

Risk Assessment – COVID-19 Return to full time education – Version 1.0

(please note this is a live document and regular updates/changes may be needed following government advice, please amend accordingly)

Title of risk assessment	COVID-19 Return to full time education	Date of Assessment	7 July 2020
Name of Assessor	Jane Smith H&S Officer	Location	All Academies
Who may be affected?	Staff, Pupils, Visitors and Contractors		
Description of activities	Return to full time education within academies		
Additional Guidance used for this risk assessment and for academies to refer to.	http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://oatoe.sharepoint.com/:f/r/sites/Covid-19/Coronavirus%20support%20documents/Health%20%26%20Safety?csf=1&web=1&e=auA0VS		

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
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Classrooms and Groups	Staff and pupils	<ul style="list-style-type: none"> Groups are created to an appropriate size in proportion to the school. Pupils have year based classrooms. Due to the small size of the school social bubbles for lunch and break provision are made up of 7&8, 9&10 and 11. These three social bubbles will have separate entrances, toilets, catering facilities. However, they will be in year based teaching rooms. Where there is mixed usage across year groups in a day, rooms will be wiped down according to a cleaning rota Consideration is given for types of groups depending on age year groups and those with complex needs. The groups will change and vary within the year group 	5	2	10	Additional risk assessment will be in place for practical lessons and after school provision but this will not be considered until week three of term at the earliest.	VDE

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		<p>bubbles to meet the needs of the learners and certain subjects.</p> <ul style="list-style-type: none"> Groups are kept as small as is reasonably practically as easier to identify those who may need to self-isolate in the case of someone tests positive of covid 19. There will be no indoor grouping larger than an average class size Pupils remain in groups and contact is avoided between other bubbles Classrooms are arranged so desks face forward, Staff to socially distance to 2 meters from students where possible generally at the front of the class for secondary schools. Staff avoid close face to face contact and minimise time spent within 1 metre of anyone. This will be assessed on an individual basis for those who have complex needs. Where possible, unnecessary furniture and clutter moved out of classrooms to provide more space and to support the nomadic teacher model. Pupils are given regular reminders about the importance of social distancing and are reminded this still must take place where possible. Daily during form times. Biometrics, to be avoided and alternative used where possible. SLT/teachers clearly set out at the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is reinforced in registration and included through letters of communication to parents in line with the academy behaviour policy and addendum Covid 19. 				<p>Social bubbles (7/8, 9/10 and 11) will have separate entrances, toilets and catering provision.</p> <p>Biometrics will be used by year 9-11. Pupils will sanitise before use in the line.</p> <p>Academy behaviour policy available on website</p>	<p>VDE</p> <p>Site team and teaching staff</p> <p>Teaching staff</p> <p>Tutors – daily</p> <p>Carly W</p> <p>SLT/ Middle leaders/ teachers</p>

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Policies and procedures	Staff/pupils	<p>All school staff and pupils revisit emergency plans and receive further training on;</p> <ul style="list-style-type: none"> Staff and pupils complete a fire drill/lockdown on return to school. Plan to do fire week three and lockdown week 4. Academy staff complete fire refresher training.- update required from iHasco. Staff have completed infection control training on iHasco Staff are provided with most up to date guidance from PHE and the DFE via the Gov.uk guidance produced 2nd July and saved in shared – Coronavirus folder Staff are provided with procedures, so they are aware of what to do if the school has a confirmed case of covid 19. OAT flowcharts shared with staff. Staff are provided with information and understand NHS test and trace service Academy will identify a member of staff responsible for coordinating the COVID-19 response and any actions. This will be Christine Sheppard. Staff must be aware of the Covid 19 Response flow charts. Pupils to be reminded daily during registration about Covid 19 social distancing and the importance of handwashing. Staff receive refresher induction training and revisit policies which include. Link shared with staff in September TED. Behaviour policy, H&S policy, Infection control guidance 	5	2	10	<p>The Academy must add to the flowchart provided by OAT the local HPT telephone number.</p> <p>Parents must be informed of the NHS test and trace service via letter to go out w/c 13th July and again in September.</p> <p>Academy creates shared folder for access to policies.</p>	<p>Site team and VDE</p> <p>VDE and CS</p> <p>Form tutors</p> <p>VDE/CS/HW</p>

