

Area/Activity Assessed	COVID-19 Academy Opened – Autumn Term 1 2020	Date	Last updated: 11 TH January 2021
Assessment Completed By	Gareth Jones & Jeniffer Sing & Donna Neal	Person(s) Consulted	Compliance

Persons Exposed	Employees	<input checked="" type="checkbox"/>	Contractor	<input checked="" type="checkbox"/>	Young Person	<input checked="" type="checkbox"/>	Expectant Mother	<input type="checkbox"/>	Visitors and/or Public	<input checked="" type="checkbox"/>	Trespassers	<input type="checkbox"/>
Frequency of Exposure	Continually	<input type="checkbox"/>	Hourly	<input type="checkbox"/>	Daily	<input checked="" type="checkbox"/>	Weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Yearly	<input type="checkbox"/>
Duration of Exposure	Less than 1hr	<input type="checkbox"/>	1-2 hrs	<input type="checkbox"/>	3-4 hrs	<input type="checkbox"/>	5-6 hrs	<input type="checkbox"/>	7-8 hrs	<input type="checkbox"/>	More than 8 hrs	<input checked="" type="checkbox"/>

Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant) Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1=Unlikely)	0-8 - Low risk No Action Required. 9-15 - Medium risk Ensure adequate controls are in use. 16-25 - High Risk Stop operation and implement adequate control measures
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	Lack of Training / Instruction / Information on Control Measures	4	3	12	<ul style="list-style-type: none"> The Academy Headteacher and Academy Covid Lead are the main points of contact for advice and guidance. All staff have been given instruction and information on Academy Procedures for the protection against infection from Covid-19. (Inset Day - 2nd September 2020). All staff are reminded of processes and protocols as necessary in team briefings. All staff have been given information regarding main points of contact for Covid-19 related issues. The Academy's plans have been created in line with current Government, Public Health and DfE guidelines. Strict guidelines have been produced and have been implemented as far as reasonably practicable. 	4	2	8	A plan has been created for the Academy.

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
2	Lack of Testing Facilities	4	3	12	<ul style="list-style-type: none"> All staff will have access to coronavirus tests via the NHS Website, by calling NHS 119, via Hunter's Street Testing for Key Workers and the Academy has a small supply of home testing kits for emergency use, which will be issued when a need assessment has been made Parents/Carers of students are informed that they can access coronavirus tests via the NHS Website or by calling NHS 119 The Academy has a number of home testing kits for emergency use but Parents/Carers are not aware of this. They will only be issued when an assessment of need had been made. Lateral Flow Tests are available at Local Authority testing centres across the region to help detect asymptomatic cases of Coronavirus. Early detection of asymptomatic cases reduces people unwittingly transmitting the virus. All staff and students are encouraged to make use of these tests in addition to the ongoing system of control measures in place. A staff member who receives a positive lateral flow test result should have this confirmed by taking a lab-evaluated test, carrying out the actions/isolations as set out for suspected cases. 	4	1	4	

To be updated

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3	Coronavirus spread from one country to another	4	3	12	<ul style="list-style-type: none"> Parents/Carers are instructed not to book holidays during term time as per normal attendance guidelines. Current UK Government Travel guidelines will be followed in respect of travel corridors. Where necessary, the Headteacher will instruct all students and staff who have travelled abroad to adhere to current government guidelines and (<i>Self-isolate for 14 days at a declared UK address</i>). 	4	1	4	
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To be

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
4	<p>Extremely Clinically Vulnerable / Clinically Vulnerable staff who have received medical advice regarding shielding / social distancing due to underlying health condition/s.</p> <p>Or classed as a vulnerable person because a member of their household is Extremely Clinically Vulnerable (or a person from BAME community).</p> <p>Or pregnancy (Clinically Vulnerable category)</p>	4	4	16	<ul style="list-style-type: none"> The Academy has liaised with staff to ascertain who are in the Extremely Clinical Vulnerable (higher) and Clinically Vulnerable (moderate) risk from Coronavirus. Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP. For Clinically Vulnerable staff, the Academy considers social distancing, hygiene and other control measures put in place to be sufficient. This will be reviewed on an ongoing basis. All Clinically Vulnerable/non-vulnerable staff will be instructed regularly to use available PPE, sanitisers in own areas. Where identified, the Academy has carried out Extremely Clinical Vulnerable Persons' Risk Assessments and if identified, reasonable adjustments have been put in place. All other staff should continue to be available to attend work, including those living in a household with someone who is clinically extremely vulnerable. Staff are instructed to follow the advice given to them by their General Practitioner or Hospital Consultants. Staff have been informed they have a responsibility to keep their Manager / Headteacher informed of any changes to their health condition, or the advice given to them, by their General Practitioner or Hospital Consultants. Should Government advice change on Shielding, the Academy will ensure Risk Assessments are reviewed in line with this advice. Pregnant women of any gestation should not be 	4	2	8	Extremely Vulnerable person RA forms are available

