

BEDE SOUTH COVID-19 Risk assessment – Opening Schools September 2020

The Government has asked schools to adhere to the following:

It is the Government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

This new guidance (July 2020) is intended to support schools, both mainstream and alternative provision, to prepare for this. It applies to primary, secondary (including sixth forms), infant, junior, middle, upper, school-based nurseries and boarding schools. We expect independent schools to follow the control measures set out in this document in the same way as state-funded schools. The guidance also covers expectations for children with special educational needs and disability (SEND), including those with education, health and care plans, in mainstream schools.

The link to new guidance is as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Separate guidance is available for early years, further education colleges and for special schools, as follows:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

Separate guidance for SEN school provision:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

The government guidance says the following:

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward-facing desks
- staff maintaining distance from pupils and other staff as much as possible

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

Schools have remained open to some pupils since 20th March, welcoming more pupils back from 1 June. Schools should therefore have already assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (COVID-19) for a limited number of pupils.

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.

The risk assessment template below sets out the known hazards and important controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice. Some are suggested measures that may be or may not be applicable to your school and specific education setting. The responsible person within the school should use this information to formulate a plan / safe procedures that fit your school.

There are some specific issues that are addressed in the risk assessment, but for clarity, please read the full Government advice to schools.

Personal Protective Equipment (PPE) including face coverings and face masks:

Wearing a face covering or facemask in schools or other education settings is **not** recommended.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This **does not apply** to schools or other education settings.

Schools and other education or childcare settings should therefore **not** require staff, children and learners to wear face coverings.

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases including:

- Children, young people and students whose care routinely already involves the use of PPE due to their **intimate care needs** should continue to receive their care in the same way.
- If a child, young person or other learner becomes **unwell with symptoms of coronavirus** while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example, from coughing, spitting, or vomiting, then eye protection should also be worn.
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a very young child or a child with complex needs). More information on PPE use can be found here <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>

The system of controls:

Protective measures

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 **MUST** be in place in all schools, all the time.

Number 5 **MUST** be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances identified on the risk assessment.

Response to any infection

7. Engage with the NHS Test and Trace process.
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

9. Contain any outbreak by following local health protection team advice.
Number 7 to 9 **MUST** be followed in every case where they are relevant.

Social distancing in early years and primary schools:

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

The overarching principle to apply is **reducing the number of contacts between children and staff**. This can be achieved through **keeping groups separate (in ‘bubbles’)** and through **maintaining a distance between individuals**. These are not alternative options and both measures will help, but the balance between them will change depending on:

- Children’s ability to distance
- The layout of the school
- The feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary).

It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

It remains important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, **only mix in a small, consistent group** and that small **group stays away from other people** and groups.

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Siblings may be in different groups.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 meters from other adults. Where this is not possible with younger children, teachers in primary schools can still work across groups if it is required to enable full educational provisions. Supply Teachers, peripatetic teachers and temporary staff may move between schools if required.

Primary schools:

It is recommended that groups should be kept as small as possible. If this can be smaller than a year group it should be. So a normal class size may be appropriate. Schools should demonstrate that they are keeping students in as small and consistent groups as possible. Large gatherings such as assemblies or collective worship should be avoided.

Social distancing in primary schools is difficult. Adults should remain 2 metres apart where possible, close face to face contact should be avoided and contact within 1 metre of anyone must be limited. For children that are old enough, they should be supported to maintain distance and not touch staff or their peers where possible. It is recognised that this will not always be possible with the youngest students.

Changes to classrooms so that students sit side by side and facing forwards, rather than face to face or side on and perhaps moving unnecessary furniture may be required.

Government guidance advises the following:

Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around the school, they can look to implement year group sized 'bubbles'. Whatever the size of the groups, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.

Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.

Both approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.

Measures not in the classroom:

Groups should be kept apart and movement around the school site kept to a minimum. Schools should avoid busy corridors, entrances and exits. Breaks and lunchtimes should be staggered. Large gatherings such as assemblies and collective worship should be avoided. The use of staffrooms should be minimised. Staff spaces that are shared must be planned to enable social distancing and suitable sanitising.

Measures for arriving at and leaving school:

Where travel to school patterns allow staggered start and finish times in your school, you should consider this to keep groups apart. Schools must communicate this effectively to parents and students to prevent congestion or large gatherings at the start and finish of each day.

Schools should implement a process for removing face coverings when pupils or staff who use them arrive at school. Pupils should be taught how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home.

Equipment in schools:

For individual and very frequently used equipment such as pencils and pens, it is recommended that staff and pupils have their own items they are NOT shared.