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		Safeguarding Lockdown procedure Fire policy <ul style="list-style-type: none"> • PEEPS are in place for those who need assistance leaving the building in the event of an emergency. • First Aid needs assessment is in place • Academy ensures they have adequate number of first aid trained staff in place. • 				Separate RA for JM and process already established for his evacuation.	Front office staff	
Reception	Staff pupils and visitors	Visitor reception has a screened and secure visitor bubble in place to protect staff as well as a closing office door and sliding window for internal contact. Staff are seated at 2m distance in the reception office. Visitors/parents are advised that any access requests are by appointment only in letter sent out w/c 13 th July Furniture removed to allow social distancing Social distancing markers located in the reception area Hand sanitisation station is prominent in reception Deliveries/post are made contactless and are not signed for Sign in app used by staff on personal mobile phone – for visitors, academy receptionist to manually input information into these systems where possible John Hawkins to have own sign in book in reception and any one else who does not have a phone that supports the app.. Any manual sign in sheets must be kept safe to comply with GDPR	5	2	10		Site team CS	
							JHA ES KK CS	
Fire	Staff/pupils	Fire plans are updated to ensure staff & pupils assemble in social groups- muster points re calibrated. Staff and pupils are updated with new fire arrangements Academy ensures that the school still operates with a suitable number of fire wardens A fire drill, applying social distancing where possible, should take place at the earliest opportunity I the muster point has been relocated. This will be week three of the new term. If the muster point remains, termly drills should be completed in line with usual procedures. Plus termly lockdown drills commencing week 4 of the new term	5	2	10		OP VDE CS	

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Face coverings	Staff/pupils	<p>Face coverings are not mandatory but are will be made available to staff and pupils (12 and over) as an option where staff/pupils may be vulnerable or feel anxious this is based on individual circumstances and assessed by the academy.</p> <p>Students and staff are advised how to wear, remove and dispose of face coverings.</p> <p>Staff and pupils are instructed not to touch their faces when removing face coverings.</p> <p>Face coverings are worn in communal areas within the academy.</p> <p>If teachers chose to wear face coverings in the classroom this will be assessed locally on what type to wear eg.</p> <p>Visors are more appropriate if teaching any children with a speech or hearing impairment.</p> <p>Hands are washed before and after touching face coverings – including how to remove or put them on.</p> <p>Staff and pupils are aware of how to safely store them, this is in an individual, sealable plastic bag between use.</p> <p>Where a face covering becomes damp, it is not worn and the face covering is replaced carefully.</p> <p>Parents are informed with the updated guidance on face coverings.</p>	5	2	10	<p>Following further government advice or during a local lockdown face covering are to be worn in secondary schools for pupils aged 12 and over. This will be in communal areas or where it is difficult to maintain social distancing.</p> <p>Staff/SLT must be aware of those who may be exempt from wearing face coverings this may involve those who have mental health issues or have certain disabilities.</p>	
Communal areas		<ul style="list-style-type: none"> Social distancing signs and marking are still visible throughout communal areas. Flow around the site will be controlled by escorting teachers and pupil movement will be maintained in site bubbles so to minimise the risk of contamination and mixing of bubbles. Early finish for groups of students to minimise risk at end of day. Staff room adapted to ensure suitable work space as well and social distancing in this space. A rota may be used if congestion becomes a risk . Down stairs social space for JM (tea room next to Library conference room) Classrooms are not to be used for teacher social space due to the risk of contamination. Assemblies take place only within groups. 	5	2	10	<p>NO year group assemblies. Assemblies will be</p>	<p>VDE Done</p> <p>Tutors. SLT. DOLS</p>

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		<ul style="list-style-type: none"> Pupil flow in corridors and use of communal areas to be restricted to social bubble/groups where possible Staff to maintain distance from pupils and other staff where possible. The school avoid creating busy corridors, entrances and exits by scheduling timetables to avoid congestion. Academy ensures good ventilation is in place by keeping doors and windows open. 				streamed through teams into tutor rooms, with the exception of year 7 on their first day and this will be done a 1m distance in the main hall which will be cleaned down afterwards.	VDE Done
<u>Catering</u>		<p>Water fountains are switched off and students bring in their own bottles water. Water jugs available at social times.</p> <p>Corridors and catering areas are supervised during lunch/break. Covid 19 duty rota in place</p> <p>Screens provided where required to ensure food is protected. All food served in packaging. Screens at payment points to protect staff and pupils. Move to limited menu at break time served from catering points in social bubbles, pre order of hot food at lunch with cold food available without pre-order or packed lunch only in consultation with academy catering team.</p> <p>Touch terminals/cash is not used – payments will be recorded on paper and accounts updated later</p> <p>Cash top up machines are not used, students to top up account using online methods or via locally agreed procedure.</p> <p>Additional waste bins to be provided to reduce litter and ease disposal plus enhanced litter picking programme</p>	5	2	10	<p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <p>Duty rota revisited to reflect new demands of school ops.</p> <p>Gym equipment cleaned down after each break and lunchtime</p> <p>See above about biometric.</p> <p>Cash top up machine to be signed and taped off so it cannot be used.</p>	<p>Site team</p> <p>AIP VDE Done</p> <p>AIP</p>