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					<p>required to continue working if this is not supported by a risk assessment. Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</p>				
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To be

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
5	<p>Extremely Clinical Vulnerable / Clinical Vulnerable students who have received medical advice regarding shielding / social distancing due to underlying health condition/s.</p> <p>Or classed as a vulnerable person because a member of their household is Extremely Vulnerable (or they are from the BAME community).</p> <p>Or pregnancy (Clinically Vulnerable category)</p>	4	4	16	<ul style="list-style-type: none"> The Academy has liaised with parents/carers to ascertain who are in the Extremely Clinical Vulnerable (higher) and Clinical Vulnerable (moderate) risk from Coronavirus. The Academy has reviewed each individual students Educational Care Plans and conducted Needs Assessments. For Clinical Vulnerable students, the Academy considers social distancing, hygiene and other control measures put in place to be sufficient. Parents/Carers have been requested to follow the advice given to them for their child by their General Practitioner or Hospital Consultants. Parents/Carers have been informed they have a responsibility to keep their child's Head of Year / Headteacher informed of any changes to their child's health condition. Or inform us if the advice given to them, by their General Practitioner or Hospital Consultants change. Should Government advice change on Shielding, the Academy will ensure student Educational Care Plans and Needs Assessments are reviewed if appropriate. Parents/Carers have been requested to inform the Academy if there are any members of their household in the Extremely Clinically Vulnerable / Clinically Vulnerable category. 	4	2	8	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
6	<p>Out of School Hours</p> <p>Staff showing symptoms of Coronavirus</p> <p>Or</p> <p>Staff receive a positive test result following self-isolation</p> <p>Or</p> <p>A member of their household is showing symptoms of Coronavirus</p> <p>Or</p> <p>A member of their household has received a positive test result for Coronavirus</p>	4	2	8	<ul style="list-style-type: none"> Staff have been instructed NOT to attend the Academy if they, or a member of their household, are displaying Coronavirus symptoms, or have tested positive following a test if asymptomatic. Staff have been provided with the procedure that they should follow in all circumstances, including keeping the Academy informed of any changes within the self-isolation period, e.g. become symptomatic themselves. Staff are instructed to follow the advice to self-isolate for 10 or 14 full days self-isolation, dependant on the circumstance. Staff showing symptoms of Coronavirus are requested by the Academy to be tested as soon as possible. Staff are required to confirm a positive or negative result immediately when known (Academy do not request to see physical proof). A staffing plan is in place to ensure safe staffing levels are achievable and are monitored appropriate to group sizes / pupil needs and the activities required. 	4	1	4	Regular updates provided at briefings

To be updated

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7	<p>Out of School Hours Students showing symptoms of Coronavirus Or Students receive a positive test result following self-isolation Or A member of their household is showing symptoms of Coronavirus Or A member of their household has received a positive test result for Coronavirus</p>	4	3	12	<ul style="list-style-type: none"> Parents/Carers have been provided with information to ensure their child/children should NOT attend the Academy if they, or a member of their household, are displaying Coronavirus symptoms, or have tested positive following a test if asymptomatic. Communication is sent weekly to remind parents of these expectations. Parents/Carers have been requested to inform the Academy of any child / children's absence under these circumstances, including keeping the Academy informed of any changes within the self-isolation period. Parents/carers are provided with information and advice on how long their child/children should self-isolate for, e.g. 10 or 14 full days self-isolation, dependant on the circumstance. Parents/Carers are requested to get their child/children tested as soon as possible and inform the Academy of a positive or negative result immediately when known (Academy do not request to see physical proof). 	4	2	8	<p>Parents / Carers are reminded via the school website and via letters</p>
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
8	In School Setting Staff displaying symptoms of Coronavirus whilst in School Setting	4	3	12	<ul style="list-style-type: none"> A process has been put in place and communicated to all staff. Staff displaying symptoms will be moved to a room within the medical area (designated isolation area) to await assessment by a First Aider / Covid Lead. They will be sent home and/or arrangements will be made for the person to be collected and taken home. Suitable PPE is available for First Aiders / Covid Lead providing care if a distance of 2 metres cannot be maintained. Staff who have been in contact with the ill person will wash their hands thoroughly for 20 seconds. Staff are requested to be tested as soon as possible (Staff have access to alternative testing if required). Staff are required to confirm a positive or negative Covid-19 result immediately when known. Preliminary Track and Tracing will commence after the person has been sent home pending confirmation of the test result. Appropriate cover arrangements will be put in place to ensure safe staffing levels are achievable and are appropriate to group sizes / pupil needs and the activities required. 	4	2	8	Staff are reminded at briefings of the process to follow.