Classroom based resources can be shared within a bubble. These must be cleaned regularly as should surfaces. Resources shared between bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously between use or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, and the school should ensure such resources are cleaned when they are returned to school.

Outdoor equipment should be more frequently cleaned. This also applies to resources inside and outside by wraparound care providers. It is recommended that students limit the amount of equipment they bring to school to only essentials. Shared resources can be taken home but avoided where unnecessary. All such resources will need to be cleaned before used by others.

Engage with the NHS Test and Trace process:

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England protection team. The guidance should be consulted to ensure this is all fully understood and followed by staff members and parents/carers.

Manage confirmed cases of COVID-19:

Schools must take swift action when they become aware that someone who has attended has tested positive for COVID-19. They should contact the local health protection team. This includes, implementing their advice, specific procedures and containing any outbreak as directed.

Transport arrangements:

Transport to and from school should be assessed if provided by the school or if managed by the school team. The school needs to consider:

- How can this be managed safely or adapted to for in line with current social distancing requirements?
- Do school start times need to be adjusted to accommodate staff and students getting to school safely?
- When using public transport, rules that apply to the general population will apply.

Dedicated school transport – no public use

Normal public transport social distancing rules do NOT apply. The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in the overall guidance for schools. Schools should consider:

- How pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school
- Use of hand sanitiser upon boarding and or disembarking
- Additional cleaning of vehicles
- Organised queuing and boarding where possible
- Distancing within the vehicle wherever possible
- The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group.

Premises Management

In conjunction with this risk assessment and guidance Judicium Education have previously provided a detailed risk assessment template for ‘Managing Premises Functions’ during this time and a six-part series of guidance documents (in the form of newsletters) titled ‘Managing School Premises during COVID-19 outbreak’. The school’s

management and H&S Lead have been sent this guidance and have access to all Judicium templates. The premises team should refer to this information in order to ensure the school buildings are suitably managed at this time.

It is important that, prior to re-opening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe.

Please note:

The template addresses the general site and school use risk assessment. The government guidance asks that all school risk assessments are reviewed that may be affected. This will include but is not exclusive to: Use and supervision of playgrounds, General classrooms, Common areas, Cleaning, Practical subjects (Science, PE, Art, DT, Performing Arts etc.).

There is specific guidance from organisations such as the Association for Physical Education that should be consulted. Each Head of Department (specialists in their area) must review these risk assessments, make suitable amendments and show how they are adhering to guidance. This is specific to your school and department.

Sharing Coronavirus (COVID-19) risk assessment

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (The HSE would expect all employers with over 50 staff to do so).

For further information regarding this assessment, please refer to your assigned Judicium Education Health & Safety consultant.

Reference materials:

Published 2nd July 2020:

- Full opening guidance for schools: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guide for parents and carers <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>
- Guidance from Ofqual re. examinations in summer 2021: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/897425/Summer_2020_grades_for_GCSE_AS_and_A_level_Extended_Project_Qualification_and_Advanced_Extension_Award_in_maths_020720.pdf
- Documents from ASCL: <https://www.ascl.org.uk/ASCL/media/ASCL/Help%20and%20advice/Leadership%20and%20governance/ASCL-Autumn-term-planning-checklist-for-schools.pdf> and <https://www.ascl.org.uk/ASCL/media/ASCL/Help%20and%20advice/Leadership%20and%20governance/Analysis-of-full-opening-plans-July-20.pdf>

Health and Safety Risk Assessment – Full Opening Schools – COVID-19

Academy / School	Bede Academy – Primary site			Assessment No.	
Site	Curlew Way	Location	Blyth		
Subject of Assessment	Further to a period of lockdown, in which the academy remained open to Key Worker and vulnerable children only, followed by partial re-opening to certain year groups from June 1 st , this risk assessment is to plan for the full opening of the academy to all children in all year groups from 1 st September 2020.				
Assessed by	BHa/JNo	Date	8 th July 2020	Review date	9 th July 2020 by Trustees
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, break-times, dining playgrounds, arrival and departure (including pick-up and drop off where applicable), first aid and external visitors to the school.			Persons Affected <i>(Who may be harmed)</i>	
				Students, Employees, Contractors and Visitors.	

Context Statement:

This risk assessment is for students and staff working at the primary site (South). This comprises of a nursery and 33 morning students and 22 afternoon students and three form entry from Reception to Year 6 (90 students per year group). The planning for the full re-opening of the site is based on the concept of keeping students in their classes and minimising contact between classes. Students will be in the dinner hall with other classes from their year group but the classes will remain in their own area. Classes will have their own zone at playtime that will be supervised by one member of staff. Corridor movement will be controlled using designated routes and times. Classes will have seating plans so that we can support 'track and trace' requests by providing details of all students who have sat within 2 metres of each other for periods of longer than 15 minutes within every academy day.

