

Melbourn Village College

Covid-19 Risk Assessment

This RA is to cover the period of school closure as ordered by the national government March 2020. The period in question is currently unknown in duration but is expected to cover until the end of the Summer Term 2020.

It has been written in conjunction with guidance from the Government, Local Authority and Unions.

The aim of the RA is to identify, assess and mitigate risks to staff and pupils during the Covid-19 pandemic.

ASPECT	CONTROL MEASURES / ACTIONS
<u>Staff / Operations</u>	
<p><u>Maintaining Effective Running</u></p> <p>Ensure school able to function effectively</p>	<ul style="list-style-type: none"> • Ensure sufficient teaching / TA staff on site to supervise appropriately with reserve cover in case of illness. • Admin staff re-purposed to ensure reception covered daily • Safeguarding team / DSLs available onsite or by email and phone at all times • Site team on site daily • SLT member(s) on site daily • Finance office on site twice weekly but working at home otherwise • ICT Technical support available via email (helpdesk) and on site as required. • Resources copying available as required. • Trust staff available by email / phone
<p><u>Staffing</u></p> <p>Vulnerable / Shielding staff</p>	<ul style="list-style-type: none"> • All staff will be asked to complete a questionnaire to confirm their personal circumstances • Staff who are shielding will not be required to work on-site. • We will follow Trust HR guidance with regards to staff who are at additional risk or live with someone who is shielding / at additional risk - amended duties, working from home etc. • Staff who are at additional risk (or live with someone who is at additional risk) who wish to be on site will be encouraged to have an individual risk assessment with an SLT member. • Staff with other concerns or difficulties working on site (eg carers, those with children not at school) will be asked for details and efforts made to support them where possible according to Trust policies.


ASPECT	CONTROL MEASURES / ACTIONS
Risk to staff from working on site	<ul style="list-style-type: none"> • Minimise number of staff on-site (use a rota) but maintain sufficient for safe supervision / operation of school (see above). • Access to Hand sanitisers / gel in classrooms, at reception and in staffroom(s). PPE available in line with govt guidance (see section below) • Staff to be organised into 'bubbles' where possible (see below) • Staff on-site but not supervising children to stay separate from other staff • Visitors minimised and kept separate from pupils / staff in school. • Clear guidance given to staff and pupils regarding expectations, behaviour etc
<p><u>Cleaning</u></p> <p>Risk to staff / pupils from Coronavirus remaining on surfaces</p>	<ul style="list-style-type: none"> • Cleaning around the site has been increased and is particularly concentrated on areas that people touch e.g. doorknobs. • Toilets will be cleaned more frequently than usual. • Used classrooms will be cleaned daily. • Rooms used for teaching will be cleared of extraneous items prior to being used to minimise items on which the virus may be retained. • Science Labs have been chosen for Yr10 to make cleaning easier and increase access to water for handwashing. • Routes for all pupil groups minimise use of corridors / other inside spaces.
<p><u>Other Site Issues</u></p> <p>Due to areas of the site being mothballed or inaccessible, and fewer staff on site, staff and pupils can be distant from each other, reducing capacity to supervise appropriately.</p> <p><u>Fire Alarm</u></p>	<ul style="list-style-type: none"> • Staff and pupils will be concentrated in four separate bubbles – see plan in Appendix 2 • CCTV still running and site team are mobile around site. • Appropriate barriers will be used to strengthen separation. • Hand gel is available in reception, every staff toilet, staffroom and by copiers/printers <ul style="list-style-type: none"> • Each supervising teacher will escort their small group to the back field (usual assembly point) via the usual route (rooms have been planned to allow this).

ASPECT	CONTROL MEASURES / ACTIONS
	<ul style="list-style-type: none"> Once on the back field each group will socially distance from themselves and other groups whilst the registers are taken. <i>Some doors which are considered fire doors may be propped open rather than closed as usually. This is a minor risk and is to reduce the risk of the virus spreading through contact with door handles etc.</i>
<p><u>Insurance</u></p> <p>Ensuring continuation of cover</p>	<ul style="list-style-type: none"> We have consulted our insurance provider through Jan Berridge who have confirmed that all insurances and indemnities will be in place for the time period in question.
<p><u>Students on Site</u></p>	
<p><u>Risk of virus transmission between pupils on site.</u></p> <p>Hygiene</p> <p>Organisation</p>	<ul style="list-style-type: none"> Hand-gel will be available in each classroom. Pupils will be asked to apply as they arrive / enter the classroom. Reminders about personal hygiene will be provided by teachers (verbally) and through display material around the school. Children will be encouraged to 'catch it, bin it, kill it' – tissues will be available in rooms. Where possible, groups of children will be isolated from each other and staff contact between groups will be minimised. <p>Pupils to be organised into 4 discrete 'bubbles':</p> <ol style="list-style-type: none"> Critical / vulnerable children Yr10 'face to face' – restricted to ¼ of year group on site at any one time. Student support / EHCP Cabin (Enhanced provision – EHCP) <ul style="list-style-type: none"> Bubbles to be kept separate throughout day. Staff to be restricted to individual bubbles where possible. See plan for further details of how bubbles will be kept separate. Pupils cannot share equipment (pens, pencils, rulers, textbooks, exercise books) and so pupils must supply their own. Teachers will have additional resources available – to be given not lent