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
9	In School Setting Staff confirm Negative / Positive test result	4	3	12	<ul style="list-style-type: none"> If a negative result is received, the staff member can return to work, assuming they are not suffering an alternative illness and not one of the following: <ul style="list-style-type: none"> - They get new symptoms (and need to be retested) - They are going into hospital and to self-isolate - Someone they live with tests positive - They have been traced as a contact of someone who tested positive. If a positive result is received, a complete Track and Trace process is undertaken to identify any direct or close contact students/other staff that need to self-isolate. Close proximity letters will be sent to Parents/Carers of students required to isolate noting return date and what to do should their child develop symptoms. Staff identified as close contacts will be provided with information on when to return and what to do should they develop symptoms. The Headteacher / Covid Lead will notify / work with the appropriate bodies, e.g. SIL, DfE, local Health Protection Team If applicable, a deep clean will be undertaken of the classroom with appropriate PPE worn by cleaning staff. 	4	2	8	

To be updated

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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
10	In School Setting Students displaying symptoms of Coronavirus whilst in School Setting	4	3	12	<ul style="list-style-type: none"> A process has been put in place and communicated to all staff in respect of what to do should students present with symptoms of Covid-19. Students displaying symptoms will be moved to a room within the medical area (designated isolation area) to await assessment by a First Aider / Covid Lead. Suitable PPE is available for First Aiders / Covid Lead providing care if a distance of 2 metres cannot be maintained. Staff who have been in contact with the ill person will wash their hands thoroughly for 20 seconds. Parents/Carers will be contacted for arrangements to be made to collect the symptomatic student. The Parent/Carer is requested to get the student tested as soon as possible and inform the school of a positive or negative Covid-19 result immediately when known. Parents/Carers are also informed of the Household isolation advice pending test results. 	4	2	8	Parents / Carers are provided with appropriate advice when collecting the student

To be updated

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
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11	In School Setting Student confirmation of a Negative / Positive test result	4	3	12	<ul style="list-style-type: none"> If a negative result is received, the student can return to School assuming they are not suffering an alternative illness or any of the following: <ul style="list-style-type: none"> - They get new symptoms (and need to be retested) - They are going into hospital and to self-isolate - Someone they live with tests positive - They have been traced as a contact of someone who tested positive. If a positive result is received, a complete Track and Trace process is undertaken to identify any direct or close contact students or staff members that need to self-isolate. Close proximity letters will be sent to Parents/Carers of other students required to isolate noting return date and what to do should their child develop symptoms. Staff identified as close contacts will be provided with information on when to return and what to do should they develop symptoms. The Headteacher / Covid Lead will notify / work with the appropriate bodies, e.g. SIL, DfE, local Health Protection Team If applicable, a deep clean will be undertaken of the classroom with appropriate PPE worn by cleaning staff. 	4	2	8	Parents / Carers are provided with appropriate advice when confirming the negative or positive test result

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12	<p>Staff & Students</p> <p>Unable to social distance on public transport / other transport</p>	4	3	12	<p>Dedicated Academy transport (School Bus) The students are supervised by an Academy member of staff on the school bus. This member of staff supports the procedures below:</p> <ul style="list-style-type: none"> • Staff and Students are advised to practice social distancing as appropriate • Where possible students are grouped together on transport which reflects the bubble or year group adopted by the Academy • Hands are sanitised upon boarding and/or/disembarking • The school bus is cleaned regularly. • Students are instructed to maintain an orderly queue and where possible seated in order of dismemberment. • All staff/students are required to wear face coverings (unless exempt) <p>Public Transport</p> <ul style="list-style-type: none"> • Staff and Students are advised to practice social distancing as appropriate • All Staff and Students are required to wear a face covering (unless exempt) <p>Use of public transport should be minimised. Journeys should only be made:</p> <ul style="list-style-type: none"> • for education or childcare • for work purposes <ul style="list-style-type: none"> • The Academy will endeavour to encourage staff and students to walk or cycle to the Academy <p>Car Sharing or Parents picking students up</p> <ul style="list-style-type: none"> • All Staff and Students will wear a face covering if they are traveling with person from another household. • Parents are responsible for the safety of their own children; parents will arrange all travel arrangements between themselves. • 	4	1	4	<p>Students are regularly advised on how to safely put on and remove face coverings.</p>