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
<p>1. Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.</p>	<ul style="list-style-type: none"> The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others (where practically possible), should follow staff members instruction and should not congregate outside the school; Parents issued specific school protocols for school attendance for them to explain to their children; Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; Staff are briefed and consulted on school procedures and the plans for re-entry of students; Employees have had sufficient training and briefing regarding infection control and school protocols; Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak In relation to mental health and stress support organisation, details are available to staff including 	medium	<ul style="list-style-type: none"> Focus on three key principles: wash your hands, keep your distance, stay in your group. Taught to children and reinforced with signage Staff and parental videos and handbooks provided, to ensure all informed of actions Signage to reinforce rules and routines. All students with EHCP or additional behavioural / medical vulnerability to be individually risk assessed Guidance for staff and students regarding welfare and mental health support, built into training Student “bubbles” are the size of a class. They sit in a class zone at lunch time with year group bubbles. These will be in year group zones. Students will remain in their class bubble for break times and have their own zone so they do not mix with any other bubbles. Staggered break / lunch times / play spaces for each class so that there is minimal opportunity for contact outside of the bubble Any member of staff or student in shielding category to remain at home, although government guidelines suggest that shielding is likely to be ended for all by end of August. Individual risk 	low

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		<p>confidential employee help lines and information that can be provided to students;</p> <ul style="list-style-type: none"> • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanism are in place and easily accessible; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. 		assessments for any with identified vulnerability.	
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Drop off / entry to the school. 	<p>Drop off :</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each class have been identified, this information has been cascaded to parents. • Parents use the one way system for drop off • The playground has been demarcated with lines 2m apart to enable parents to remain at a social distance from other parents during drop off of students • Parents are asked to not congregate in the playground and not be in the playground for longer that 5minutes before the designated school start time for their child (if more than one child is to be dropped off, parents will be able to remain in the playground on one of the marked lines keeping more than 2m away from others); 	medium	<ul style="list-style-type: none"> • All students given 10 minute window for arrival, and a designated line to assemble (distanced). Two year groups to arrive at the same time. All year groups given start time of either 08:30, 8.40, 8.50, 9.00, allowing two year groups to arrive at the same time • Site markings and one way system ensure social distancing is adhered to • Facilities team and SLT to have a strong presence on arrival, to ensure that there aren't groups congregating and to supervise safe distancing maintained 	low

Hazards and Risks	Control Measures	Risk Level (<i>Very High, High, Medium, Low</i>)	Further Actions	Residual Risk (<i>Very High, High, Medium, Low</i>)
	<ul style="list-style-type: none"> • Start times have been staggered for two year groups at a time in order to prevent large numbers of parents in the playground/on school grounds; • Start times are designed to enable one group of parents to leave the site before the next group arrive; • Parents are reminded to leave the site once their children have entered the building; • Only one parent/guardian per family is permitted on site; • If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. <p>Entry to the school:</p> <ul style="list-style-type: none"> • Students will be collected in the playground by their teacher; • Parents/Guardians are NOT permitted to enter the school buildings unless by prior arrangement; • Entrance doors are held open, reducing the number of occupants touching the doors, early years and key stage one use external classroom doors to enter classroom • Hand-wash stations are in all classrooms. All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school; • Good hand washing signage to instruct students how to do this effectively is displayed; 		<ul style="list-style-type: none"> • Apart from water bottles (which must be washed on return home and before bringing back into the academy), packed lunches, which must be in disposable packaging, book bags and PE bags, no items from home to be brought into the academy. Lunch bags and PE bags will be kept under desks. • Equipment provided, and to remain on individual student desks • Hand sanitisers provided at all entry points to the building (reception / staff doors) to ensure all are able to clean hands once arriving in the building • Groups will enter the building through designated entrances. Given that they are to be collected from outside and escorted into the building • Entrance routes will have doors held open, in order to avoid the need for doors to be handled. This will not compromise site safety and security, given that all external doors are controlled electronically and access to the site for visitors is only possible through Reception. Internal doors which are wedged to allow groups to pass through without touching will be closed by the member of staff at the back of the group. 	