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		Hand sanitiser stations to be used when pupils leave lesson 2 and lesson 4 classrooms. Also available in the queue for catering facilities.					Site team
							Site team
Mental health		<p>Re-orientation of staff and pupils within the academy takes place.</p> <p>Staff can complete iHasco Covid return to work. Counselling service available for staff.</p> <p>SLT discusses the implications on staff and pupil workload when the school reopens to minimise stress. SLT considers reasonable requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. If required, staff can adjust their working hours, as agreed by SLT.</p> <p>The principal and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens. SLT will signpost internal and external support for staff,</p> <p>Staff and pupil bereavement is managed in line with the bereavement policy. All staff have attended Bereavement training. – June 2020</p>	5	2	10	<p>The PHE, DFE and NHS are hosting a free webinar on 9 July on how to support returning student and pupils wellbeing. VDE has attended this.</p> <p>https://www.eventbrite.co.uk/e/dfe-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380</p> <p>Training link removed - version for training still available from you tube https://youtu.be/MYmBLnSQh3M</p> <p>HW will present the mental health framework for September on Friday 17th July.</p>	SLT
Safeguarding	Staff and pupils.	The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school reopening, e.g. ongoing bullying, social issues etc.. CPOMS will continue to be used as alert and logging platform. These incidents will be analysed weekly by the pastoral team.	5	2	10		DSL/DDSL SLT HOY

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		<p>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</p> <p>The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</p>					
Practical lessons PE D&T/Science and Food Technology Music	Staff and pupils	<p>Pupils to be kept in consistent groups. Equipment cleaned between each group if it is going to be shared outside of the bubble. Contact sports do not take place Outdoor sports are prioritised or large indoor spaces where outdoor use is not available Pupils will attend in PE kit when they have a PE day so there is no need for changing. PE toilets are being used during lunch and break by year 9 and 10 bubble and will be cleaned down at the end of each social time. Attention to cleaning and hygiene and maximising distancing takes place during sporting because of the way people breathe during exercise.</p> <p>D&T teachers refer to the latest guidance from CLEAPSS http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</p> <p>Videos and demonstration activities only and no practical work. There will be no practical work for the first month to be reviewed at the end of three weeks.</p> <p>Taught on bubble classrooms – written and listening work. Peri teachers are fine to visit and move between schools but relevant sign in details to be taken to support track and trace as well as following hygiene and distancing rules. Some lessons can take place outside</p>	5	2	10	<p>https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>D&T risk assessment is available on Oatnet</p> <p>http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf</p> <p>Updated D&T risk assessment is available on Oatnet</p> <p>DfE is producing further guidance on Music lessons – no change from DfE</p>	ET and PE team

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Infection control	Staff, pupils, visitors, contractors, parents and external agencies.	<p>Respiratory hygiene promoted by staff and pupils using the catch it, bin it, kill it, approach.</p> <p>Hands are washed more often than usual; children and staff wash their hands regularly particularly before entering and leaving the classroom.</p> <p>Hand sanitiser points on each classroom and door and at key points around the school especially in eating areas.</p> <p>Where possible tissues are provided for students and staff in each room and waste bins cleaned regularly</p> <p>Students are encouraged to bring in their own tissues from home.</p> <p>Small children and pupils with complex needs are provided with assistant to clean hands if needed. Skin friendly wipes are also used for those who may have any skin conditions.</p> <p>Social distancing applied where possible.</p> <p>Frequently touched surfaces are cleaned on a regular basis using disinfectant and where bubbles are sharing rooms throughout the day</p> <p>Increased cleaning staff - on site and an enhanced cleaning regime is in place during the school day as well as after school.</p> <p>Hand sanitiser stations are based throughout the academy.</p> <p>Academy ensures they have enough stock levels of sanitiser.</p> <p>Posters displaying handwashing guidelines are located throughout the school.</p> <p>Pupils and staff wash their hands when changing activities, changing locations, on arrival to school and when leaving school, this is reinforced during registration each morning.</p>	5	2	10	<p>Sanitiser containing high alcohol content should not be stored or located in high risk fire areas</p> <p>Refer to face coverings guidance above.</p>	<p>All staff</p> <p>All staff</p>