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					<p>Cycling</p> <ul style="list-style-type: none"> The Academy has adequate bicycle security racks. <p>Training for removing face coverings</p> <ul style="list-style-type: none"> The Academy will provide safe instruction to all Staff and Students on the importance of wearing a face covering and how to put it on and remove safely. 				
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
13	Unable to social distance when administering first aid	5	2	10	<ul style="list-style-type: none"> The Academy will ensure an adequate number of First Aiders (First Aid at Work, Emergency First Aid) are always available. The Academy will ensure staff requalification dates have not lapsed. The Academy will ensure all First Aiders receive refresher training to ensure they are: <ul style="list-style-type: none"> Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination. Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc. Aware of the importance to keep up to date with relevant First Aid Advice Aware of their own capabilities_ <p>https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p> <p>RIDDOR</p> <ul style="list-style-type: none"> The Headteacher / Covid Lead will notify / work with the appropriate bodies, e.g. SIL, DfE, local Health Protection Team The Academy will file a HSE RIDDOR report if they believe the case is attributed to occupational exposure, or if they are advised to do so by one of the appropriate bodies. 	5	1	5	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
14	Unable to social distance during an emergency	5	2	10	<ul style="list-style-type: none"> • Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005. • All alarm and emergency lighting systems are maintained by appointed competent contractor. • All staff members receive fire awareness (including the Covid-19 fire procedure) information/instruction at regular intervals. • Regular fire evacuation drills are practiced termly as a minimum. • Smoking prohibited in the building in line with current legislation. 	5	1	5	

To be updated by School

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
15	Lack of / failure of Control Measures in place to maintain social distancing and cleaning routines	4	3	12	<p>The Site Manager, Facilities staff and cleaning staff/contractors will:-</p> <ul style="list-style-type: none"> • Ensure all predetermined routes are clearly sign posted/marked. • Site Manager will undertake/assist with a COVID classroom capacity assessment in each classroom/practice area/Learning Area to ascertain how many students and staff can occupy that space safely. • Protective screening is erected where required • All unnecessary furniture is removed and stored safety. • All internal ventilation symptoms are checked to ensure they comply with current guidance and are maintained. • Site Staff will manage contractors whilst on site to ensure all works carried out do not have an impact on the staff and student's health and appropriate Covid control measures are being adhered to. • Site staff/Cleaners will ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly. • Site staff will decommission water fountains. • Site staff/Cleaners will ensure alcohol (>60%) hand sanitiser/gel is made available to the whole Academy for more hygienic hand washing. And ensure adequate stock is maintained. • The Infectious Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the Academy as appropriate. • Rotas are implemented or adapted to ensure the Academy is cleaned and maintained regularly throughout the day • Site staff/Cleaners will ensure Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used. • Site staff/Cleaners will ensure they use and dilute the cleaning products as per the product information sheet and/or the MSDS and COSHH risk assessment • Shared machinery, i.e. photocopiers are wiped down regularly by cleaning staff. 	4	1	4	Any issues are raised with the Site Manager for action