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> • Help is available for children and young people who have trouble cleaning their hands independently and staff will wash hands following any support given; • Hand washing demonstrations have been provided to students on how to adequately wash their hands. • Students sit at own desk following entry procedures. 		<ul style="list-style-type: none"> • Classroom doors supplied with wedges; only teaching staff allocated to the group are allowed to handle the door, and are instructed to remove the wedge when vacating the room, for fire safety reasons • All classrooms (primary) have hand wash basins; on entry, all children to wash their hands. • Students trained in first week and continually reviewed. 	
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Pickup / leaving the school. 	<p>Pick up (primary):</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. Two year groups at a time. 2.50, 3.00, 3.10, 3.20, 3.30. Parents use the one way system, • The playground has been demarcated with lines 2m apart to enable parents to remain at a social distance from other parents during pick up of students, • Parents are asked to not congregate in the playground for longer than 5minutes before the designated school finish time for their child (if more than one child is to be picked up parents will be able to remain in the playground/pick-up point keeping 2m away from others); • Finish times have been staggered for each class in order to prevent large numbers of parents in the playground/on school grounds; 	medium	<ul style="list-style-type: none"> • All parents given 10 minute window for collecting children, and a designated line to assemble (distanced). Site markings and one way system ensure social distancing is adhered to • Students supervised with handwashing before leaving the classroom 	low

Hazards and Risks	Control Measures	Risk Level (<i>Very High, High, Medium, Low</i>)	Further Actions	Residual Risk (<i>Very High, High, Medium, Low</i>)

- Finish times are designed to enable one group of parents and students to leave the site before the next group arrive. Two year groups at a time.
- Parents are reminded to leave the site once their children have been collected;
- Only one parent/guardian per family is permitted on site;
- If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families.

Leaving the school:

- Students will be collected in the playground by their parent;
- They leave using the one way system out the back of the astroturf.
- Parents/Guardians are NOT permitted to enter the school buildings;
- Exit doors are held open, reducing the number of occupants touching the doors;
- Students are reminded to wash hands as they leave the school building;
- Hand-wash stations are located at the exits from the school (classroom or other);
- Help is available for children and young people who have trouble cleaning their hands independently;

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> Hand washing demonstrations have been provided to students on how to adequately wash their hands; Good hand washing signage to instruct students how to do this effectively is displayed. 			
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Classroom use / activities. 	<p>There will be no assembly of more than a class of students – government guidance.</p> <p>Early years staff to student ratio:</p> <ul style="list-style-type: none"> In accordance with the early year’s framework class sizes for early years should be adhered to. Children three or over should have one adult for every 13 children. The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school; Children only need to be sat at 'desks' during appropriate adult-led activities Children should still be able to access continuous provision, however, it will be necessary to consider <ul style="list-style-type: none"> resources available but reduced in quantity and type and easy to clean if possible keep children in smaller groups e.g. 1 group with TA and 1 group with teacher - timetable access to particular provision areas so they can be cleaned between sessions/groups e.g. group one can 	high	<ul style="list-style-type: none"> Each group given a dedicated outside zone, in order to maintain distance from other “bubbles” Outside play equipment (climbing frames etc.) will be used by classes on a rota and students are to play at distance. The number of students on the equipment at one time will be limited. Students will sanitize hands before and after using equipment. If equipment can be cleaned it should be daily. Teachers to assemble a box of outside play equipment for their class which they will gather during training day. To be used exclusively for their class and to remain in their classroom. Each child has their own piece of equipment and it is washed at the end of the day. Students should limit the equipment brought from home. Students can bring water bottle and packed lunch and book bags/PE Bags Assemblies / reflections to be delivered within small group settings, using 	medium

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)	
		<p>access role-play area from 10-11am, it is cleaned over lunch time and then group 2 have access to it from 1:30-2:30pm etc.</p> <ul style="list-style-type: none"> • Clean all equipment and resources as a minimum twice per day and between usage by different groups • Students will have individual 'packs' for some resources such as stationery or dough so that these never have to be shared. • Many other elements as below. <p>Primary:</p> <ul style="list-style-type: none"> • All classes have one full time teacher and most have an LSA the majority of the time; • Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face or side on; • The class group will not interact with other classes within the school; • Hand washing is completed on entrance to the class and between specific activities; • Students are allocated a desk and resources and are not encouraged to share; • Staff and students have their own items • Students to be directed to wash hands after handling books such as library books or other potentially shared resources. • Students are regularly reminded not to touch their or other students faces; 		<p>streaming / video presentations. Make full use of Tapestry and Google Classroom</p> <ul style="list-style-type: none"> • Library • Revised behaviour contract • Students to have expectations explained • Any failure / refusal to comply with expectations will result in child being sent at home, due to risk posed for others • Uniform as per the policy. • Any student with a known flight risk to be fully risk assessed before returning to the academy • Staff to be advised not to use restraint unless there is significant risk of harm to the student or to others • Detention usage to be reviewed, to ensure that there is not mixing between year groups • Curriculum reviewed, particular for subjects with practical activities. • Additional sanitiser fogging machines have been purchased to ensure effective regular sanitisation of whole classrooms. • Measures include: <ul style="list-style-type: none"> ○ Students to bring trainers and PE midlayer top to wear in place of blazer ○ PE: no contact sports 	