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		<p>PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with Covid 19 symptoms whilst in school where 2 metres cannot be maintained.</p> <p>PPE provided for staff when working children or young persons who cough, spit or vomit.</p> <p>Bins are used throughout the academy.</p> <p>Parents are briefed on new provision for the drop off and collection of their children.</p> <p>Where possible use of school transport is restricted to essential use only and then cleaned after use.</p> <p><u>School transport:</u></p> <p>Will run as normal with extra hygiene precautions:</p> <ul style="list-style-type: none"> • Pupils will sit on a seating plan in year group rows where possible • use of hand sanitiser upon boarding • partitions to protect driver contamination • additional cleaning of vehicles at end of journey back to school eg, all touch points • organised queuing and boarding where possible • distancing within vehicles wherever possible/front facing where not • the use of face coverings for children over the age of 11, • drivers to wear face coverings whilst passengers are on the vehicle <p>Academy identifies an additional isolation room for anyone displaying Covid symptoms. The small meeting room will accommodate the pupils displaying Covid symptoms and the medical room for those who are generally unwell.</p>					<p>CL, drivers</p> <p>Office team and first aiders</p>

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Communications	Staff, Pupils, volunteers, visitors, parents and external agencies.	<p>The school's website is kept up to date with any information regarding reopening, e.g. dates and local arrangements.</p> <p>Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.</p> <p>Where a child tests positive parents must advise the school immediately.</p> <p>Parents and their children are encouraged, where possible, to walk or cycle to school.</p> <p>Staff and volunteers are informed through face to face briefing about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</p> <p>Visitors attend the academy on appointment only. All visitors including external agencies are briefed on infection</p>	5	2	10	<p>Template posters and electronic materials available on OATnet</p> <p>Discourage unplanned visitors or contractors</p> <p>Separate risk assessments in place for contractors and deliveries.</p> <p>Capital works funded by Head Office require a risk assessment being completed as part of the process to raise a PO.</p> <p>Template available on OATnet.</p> <p>Updated guidance on face coverings is communicated to parents.</p>	CS VDE

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		<p>control and social distancing before attending the academy.</p> <p>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</p> <p>All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</p> <p>School consults with staff and pupils who are clinically vulnerable and/or extremely vulnerable.</p> <p>Children and young people are informed to limit what they bring into school and just bring in the essentials and not share equipment.</p> <p>School work with parents, pupils and staff to ensure behaviour expectations are clearly understood.</p>					<p>CS and front office staff</p> <p>SLT</p> <p>CS</p> <p>DOL team</p> <p>VDE and teaching staff</p> <p>VDE, DOLS, SLT, all teachers</p>
Lunch/break times	Staff/ Pupils/Lunch time supervisors	<p>Break and lunch times are not staggered to reduce numbers for outdoors but year group bubbles have their own social space, toilets and catering facilities to avoid mixing</p> <p>Groups stay within their own group and avoid mixing.</p> <p>Outdoor playground equipment must be cleaned more frequently – at the end of each breaktime.</p>	5	2	10		<p>VDE, duty staff</p> <p>Site team</p>

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		Students stay inside within their groups during wet weather. 11s remain in dining hall; 9/10s into sports hall; 7/8 remain in classrooms with duty staff.					All
Welfare/Toilet Provision	Staff/pupils	<p>Toilets used in bubbles to limit contact and risk. Cleaned at the end of each break and lunchtime. ▲</p> <p>Hand sanitiser located outside entrance to toilet areas. ▲</p> <p>Advice on changing room and showers. If used, these should be cleaned after every lesson. – these will not be used.</p> <p>Wiping of surfaces is a reasonable approach. sTaff will be encouraged to do so especially when rooms are used across bubbles.</p> <p>Attending school with PE kit on will limit the need to use changing rooms.</p> <p>Ensure sufficient standard cleaning equipment is available in all changing areas.</p> <p>Social distancing measures still apply and marking out areas which cannot be used will help you to manage the area effectively.</p> <p>▲</p>	5	2	10	<p>Consider passive monitoring of toilet entrances to help instil good practices.</p> <p>https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</p>	<p>SLT and site team during lesson times</p> <p>Site team</p> <p>PE staff</p>
Cleaning	Staff, pupils, Cleaner, and visitors	<p>Regular cleaning takes place including but not limited to;</p> <ul style="list-style-type: none"> Door handles and door opening buttons Light switches (carefully) Floors in toilets Toilet seats 	5	2	10	<p>Cleaning guidance</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>	Site team