16	Persons not following Social Distancing rules	4	3	12	<ul style="list-style-type: none"> All staff and students are instructed in the importance of minimising face-to-face contact and practicing social distancing where possible. Staff repeatedly ignoring the social distances measures will be spoken to by their line manager/department head. Students repeatedly disobeying social distances measures will be placed on a behavioural support plan. https://www.gov.uk/government/publications/behaviour-and-discipline-in-Academys The Academy has put control measure in place to minimise contacts and mixing while delivering a broad and balanced curriculum. <p>This includes:</p> <ul style="list-style-type: none"> Following all temporary alterations to the Academy's routine and procedures that have been implemented by the Headteacher / SLT to protect both the staff and students. Staff and Students are required to wash their hands for 20 seconds regularly throughout the day, before or after using equipment, upon eating and on arrival into classrooms/work areas. When hand washing is not convenient, hand sanitiser units are provided. Staff and Students are encouraged to cover their mouth and nose with a tissue. 'catch it, bin it, kill it' Enhanced cleaning routines are in place. Staff and Students are discouraged from gathering in large close groups. In Autumn Term 1, the Academy created 4 bubbles, various access/egress entrance and exit points, staggered start/lunch/finish times and introduced 3 lesson periods instead of 5 to minimise contact between students. For Autumn Term 2 bubbles have been re-arranged from 4 to 3. Various access/egress entrance and exit points are maintained as is 3 lesson periods (instead of 5) to minimise movement and maintain bubble groupings. All other organisation prevention arrangements remain the same (e.g. bubble zones). Following SLT review, the Academy has removed staggered start and finish times 	4	1	4	Directional arrows and signage throughout the Academy
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<p>and re-introduced Form Time. This will be monitored closely.</p> <ul style="list-style-type: none"> Staff and Students are instructed to follow the directional arrows within the Academy and keep to the left-hand side of the corridor and stairs whilst walking around the site. Due to changes in Autumn 2, students now leave classes at the same time. However, the student bubbles use different staircases as to avoid crossover of bubble students. Also, ay specialist subjects e.g. Technology, IT and Science escort students down to directed zones five minutes before the end of lesson. The Academy Plan has further details on how it will manage and implement social distancing measures. 				

To be updated

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
17	Lack of Social Distancing in School Catering Facilities	5	3	12	<p>The Catering Manager/catering staff should ensure they:-</p> <ul style="list-style-type: none"> comply with the Government guidance https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 Have Food Hygiene Certificates or other training in Food Handling. Ensure all stored food that requires refrigeration, is covered and dated within a refrigerator, at a temperature of 5°C or below. Ensure food is bought from reputable sources and used by recommended date. Ensure personal hygiene and handwashing is maintained. The Catering Manager will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day. Clean and disinfect food storage and preparation areas. Ensure a clean uniform is worn each day as well as any appropriate PPE is worn when preparing and serving food (gloves, hair net/hat, apron?) The Catering Manager will review the menu to reduce the number of catering staff in the kitchen at any one time. The Catering Manager will plan meals to reflect the equipment needed and its location. The Catering Manager will look at ways to protect staff whilst serving. Contactless payments are implemented 	4	1	4	
18	Lack of Social Distancing in the Library Department	4	3	12	<p>Library Department</p> <ul style="list-style-type: none"> The Academy will keep abreast of all current guidelines in relation to library safety. The library is currently out of use. 	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
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19	Lack of Social Distancing around site and in classrooms. Maths, English, Geography, etc.	4	3	12	<ul style="list-style-type: none"> ▪ The Department Heads will review the syllabus to ascertain and make provision for distance learning, remote teaching etc ▪ The Department Heads will review the COVID classroom/practice area capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind. ▪ All staff will carry out dynamic risk assessments regularly and make adjustments when necessary. Do they and if so, where are they kept? ▪ Where possible each year group are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups. ▪ Practical sessions are programmed in various rooms around site and at different times to reduce the movement of persons around the building and to ensure each classroom is cleaned before being used by another year group. ▪ Rooms are well ventilated where possible ▪ The Academy Plan has further details on how each department will manage and implement COVID safety measures. 	4	1	4	