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
			<ul style="list-style-type: none"> ○ Engineering, Art, music: classroom based activities ○ Specialist rooms not designated to any year group so that students can be escorted to them for use in specialist lessons, ○ Music: no singing and use of instruments which cannot be easily cleaned after use. ○ Peri lessons to be sited in spaces where distances of 2m+ can be maintained ○ All curriculum areas working to identify gaps in learning and ensure catch-up. 	

- Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings, soft toys have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces;
 - Play equipment will be used in rotation. Equipment is cleaned before use by each designated class group;
 - Teachers can mark books and take them home if needed but this should be limited. Hands and resources should be cleaned before and after use.
 - Teachers are encouraged to use other feedback techniques such as verbal feedback, whole class feedback, self-mark or postit notes
- Classroom based resources are only shared within a bubble. These resources are cleaned regularly as are classroom surfaces;
 - Resources shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between use;
- OR**
- Resources shared between bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics);
 - Outdoor equipment is more frequently cleaned;
 - The school limits the amount of equipment students bring to school to only essentials such as lunch boxes, hats, coats, books, stationery and mobile phones;

Hazards and Risks	Control Measures	Risk Level (<i>Very High, High, Medium, Low</i>)	Further Actions	Residual Risk (<i>Very High, High, Medium, Low</i>)

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> Students to have fixed spaces in the classroom; seating plans provided centrally to manage student interactions and support 'track and trace' 			
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Dining; Moving around the school; Break-time / playgrounds. <p>Primary (early years):</p> <ul style="list-style-type: none"> Separate lunch breaks are designated for each year group. Class sit together. Students sit next to their class partners; Half the academy will have lunch in the hall, half in classrooms. Students will rotate each week. Lunch area cleaned before and after each group's lunch (not just at the end of break). Only one student will use a clean lunch space before it is cleaned again. Students have packed lunches or are delivered school lunches to designated classrooms; Tables are wiped clean with an appropriate disinfectant before and after lunch; Students are advised to clean hands before and after eating lunch in the classroom. <p>Moving around the school:</p> <ul style="list-style-type: none"> Movement to different areas within the school is reduced as much as possible; External doors are used to move students from one area to another. Effectively creating external corridors in the open air; Where possible, all spaces are well ventilated using natural ventilation (opening windows); Corridors are sterile environments and kept as clear as possible; 	high	<ul style="list-style-type: none"> Separate lunch breaks for each year group. Students will stay in these groups during lunch and in their zones Half the academy will have lunch in the hall and half in their classrooms. These halves will rotate each week. Packed lunches to be kept under individual desks. For those eating in the hall, each class to be given designated tables. There will be one year group in attendance at a time. we will reconfigure the hall so that all students are sat facing the same direction (nobody directly facing another student) we will also use the music room for dinners and students will sit facing the same direction. Wash stations to be used on entry to, and departure from the Hall for lunches All classrooms provided with a wedge, and doors / windows to remain open to ensure good ventilation Outside space divided into zones (Muga 1, Muga 2, Year 2 Yard, Main Yard, Astro left, Astro right), and each group has fixed 	medium

Hazards and Risks	Control Measures	Risk Level (<i>Very High, High, Medium, Low</i>)	Further Actions	Residual Risk (<i>Very High, High, Medium, Low</i>)
			<p>allocated zone. Times staggered so that one group is back in class before the next group occupies the outside space</p>	

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
<p>6. Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p>	<ul style="list-style-type: none"> • Staff and parents are encouraged to use education resources such as e-bug and PHE schools resources; • Hand cleaning stations are positioned at each student, staff and visitor entrance to the school or in classrooms ; • All those entering the school are required to wash/sanitise their hands; • Hand washing stations are located on each floor or within each classroom and on entry/exit to the dining hall; • Hand washing sinks are located within each toilet provision; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Students and staff have been shown how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: <ol style="list-style-type: none"> 1. Entry and exit from the school; 2. After using the toilet; 3. When returning from breaks 4. On entry to the dining hall; 5. Before and after eating; 6. On entry and exit from each classroom. • Unnecessary touching of the face is discouraged. • Teachers will remind students to use tissues and bin them once used. If tissues are not readily available 	<p>medium</p>	<ul style="list-style-type: none"> • Additional outdoor sinks, along with paper towel dispensers and robust bins to be installed at all building entrances as well as at lunch lines for handwashing • Where children may require support with intimate care, a full risk assessment is undertaken to ascertain if their needs can be safely met, and start date delayed by a week to enable parental meeting and writing of individual risk assessment • PPE provided to medical staff where such contact might be needed • Box of tissues to be provided in all classrooms and signage regarding “catch it, bin it, kill it” with aim of reducing spread of virus 	<p>low</p>