ASPECT	CONTROL MEASURES / ACTIONS
<p>Social Distancing</p> <p>Minimising mixing outside of classrooms</p>	<ul style="list-style-type: none"> • Each 'bubble' to be further split into small groups (max 10-15, depending on classroom size) to allow for social distancing. • Children to be reminded about social distancing verbally and through displays. • Yr 10 rota will involve pupils staying within one place. • Routes in/out of school (both site and building) and toilet use for each 'bubble' has been designed to minimise mixing. • Barriers have been erected to further reduce access between bubbles. • Yr10 will not have a scheduled break. Other children will have staggered break times and identified areas. • Start time will be altered for those in the critical / vulnerable group not using buses. • Yr10 are only doing part-days – this will reduce mixing when they leave the site.
Attendance	<ul style="list-style-type: none"> • Parents in each bubble will be required to 'book' places in advance and will be made aware of the arrangements. • Individual Risk Assessments have been conducted for all children with EHCPs to determine the most appropriate form of provision. • If pupils who are expected in school do not attend, parents will be contacted in order to ascertain the reason for absence. • If a child absents themselves from a lesson then the SLT and site team will be contacted to find them.
Travel to/from school	<ul style="list-style-type: none"> • Suggest parents drop pupils in the driveway to minimise the mixing of pupils. • Encourage those cycling or walking to keep social distance on their routes to school. • The back gate will be opened for Yr10 use only. • Staff who use public transport should alert the school, so that an individual risk assessment can be put in place. • Liaise with bus companies and LA re reduced bus occupancy rates / altered bus routes.
Pupil Behaviour	<p>Pupils will all be informed about the risks of the spread of Covid-19, and informed about the consequences of non-compliance with the necessary rules in school:</p> <ul style="list-style-type: none"> • Social distancing • Not sharing equipment

<u>OFF SITE</u>	
<p><i>Please note that this section will also apply to pupils who are with us on-site during the school day but then go home.</i></p> <p><u>Coronavirus issues</u></p> <p>Pupils may be infected by contact with people.</p> <p>Pupils may suffer bereavements within family or friendship circles.</p> <p>Pupils may be at higher risk of DV, emotional abuse, sexual exploitation while under lock-down in their homes.</p> <p>Poor mental health or wellbeing experienced by pupils and staff due to anxieties relating to the measures in place.</p> <p>Disengagement from school, likely to be apparent from the lack of contact with teachers regarding work and/or lack of logging on to our online materials.</p>	<ul style="list-style-type: none"> • We will continue to inform pupils and parents about the government guidance with regards to social distancing and lock-down. We will continue to educate pupils about cleanliness etc. • We will collect useful guidance about bereavement from sources and make available to staff and parents; increased support by the pastoral team will be put in place as necessary. • We will continue to work with all other professionals around safe guarding. We have set up an email mailbox for MEL-Pastoral and advertised its availability through the website and MVC Post. We have also placed guidance for actions to take if you have a safeguarding concern about a pupil. • All reports of concerns will be dealt with swiftly and appropriately. • In addition, all pupils on AP or for whom we already have a concern of any type will receive regular phone calls or other contact from a member of staff. Home visits will also be completed for specific vulnerable pupils. • We have set up a webpage for pastoral support that includes advice and details of where help may be sought, for example by links to relevant sites. • Existing counselling will be able to continue online. • Additional counselling will be made available. • Teachers will be tracking the work engaged with/completed by pupils and will inform HoDs, HoYs and SLT where concerns arise. Pastoral team will then make personal contact with some pupils and engage with the problem, making appropriate choices suitable for each individual. These may include (but not be limited to) home visits, invitations in to school, phone calls, emails, etc.

<p><u>On-line learning</u></p> <p>Staff may be contacted by pupils or parents over social media or other means outside of the school systems.</p> <p>Staff may be at risk of malicious allegations while engaging in one-to-one or class/group online teaching.</p>	<ul style="list-style-type: none"> • Staff to follow AUP; do not engage with parents in your role as staff over social media or in the local vicinity. Report all incidents or concerns to SLT ASAP. • Staff should adhere to the AUP and also the Trust guidelines about online/distance learning.
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Risk Assessment Approval	
<p>Signed by Headteacher</p> 	<p>Date: 10/06/2020</p>

Appendix 1 - Equality Impact Assessment – School Reopening (Pupils and Staff)

This Equality Impact Assessment (EqIA) form will assist you to ensure we meet our duties under the Equality Act 2010 to take account of the needs and impacts of the proposal or function in relation to people with protected characteristics.