To be updated

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
20	Lack of Social Distancing around site and in classrooms. Drama, Music and PE	4	3	12	<ul style="list-style-type: none"> ▪ The Department Heads will keep abreast of all current guidelines in relation to their specialist subjects. ▪ All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind ▪ The PE department will follow current guidelines and only introduce contact sports, indoor gym sessions when it is safe to do so. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation https://www.sportengland.org/how-we-can-help/coronavirus https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf. ▪ The Department Heads of Music will follow current guidelines and only introduce wind instrument practical rehearsals/lessons when it is safe to do so. ▪ Drama and music rehearsals/lessons are structured to minimise close contact with others. ▪ The Department Heads will review the syllabus to ascertain and make provision for distance learning, remote teaching etc. ▪ The Department Heads will review the COVID classroom/practice/sports area capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind. ▪ Where possible each year group are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups ▪ Where necessary floor marks/grids are marked out as a visual reminder of the importance of minimising contact/maintaining social distancing. ▪ Practical lesson plans are reviewed to minimising contact/ensure social distancing is maintained. ▪ Practical sessions are programmed in various locations around site and at different times to reduce the movement of persons around the building. ▪ Small groups will use the larger rehearsal rooms when necessary to reduce the risk of students catching the virus from respiratory aerosol ▪ All staff will carry out dynamic risk assessments regularly and make adjustments when necessary. ▪ Rooms are well ventilated where possible. 	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
21	Lack of Social Distancing around site and in classrooms. DT, ART, Cookery, Science etc	4	3	12	<ul style="list-style-type: none"> The Department Heads will keep abreast of all current guidelines in relation to their specialist subjects. All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. The Department Heads will review the syllabus to ascertain and make provision for distance learning, remote teaching etc. The Department Heads will review the COVID classroom capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind. Where possible each year group are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups All staff will carry out dynamic risk assessments regularly and make adjustments when necessary. Students will be instructed to maintain good hand hygiene. Touch points on equipment will be wiped down regularly. PPE is worn as per equipment, COSHH requirements and where social distancing cannot be maintained. Rooms are well ventilated 	4	1	4	<p>Social distancing/ minimal contact plan. Passed by HT/SLT</p> <p>Have these been done and where are they if so?</p>
22	Lack of Social Distancing in office areas Offices	4	3	12	<p>School Offices / Reception Office</p> <ul style="list-style-type: none"> All staff have been instructed to maintain 2 metre distance whenever possible. Sanitizing gel and cleaning wipes are provided in each office. Staff are responsible for routinely cleaning touch points on equipment / desks, etc., in their own area throughout the day. Normal evening cleaning regime takes place. 	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
23	Lack of Social Distancing in reception Reception / Meeting Room Areas	4	3	12	<p>Reception Area</p> <ul style="list-style-type: none"> The main part of the reception desk where Inventory is located and most visitors are greeted, is fully enclosed with a screen. All visitors and contractors are requested to attend by appointment only. An 'External Visitors Policy' has been drafted and all Visitors/Contractors are required to complete a questionnaire and via Inventory, provide us with their contact details for track and trace purposes. All unnecessary furniture in the reception area has been removed to maintain social distancing. Where possible staff will refrain from having close face to face contact with others and the set-up of reception allows for this. The Meeting Room in reception has been decommissioned. Two POD Meeting Rooms have been created to allow socially distanced meetings to take place by appointment. Reception area is well ventilated and POD Meeting Rooms are also well ventilated. 	4	1	4	
24	Students mixing with other groups during Extra-curricular Provision	4	3	12	All extra-curricular provision has been paused to due to National Lockdown measures. This will be reviewed prior to 2 nd December 2020.	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
25	Arranging and/or attending inappropriate Education Visits	4	3	12	<ul style="list-style-type: none"> ▪ No overnight UK or Overseas Educational Visits will be organised or take place until it is deemed safe to do so. ▪ The Academy Educational Visits Co-ordinator is responsible for arranging none-overnight domestic educational visits. ▪ All none-overnight educational visits will be arranged with both educational value and coronavirus in mind. ▪ All Educational Visits will be checked and approved by the Headteacher prior to the trip taking place. ▪ This will be reviewed prior to 2nd December 2020. 	4	1	4	

To be updated by School

26	<p>Unable to stop the virus from spreading</p> <p>Personal Hygiene</p>	4	3	12	<p>Transmission</p> <ul style="list-style-type: none"> The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes. This virus can be readily isolated from respiratory secretions. There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms. Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes. <p>Handwashing</p> <ul style="list-style-type: none"> Handwashing is one of the most important ways of controlling the spread of infections, The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. <p>Coughing and sneezing</p> <ul style="list-style-type: none"> Coughing and sneezing easily spread infections. Persons are encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting should be discouraged. <p>Personal protective equipment (PPE).</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings</p>	4	1	4	
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Risk Assessment