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> exactly when needed occupants are reminded to cough or sneeze into their arm, ‘catch it, bin it, kill it’; Toilets and wash stations have single-use paper towel for drying hands. Students and staff have been shown how to wash hands properly by sharing this NHS video; https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 			
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➤ Frequent cleaning of classrooms, Toilets, common areas and dining halls; ➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; Classrooms will be cleaned at lunch breaks and after school; Toilets will be cleaned in the morning, after break, after lunch and at the end of the day; Common areas will be cleaned once a day; Equipment used by the students and staff will suitably cleaned at the end of each day or before it is used by another person; If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface 	medium	<ul style="list-style-type: none"> Cleaning rotas devised to increase time on both sites Designated room for any person showing symptoms of coronavirus to be placed awaiting collection (interview room). To be thoroughly deep cleaned if used for this purpose and individual to be tested. If individual tests positive, the academy will follow the guidelines set out by the government, namely liaising with the local health protection team All classrooms provided with basic cleaning kit, and stored in appropriate location. Specialists teachers to be issued with individual laptops and whiteboard pens, so that shared use of facilities is minimised, given teacher movement between rooms All items delivered to the site (post, parcels etc.) will be wiped down on 	low

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on <u>COVID-19: cleaning un non-healthcare settings</u>		arrival, and deliveries restricted to times where there is minimal student movement (ie not arrival / departure times)	
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times; • School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; • Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at safe distance from each other; • Each staff area has been assessed, a maximum number of staff per room has been placed on the door; • Staff are encouraged to use the larger dining areas for their lunch, keeping a suitable distance from other occupants; • Students will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; • Employees will be provided with and wear PPE when required in accordance with government guidance (for First aiders / those providing intimate care only). 	medium	<ul style="list-style-type: none"> • Reception desk to have Perspex screen to ensure protection of reception staff • No parents allowed on site, unless prior appointment in place • Staff requiring printed worksheets to send through to admin team for printing • Where use of photocopier is necessary, disposable gloves to be worn 	low
9.	Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:	<ul style="list-style-type: none"> • Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three month additional time allowed for requalification due to current restrictions); • The school has a specific room dedicated for suspected cases of COVID-19; 	high	<ul style="list-style-type: none"> • Designated room: glass office next to reception these spaces are to be used only for symptomatic individuals and are to have no other function. • Full PPE provided for First Aid and nursery use 	low

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
<ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling / removal of clinical waste • Intimate care procedures. 	<ul style="list-style-type: none"> • Occupants (staff or students) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor if social distancing of 2m cannot be maintained; • First aiders have completed appropriate training for ‘donning and doffing’ PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room will be cleaned frequently and after each use (when first aid care has been provided). • All student allergies, asthma etc to be shared with staff and the location of devices such as epi pens and inhalers. <p>Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided</p> <ul style="list-style-type: none"> • The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. 		<ul style="list-style-type: none"> • Additional training has already been provided for First Aiders during wider-reopening training days 	

Hazards and Risks	Control Measures	Risk Level (<i>Very High, High, Medium, Low</i>)	Further Actions	Residual Risk (<i>Very High, High, Medium, Low</i>)	
		<ul style="list-style-type: none"> • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting of symptoms and self-isolating • Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer • Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. <p>Waste disposal measures Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual’s test results are known; • Waste is stored safely and kept away from children; 			

Hazards and Risks		Control Measures	Risk Level (<i>Very High, High, Medium, Low</i>)	Further Actions	Residual Risk (<i>Very High, High, Medium, Low</i>)
		<ul style="list-style-type: none"> Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; If the individual tests negative, this can be put in with the normal waste; If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either 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 waste bags can be sent for appropriate treatment. 			
10.	Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including: <ul style="list-style-type: none"> Parents; Maintenance contractors; External Teachers; Inspectors; Delivery personnel 	<ul style="list-style-type: none"> Parents are not permitted to enter the school without prior appointment; Parents have been informed to call the school office or email if they have any questions or concerns; If parents need to drop off items for students, they should be left at the school main entrance for staff to collect; The SLT are able to zoom (or other) parents if face to face meetings are required; For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff; Any visitors directed to use hand sanitizer as they enter the building; Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; 	medium	<ul style="list-style-type: none"> Signage to reinforce expectations Parents' information guide to set out new routines and expectations External 2m markings as well as internal 2m markings to be put in place. Large deliveries will be to outside delivery area. Small deliveries (post etc) will be outside the main doors. These will only be accepted outside of arrival and dismissal times. Signage will reinforce this message and delivery companies will be informed in advance. Senior staff will be at the gates for the duration of 	low