Guidance used in assessment of Impact and identification of Reasonable Adjustments:

- [Risk Reduction Framework for NHS Staff at risk of COVID-19 infection](#)
- [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)
- [People at higher risk from coronavirus](#)
- [Advice on social distancing](#)

Local Authority documents to support the completion of the EqIA can be found here –

- SEND / Vulnerable Pupil risks assessment ([protocol](#) / [risk assessment](#))
- [Individual staff risk assessment](#)
- [BAME risk assessment](#)

Any questions, please let us know - EmergencySchool.Closure@cambridgeshire.gov.uk

This document has been based upon the template put together by Star Academy Trust and we would like to acknowledge their excellent work in putting this together <https://www.reopeningschools.org/>

COVID-19: Equality impact assessment - Pupils

Policy or Decision:	COVID-19: School wider-opening Individuals with increased vulnerability to infection or poorer outcomes from COVID-19 ¹
School name:	Melbourn Village College
Covered by this assessment:	Pupils

Assessment conducted by – name:	Niki Smith
Assessment conducted by – job title:	Deputy Principal
Assessment date:	01/06/2020

Considerations regarding groups that may be affected:

Groups with protected characteristics	It is assessed that this decision could have a:			Impact comments:	Reasonable Adjustments Identified:	Negative Impact: <i>Please provide details as to why reasonable adjustments are not being made</i>
	Positive Impact	Neutral Impact	Negative Impact			
Age (Adults only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable for this assessment.	Not Applicable.	Not Applicable.
Disability			X	<ul style="list-style-type: none"> a. High Risk - 'Clinically Extremely Vulnerable': Identified specific medical conditions have been identified as placing someone at greatest risk of severe illness from coronavirus. b. Moderate Risk - 'Clinically Vulnerable': Identified health conditions have been identified as placing someone at higher risk of severe illness from coronavirus. c. Other - Do not fall into one of the above categories, however, have received medical advice to remain at home. d. Disability which is the subject of reasonable adjustments e. Reopening schools to children with special educational needs could increase their access to school based support. 	<ul style="list-style-type: none"> a. Pupils within this category will have been contacted by the NHS and advised with regards to shielding requirements. These pupils will be provided with study to be carried out from home. b. Pupils within this category have been advised by the NHS/government to follow advice on social distancing. These pupils will be provided with study to be carried out from home unless stringent social distancing measures are possible, and they/their parents agree to a return. The LA risks assessment (protocol / risk assessment) should be undertaken to determine this if deemed as required. c. Pupils within this category will provide a letter from their GP confirming advice. If it is possible to attend school these pupils, the LA risks assessment (protocol / risk assessment) should be undertaken if required. d. The LA risks assessment (protocol / risk assessment) should be undertaken if required. 	Not Applicable – all reasonable adjustments will be made.

¹ Equality impact assessment based directly upon pupils. In addition to this the school/trust has identified that pupils:

(i) who live with individuals classified as High Risk – 'Clinically Extremely Vulnerable' will study from home.

(ii) who live with individuals classified as Moderate Risk – 'Clinically Vulnerable' should attend school and the school will undertake a 'COVID-19 - Individual Pupil Risk Assessment'.

Groups with protected characteristics	It is assessed that this decision could have a:			Impact comments:	Reasonable Adjustments Identified:	Negative Impact: <i>Please provide details as to why reasonable adjustments are not being made</i>
	Positive Impact	Neutral Impact	Negative Impact			
					e. The LA risks assessment (protocol / risk assessment) should be undertaken if required.	
Gender reassignment		X		No evidence of impact.	Not required.	Not required.
Pregnancy and maternity			X	Moderate Risk - 'Clinically Vulnerable' - Pregnancy.	Pupils within this category have been advised by the NHS/government to follow advice on social distancing. These pupils will be provided with study to be carried out from home unless stringent social distancing measures are possible, and they/their parents agree to a return the LA risks assessment (protocol / risk assessment) should be undertaken to determine this if required.	Not Applicable – all reasonable adjustments will be made.
Race			X	Current evidence that ethnicity of a BAME background may be associated with increased vulnerability.	A Pupil Risk Assessment may need to be completed.	Not Applicable – all reasonable adjustments will be made.
Sex			X	Current evidence of males being at higher risk of being admitted to hospital.	A Pupil Risk Assessment may need to be completed.	Not Applicable – all reasonable adjustments will be made.

