeing are provided as needed. 	<ul style="list-style-type: none"> ● Access to a trained counsellor is available and will continue to be available next term. ● Support for staff to be continually reviewed and adapted based on need and feedback.