Hazards and Risks		Control Measures	Risk Level (<i>Very High, High, Medium, Low</i>)	Further Actions	Residual Risk (<i>Very High, High, Medium, Low</i>)
		<ul style="list-style-type: none"> • Touch screen sign in equipment in Reception to be wiped after use • A record of all visitors, including contractors, to site will be kept and maintained; • Visitors will only be permitted into the school if they have an appointment; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; • The school contact is required to attend reception in good time to meet their visitor; • Face to face meetings in small room or within 2m are not permitted; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Deliveries will be accepted at designated quiet times only; • Delivered items will be left outside of the school building for staff to collect. • The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided. 		<p>student arrival and dismissal in order to redirect deliveries. Post is always outside of arrival times and main collection is after the school day has finished</p> <ul style="list-style-type: none"> • No site visitors to have contact with students; if arriving during drop off / pick up times, instructed to wait at the gate until access to the building is clear • Signage at each gate to declare "no loitering zone" and thus to deter parents from hanging around as students are dropped off, or loitering once they have been collected 	
11.	Spread/contraction of COVID-19 due to lack of social distancing	<ul style="list-style-type: none"> • One in one out management of toilets is in place for all toilets – including communal student toilets; 	low	<ul style="list-style-type: none"> • Signage in toilets regarding hand washing protocols 	low

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> Toilet usage by students in different year groups is permitted, but should be staggered as much as possible. This is achieved by toilet visits being encouraged during lesson times. Toilet usage supervised by senior staff on patrol, and by teachers in neighbouring classrooms; Toilets are cleaned throughout the day. Students and staff are encouraged to close toilet lids where applicable before flushing. Class toilet rota established 		<ul style="list-style-type: none"> Doors wedged to communal toilet areas, to prevent handling doors. Disabled toilets have hand sanitiser outside All trained to clean hands before entry; wash hands before exit Students will be advised to conduct toilet visits during the day from their classroom base, to avoid their breaktimes becoming pinch points for toilet access 	
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Children are suitably supervised at all times; 1:30 on the playground and at least 1:30 in class, often 2:30. 	low	<ul style="list-style-type: none"> Arrangements under constant review and staffing shortages will be addressed in the usual way. 	low
13.	Lack of suitable premises management	<ul style="list-style-type: none"> The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time; Premises staff levels are maintained and suitable for the use of the building; Appropriate cleaning and premises staffing levels are in place; Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; Contingency in place for sudden premises staff absence; The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID- 	low	<ul style="list-style-type: none"> Site has remained open throughout, but site-readiness inspections to be undertaken again at the end of the summer holidays, Site management meetings and walk-throughs with SLT and maintenance team <p>Thorough site-readiness inspections, including water quality checks, lifts and fire safety</p>	low

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		<p>19 outbreak’, a six part series of guidance documents (in the form of newsletters) and a ‘Managing Premises Functions’ separate risk assessment has been completed.</p> <ul style="list-style-type: none"> • Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Facilities Manager will look at improving mechanical systems. 			
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • COSHH safety training has been completed by all those using chemicals for cleaning; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	low	<ul style="list-style-type: none"> • Additional training for cleaning staff and provision of necessary PPE 	low
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread	<ul style="list-style-type: none"> • Evacuation plans have been reviewed and communicated with staff • Fire drill to be undertaken in half term 1, as usual • All other fire system testing and maintenance has continued as normal. 	low	<ul style="list-style-type: none"> • Fire evacuation policy under review and new arrangements to be shared during staff training • Existing fire lines allocated to groups; and additional line numbers added to reflect increase in numbers. 	low