COVID-19: Equality impact assessment - Staff

Policy or Decision:	COVID-19: School wider-opening Individuals with increased vulnerability to infection or poorer outcomes from COVID-19 ²
School name:	Melbourn Village College
Covered by this assessment:	Staff

Assessment conducted by – name:	Niki Smith
Assessment conducted by – job title:	Deputy Principal
Assessment date:	01/06/2020

Considerations regarding groups that may be affected:

Groups with protected characteristics	It is assessed that this decision could have a:			Impact comments:	Reasonable Adjustments Identified:	Negative Impact: <i>Please provide details as to why reasonable adjustments are not being made</i>
	Positive Impact	Neutral Impact	Negative Impact			
Age (Adults only)			X	a. Moderate Risk - 'Clinically Vulnerable' - those aged over 70. b. Current evidence that those aged over 55 of BAME ethnicity, particularly those with co-morbidities, may be associated with increased vulnerability. c. Current evidence that those aged over 60 of White European ethnicity, may be associated with increased vulnerability.	a. Staff within this category have been advised by the NHS/government to follow advice on social distancing. These staff should work from home unless this is not an option, stringent social distancing measures are possible, and they are willing to return. An individual staff risk assessment is completed to determine this. b. An individual staff risk assessment is completed dependent upon cumulative vulnerability and job role. c. An individual staff risk assessment is completed dependent upon cumulative vulnerability and job role.	Not Applicable – all reasonable adjustments will be made.

² Equality impact assessment based directly upon members of staff. In addition to this the school/trust has identified that staff:

- (i) who live with individuals classified as High Risk – 'Clinically Extremely Vulnerable' will work from home unless this is not an option, stringent social distancing measures are possible, and they are willing to return. A 'COVID-19 - Individual Staff Risk Assessment' should be undertaken to determine this.
- (ii) who live with individuals classified as Moderate Risk – 'Clinically Vulnerable' should attend work and the school will undertake a 'COVID-19 - Individual Staff Risk Assessment'.

Groups with protected characteristics	It is assessed that this decision could have a:			Impact comments:	Reasonable Adjustments Identified:	Negative Impact: <i>Please provide details as to why reasonable adjustments are not being made</i>
	Positive Impact	Neutral Impact	Negative Impact			
Disability		X	X	<p>a. High Risk - 'Clinically Extremely Vulnerable': Identified specific medical conditions have been identified as placing someone at greatest risk of severe illness from coronavirus.</p> <p>b. Moderate Risk - 'Clinically Vulnerable': Identified health conditions have been identified as placing someone at higher risk of severe illness from coronavirus.</p> <p>c. Other - Do not fall into one of the above categories, however, have received medical advice to remain at home.</p> <p>d. Disability which is the subject of reasonable adjustments</p>	<p>a. Staff within this category will have been contacted by the NHS and advised with regards to shielding requirements. These staff will be provided with work that can be carried out from home.</p> <p>b. Staff within this category have been advised by the NHS/government to follow advice on social distancing. These staff should work from home unless this is not an option, stringent social distancing measures are possible, and they are willing to return. An individual staff risk assessment is completed to determine this.</p> <p>c. Staff within this category will provide a letter from their GP confirming advice. If it is possible to attend work these staff will have an individual staff risk assessment.</p> <p>d. These staff will have an individual staff risk assessment completed.</p>	Not Applicable – all reasonable adjustments will be made.
Pregnancy and maternity			X	Moderate Risk - 'Clinically Vulnerable' - Pregnancy.	Staff within this category have been advised by the NHS/government to follow advice on social distancing. These staff should work from home unless this is not an option, stringent social distancing measures are possible, and they are willing to return. An individual staff risk assessment is completed to determine this.	Not Applicable – all reasonable adjustments will be made.
Race			X	Current evidence that ethnicity of a BAME background may be associated with increased vulnerability	A BAME risk assessment is completed dependent upon cumulative vulnerability and job role.	Not Applicable – all reasonable adjustments will be made.
Sex			X	Current evidence of males being at higher risk of being admitted to hospital.	An individual staff risk assessment is completed dependent upon cumulative vulnerability and job role.	Not Applicable – all reasonable adjustments will be made.

Groups with protected characteristics	It is assessed that this decision could have a:			Impact comments:	Reasonable Adjustments Identified:	Negative Impact:
	Positive Impact	Neutral Impact	Negative Impact			<i>Please provide details as to why reasonable adjustments are not being made</i>
Sexual orientation			X	Potential for a negative impact. LGBTQ+ people have a higher rate of mental ill health, domestic abuse in comparison with their counterparts which could affect their return to work.	An individual staff risk assessment is completed dependent upon cumulative vulnerability and job role.	Not required.