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		<ul style="list-style-type: none"> Toilet flush handles Toilet roll holders Toilet door handles Toilet bowls Wash hand basin taps Hand contact surfaces, <p>Frequent cleaning is increased especially for touch surfaces.</p> <p>Staff use the most up to date cleaning checklist updated for the pandemic.</p> <p>Cleaning takes place in the dining hall in between groups.- not applicable.</p> <p>All areas that are cleaned are checked to ensure surfaces are dry e.g. rooms are safe to re occupy – no slip hazards.</p> <p>All areas/rooms that are being cleaned will be clearly identified to ensure no one enters the room.</p> <p>Rooms to be cleaned between each groups.</p> <p>PPE provided for staff for cleaning.</p> <p>Academies refer to the most update to guidance from the PHE on cleaning.</p> <p>Staff and pupils have their own pens and pencils that are not shared. However, equipment can be shared within a bubble.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble are cleaned regularly, along with all frequently touched surfaces.</p>				<p>All Staff have responsibility for sanitising workstations after use.</p> <p>Sanitising wipes to be made available for all staff</p>	

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		Resources that are shared between groups, such as sports, art and science equipment are cleaned frequently and meticulously and always between group use, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different social groups.					Site team and technicians
Arrival/Departure to school	Parents/Pupils/Staff	<p>Signs are clearly marked on school entrancing displaying rules on social distancing.</p> <p>Staff and students who wear face coverings to school remove them before entrance to academy. Pupils and staff are instructed not to touch their face and wash their hands upon arrival. Disposable face covering are placed in a covered bin and re-useable coverings are placed in a plastic bag to take home with them. Pupils and staff are aware to wash their hands again before entering the classroom – needs to be communicated to bus pupils on first day of term</p> <p>Arrival and finishing exit points to be staggered to avoid mixing.</p> <p>Academies use separate entrances.</p>	3	3	9		<p>VDE</p> <p>Duty staff</p> <p>Tutors</p> <p>SLT</p>
Dedicated School Transport	Bus driver, and pupils	<p>Sanitiser is used by all pupils upon boarding and disembarking.</p> <p>Vehicles are cleaned more frequently.</p> <p>Organised queuing and boarding take place.</p> <p>Distancing within vehicles where possible.</p> <p>Face covering for children over 11 only where appropriate.</p>	5	2	10	Academies must work on how pupils are grouped together on transport, where possible this should reflect the social grouping that is adopted within the school. – there will be a seating plan in each bus that groups pupils in year groups	CL Drivers CS

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SEND	Pupils	<p>Specialists, therapists, clinicians, and other support staff for pupils provide interventions as usual.</p> <p>Supply teachers and peripatetic teachers move between settings.</p> <p>Contact between staff is minimised where possible.</p> <p>Mainstream teachers have access to free webinars available for staff to attend for supporting SEND pupils returning to mainstream school. This is also a CPD forum for the school.</p>	5	2	10	<p>A separate risk assessment is carried out for SEND pupils. It should also be noted if the pupil routinely attends more than one setting. HCP to be updated.</p> <p>https://www.sendgateway.org.uk/training-events.html</p>	GP
Shielding pupils or self-isolating pupils	Pupils	<p>Pupils who are self-isolating due to COVID symptoms or have tested positive or have close contact with someone who has COVID 19 do not attend school.</p> <p>If disease rates rise locally pupils shield in line with government guidance.</p> <p>Pupils who are still shielding are supported with learning at home.</p> <p>The school consults with the parents of clinically vulnerable child if their child will return to school following medical advice.</p>	5	2	10	<p>Separate risk assessment to be completed for pupils returning to school in conjunction with their HCP.</p>	SLT CS All teachers Office staff
Clinically and extremely vulnerable staff	Staff	<p>Social distancing measure are in place for those who have returned to work.</p> <p>Extremely clinically vulnerable and clinically vulnerable staff are offered the safest available on-site roles which allow them to socially distance. – this is assessed through a checklist before they return to work.</p> <p>Face coverings are available if needed.</p>	5	2	10	<p>Shielding measures are paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue.</p>	VDE CS VDE