				<p>in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom</p> <ul style="list-style-type: none"> • PPE for cleaners as per MSDS and/or COSHH risk assessments • PPE for cleaners when completing a Deep Clean • The correct PPE should be used when handling cleaning chemicals. • PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS. • PPE is worn by First Aiders 				
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27	<p>Unable to stop the virus from spreading</p> <p>General Cleaning</p>	4	3	12	<p>Cleaning of the environment,</p> <ul style="list-style-type: none"> The Academy is cleaned with normal household disinfectant. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: Objects which are visibly contaminated with body fluids. All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE <p>Cleaning of blood and body fluid spillages.</p> <ul style="list-style-type: none"> All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills. <p>Clinical waste.</p> <ul style="list-style-type: none"> Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated area. 	4	1	4	
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28	Failure to Deep Clean the Academy after a member of staff or child has a positive case of having coronavirus COVID-19	4	3	12	<p>Only when it has been confirmed that the positive case was on-site/in a specific areas and it is still within the 72 hour period (and normal cleaning procedures have not taken place) would the following apply:</p> <p>Deep Cleaning.</p> <ul style="list-style-type: none"> The Academy is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected. Where possible the area is closed and secure for 72 hours before the commencement of the deep cleaning. Suitable personal protective equipment is available Fluid resistant type IIR surgical mask Disposable gloves and apron Disposable eye protection (where there is a risk of splashing). Once used all PPE is disposed of Hands are washed before and after cleaning for at least 20 seconds. Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids <p>Cleaning of the environment,</p> <ul style="list-style-type: none"> Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: Objects which are visibly contaminated with body fluids All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door 	4	1	4
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				<p>handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> • Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine • A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants • If an alternative disinfectant is used within the Academy, this should be checked and ensure that it is effective against enveloped viruses • Avoid creating splashes and spray when cleaning. • Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered, for example, • Upholstered furniture and mattresses, steam cleaning should be used. • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. • If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products. <p>Clinical waste.</p> <ul style="list-style-type: none"> • Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): • 1. Should be put in a plastic rubbish bag and tied when full. • 2. The plastic bag should then be placed in a second bin bag and tied. • 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known • Waste should be stored safely and kept away from children. You should not put your waste in communal 			
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Risk Assessment

Risk Assessment No: Activities

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<p>waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <ul style="list-style-type: none"> • If the individual tests negative, this can be put in with the normal waste • If the individual tests positive, then store it for at least 72 hours and put in with the normal waste • If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment 				

To be updated by [Name]

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
		▪			

To be updated by school

Useful Websites

Health and Safety Responsibilities	https://www.gov.uk/government/publications/health-and-safety-advice-for-Academys/responsibilities-and-duties-for-Academys https://www.hse.gov.uk/services/education/sensible-leadership/Academy-leaders.htm https://www.hse.gov.uk/services/education/faqs.htm#a1
Business Continuity Plan	https://www.gov.uk/guidance/emergencies-and-severe-weather-Academys-and-early-years-settings
Guidance for full opening – Academys (published 2 nd July 2020)	https://www.gov.uk/government/publications/actions-for-Academys-during-the-coronavirus-outbreak/guidance-for-full-opening-Academys
Current guidance on shielding	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
Current guidance on Clinically vulnerable	https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people
Other nonmedical vulnerable people	https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes
Providing extra mental health support	https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers http://www.educationsupport.org.uk/ https://www.eventbrite.co.uk/e/dfc-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380
Behaviour Expectations	https://www.gov.uk/government/publications/behaviour-and-discipline-in-Academys
Remote Education Support	https://www.gov.uk/government/publications/actions-for-Academys-during-the-coronavirus-outbreak/guidance-for-full-opening-Academys#res https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-Academys/

	https://edtech-demonstrator.lgfl.net/
	https://get-help-with-tech.education.gov.uk/about-bt-wifi
Coronavirus Symptoms	https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus
Stay at home guidance	https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance
Arranging a Test	https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested
Testing and Tracing	https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/
Contacting your Local Health Protection Team	https://www.gov.uk/guidance/contacts-phe-health-protection-teams
Guidance on staff wearing 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
Site Manager/Caretaker	https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm
	https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown
	https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm
Cleaning	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
Catering	https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19
Safer Travel	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
Educational Visits	https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings
	https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
Extra-curricular provision	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-Academy-clubs-and-other-out-of-Academy-settings-for-

	<u>children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-Academy-settings-during-the-coronavirus-covid-19-outbreak</u>
Physical Education and Sports	<u>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</u>
	<u>https://www.sportengland.org/how-we-can-help/coronavirus</u>
	<u>https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</u>
Science and Design Technology	<u>http://www.cleapss.org.uk/</u>
	<u>https://www.ase.org.uk/resources/health-and-safety-resources</u>
	<u>https://www.data.org.uk/for-education/health-and-safety</u>

To be updated by

