

COVID -19

10.11.2020 RISK ASSESSMENT ADDENDUM – please read alongside Risk Assessment

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| Name of assessor | Stuart Walker |
| Date | 13.01.21 |
| Site | Lingwood Primary Academy |
| Task being assessed | The opening of Lingwood Primary Academy to keyworkers, vulnerable children, SEND provision and Nursery , on the 5 th January 2021 during the national restrictions in place for the COVID-19 pandemic. |
| <p>The headteacher sets numbers of children admitted during lockdown based on assessment of risk and staffing. Keyworkers and vulnerable children will be allocated places using the LA criteria. All SEND pupils who attend Launchpad will be offered a place in these settings. Nurseries will remain open for all pupils in their normal allocated time slots.</p> <p>Lingwood Primary Academy will offer the following provision: Full Nursery provision, 3 bubbles of 12 children within the main school, 1 bubble of a maximum of 19 with the SEND provision of Launchpad.</p> | |

NB – where this Risk Assessment refers to FM Company, please read Trust Facilities Manager.

| Area of Risk | Additional Control Measure/Update | By Whom | When |
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| A pupil with COVID-19 attends site | <ul style="list-style-type: none"> Parents received a letter (dated 06.01.2021) advising them of government requirements not to send in any pupils who have experienced COVID 19 symptoms or tested positive for COVID 19 within the last 10 days, or if someone in their household has displayed COVID-19 symptoms in the last 14 days or if they have been contacted by NHS Test & Trace to say they have been in contact with someone with COVID 19 in the past 14 days. Parents within the bubble where there has been a suspected case are informed as such in case they wish their child to remain at home until confirmed test outcome is received. Bubbles will be closed immediately where a positive case occurs and Government guidelines followed | HT | 06/01/2021 |

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| <p>A visitor with COVID-19 attends the site</p> | <ul style="list-style-type: none"> External visitors are not allowed on site, this now extends to volunteers, supply teachers, external visitors who support in the delivery of the curriculum. External visitors who support the curriculum are now providing online sessions to support children's home learning. Educational Visits are not permitted Essential maintenance from outside contractors will take place outside school hours unless safety of site is compromised | <p>HT</p> | <p>06/01/2021</p> |
| <p>Pupils, parents, visitors and staff come into contact with COVID-19 on journey to or from school</p> | <p>Minibus travel to Moonstone and Launch Pad provision</p> <ul style="list-style-type: none"> All staff MUST wear face coverings If parents wish their child to wear face coverings they can do so | <p>HT</p> | <p>06/01/2021</p> |
| <p>Pupils' parents in close proximity during a pandemic</p> | <ul style="list-style-type: none"> All parents/carers MUST wear face covering when dropping their child anywhere on the school site | <p>HT</p> | <p>06/01/2021</p> |
| <p>Pupils and staff in close proximity during a pandemic</p> | <ul style="list-style-type: none"> Pupil groups in the keyworker and vulnerable children provision will be limited to 12 pupils. This will ensure that children can be spaced out appropriately. Keyworker and vulnerable children are prioritised in line with Norfolk County Council guidance. | <p>HT</p> | <p>06/01/2021</p> |
| <p>Staff Members do not understand control measures</p> | <ul style="list-style-type: none"> Staff meeting to take staff through the risk assessment and Lock Down plan occurred on 6.1.2021 | <p>HT</p> | <p>06/01/2021</p> |
| <p>Premises staff/FM Company does not understand control measures</p> | <ul style="list-style-type: none"> Risk assessment has been shared with all member of facilities team by the Facilities Manager on 6.1.2021 | <p>HT</p> | <p>06/01/2021</p> |
| <p>FM Company do not take appropriate steps to keep their staff safe</p> | <ul style="list-style-type: none"> Trust facilities manager following Risk Assessment and has shared with staff | <p>HT</p> | <p>06/01/2021</p> |
| <p>Reduced staff ratios compromise the safety and security of pupils</p> | <ul style="list-style-type: none"> School will not open if satisfactory staffing cannot be maintained due to sickness, self isolation or shielding Academy will not use supply teachers during this period | <p>HT</p> | <p>06/01/2021</p> |
| <p>Covid 19 is spread by temporary staff or</p> | <ul style="list-style-type: none"> No external or temporary staff are allowed into school during this period | <p>HT</p> | <p>06/01/2021</p> |

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| external specialist support staff | | | |
| Curriculum delivery/Remote Learning | <ul style="list-style-type: none"> • Pupils attending the vulnerable and keyworker provision will follow the remote curriculum with adult support • Devices supplied by Dfe will be allocated to families at the discretion of the headteacher • Paper packs will be supplied to pupils who have no way of accessing the remote learning package • Remote Learning will be provided to all pupils – See Blended Learning Policy and Remote Learning Guidance for Parents | HT | 06/01/2021 |

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| Review Date | 18 th February 2021 |
| Signature of Academy Headteacher | <i>S. Walker</i> |
| Date | 13.1.2021 |
| Countersigned by CEO | <i>[Signature]</i> |
| Date | 13.01.21 |