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
		<p>Staff ensure they follow strict hand and respiratory hygiene measures.</p> <p>A separate risk assessment based on the individual is in place.</p> <p>Staff ensure they update academy records with any changes to medical conditions.</p> <p>Return to work IHASCO Covid 19 module is completed.</p>					
Local lockdown	Staff and pupils	<p>Advice is sought from the DfE, Health Protection Team (HPT) and Public Health England (PHE) for decisions at a local level.</p> <p>Remote education plans are in place to support students with remote learning.</p> <p>School has a contingency plan in place if the PHE advise that the school closes temporarily to help control transmission.</p> <p>Support for key worker pupils on site with strict social distancing measures in place.</p>	5	2	10	Inform Head Office on any guidance or requests from Local authorities or regulatory bodies	<p>PA VDE CS All teachers</p> <p>DW</p>
Displaying symptoms of COVID 19	Staff and pupils	<p>Staff are aware of how to contact local Health Protection Team (HPT)</p> <p>Each academy has nominated a Covid response Co Ordinator. Christine Sheppard</p> <p>Staff and pupils are aware not to come into the setting if they have symptoms and must be sent home to self-isolate if they develop them within the academy and are advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	5	2	10	<p>Refer to separate OAT Flowcharts – Academy to enter local HPT number</p> <p>As above parents, and carers are informed of the test and trace service.</p> <p>Settings will be provided with a small number of home testing kits.</p>	CS First aid team

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
		<p>If a child is waiting to be collected, they are moved to an isolated room if appropriate for age of the child, windows in the room are opened for ventilation.</p> <p>If a child cannot be isolated, they are moved to an area which is at least 2 metres away from others</p> <p>PPE is worn by staff if 2 metres cannot be maintained this includes face coverings.</p> <p>Staff member dealing the pupil/staff displaying symptoms must wash their hands for at least 20 seconds.</p> <p>The room/area round the person who develops symptoms is cleaned with normal household disinfectant after they have left.</p> <p>If the child needs the bathroom it is separate from others and cleaned and disinfected before being used by anyone else.</p> <p>Staff are aware of how to book a test if they are displaying symptoms.</p> <p>Staff are aware to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. Advice from Track and Trace must be followed.</p>				Isolation room identified for a suspected infected person to use.	All staff And visitors
Confirmed cases of COVID 19	Staff and pupils	For confirmed cases staff must refer to the OAT flowcharts displayed around school in staff room, front desk and in Coronavirus folder.	5	2	10	Staff must keep a record of pupils and staff in each group and any close contact between other groups but must be proportionate.	
Site specific to Academy							

Acknowledgements & Signatures

Risk Assessor: By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.

Management: By signing this risk assessment, I acknowledge my responsibility as the department management for reviewing and approving this risk assessment and communicating controls and any improvements to staff.

Risk Assessor Name and Signature
Jane Smith

Date:
2nd July 2020
Updated Monday 30th
August 2020

Manager Name and Signature:



Date: 9th July 2020

Review date:

Guidance

Severity of Harm from this Hazard

- Total Estimated Risk = Severity x Likelihood
- Hazards with significance factors equal to or greater than 16 or a Severity Rating of 4 or 5 warrants the use of additional controls and an action plan that has been reviewed

Score	Severity / Consequence	Effects
1	NEGLIGIBLE	Negligible injury or health implications with no treatment or first-aid only. .
2	MINOR	No-Lost Time Injury(ies) and no chronic effects, but treatment beyond first aid may be required.
3	MODERATE	Person suffering Lost Time Injury, RIDDOR, hospital treatment or job restriction/business affected by outbreak
4	SERIOUS	Illness resulting in time off work long term/ill health
5	MAJOR	Fatality

Likelihood of Potential Exposure to this Hazard

Score	Definition
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.

2	Not likely to occur in normal circumstances
3	Possible when additional factors are present but otherwise unlikely to occur.
4	Such an event is known to have occurred and is likely to re occur.
5	Almost inevitable that an incident would result / occurs frequently

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. moderate	4. Serious	5. Major
Likelihood	1. Very unlikely	1	2	3	4	5
	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

Rating Bandings		
Low risk (1-6)	Medium Risk (8-12)	High Risk (15-25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to a low or medium level