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	around the building without suitable procedures in place.			<ul style="list-style-type: none"> Social distancing will be possible in the event of a fire evacuation, but the risk from fire to the academy community is greater than the risk from Covid Lines painted on MUGA and allocated to additional group, whilst maintaining 2m distancing between lines 	
16.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> The Kitchen/Catering Manager has reviewed and implemented the <u>Guidance for food businesses on coronavirus (COVID-19)</u> The Kitchen/Catering Manager has reviewed and implemented FSA <u>guidance on good hygiene practices</u> in food preparation and <u>PHE guidance</u> The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus 	Medium	<ul style="list-style-type: none"> Ensure all kitchen activity fully risk- assessed and safety measures implemented to protect catering staff and canteen users. 	low
17.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> In line with Government advice, overnight and overseas educational visits will not be carried out during the autumn term A risk assessment – in line with the school’s policy will be carried out for non-overnight domestic educational visits. 	low	<ul style="list-style-type: none"> Review of planned EVs to restrict to those with essential curriculum links only 	low
18.	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	<ul style="list-style-type: none"> If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow <u>COVID-19: guidance for households with possible coronavirus infection</u> 	high	<ul style="list-style-type: none"> All site users instructed not to attend if they are displaying symptoms Signage in place to reinforce Arrangements communicated to parents and staff 	low

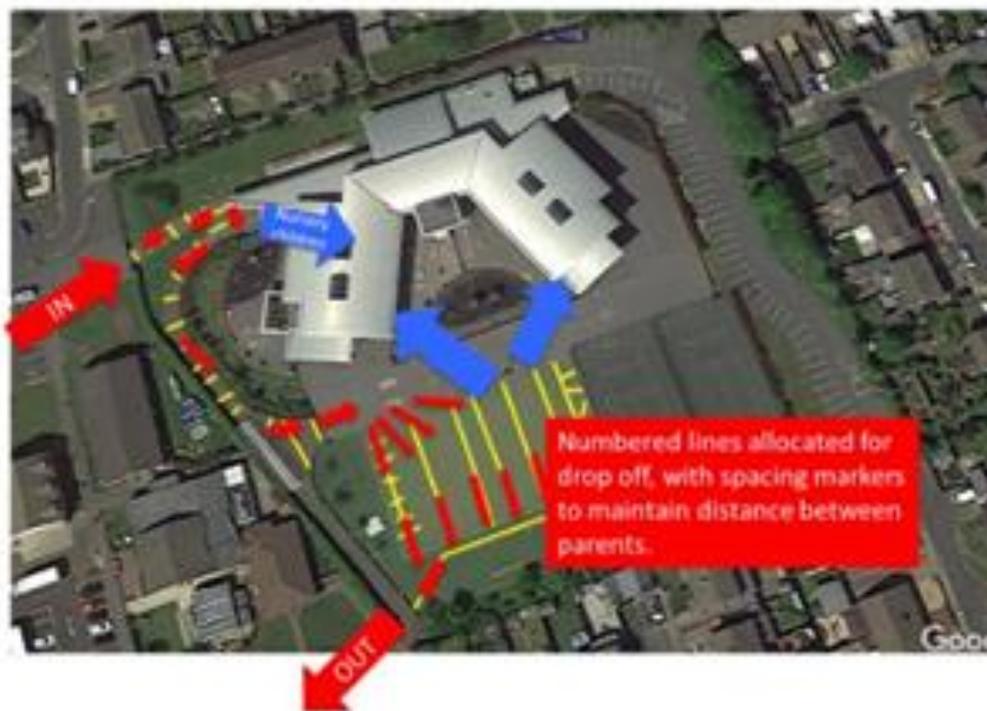
Hazards and Risks	Control Measures	Risk Level (<i>Very High, High, Medium, Low</i>)	Further Actions	Residual Risk (<i>Very High, High, Medium, Low</i>)
	<ul style="list-style-type: none"> Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding The school has identified the <u>Local Health Protection Team (HPT)</u> so they can be contacted immediately in the case of a case, the HPT details are available to the SLT <p>PHE North East Health Protection Team, Floor 2 Citygate, Gallowate, Newcastle upon Tyne, NE1 4WH View on Google Maps View on Open Street Map Phone: 0300 303 8596 option 1 Out of hours for health professionals only: please phone 0191 269 7714</p> <ul style="list-style-type: none"> The school keeps informed of Government and Department for Education guidance and updates To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils. 		<ul style="list-style-type: none"> Continue to run Google Classroom remote provision, for routine homework setting and also for students unable to attend; will allow for an easy return to remote working if a localised lockdown is imposed 	

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
19.	Damage to staff and student mental health and wellbeing, due to stress, unsettled routines and trauma of the pandemic, and possible associated bereavement.	<ul style="list-style-type: none"> Principals to ensure regular communication with staff, to reassure that all planning is driven by the risk assessment with staff and student health and wellbeing at the heart of decision making at all stages Share risk assessment with staff prior to opening once approved by trustees, in the format of a staff presentation / handbook, along with detail about routines and expectations, and make entire risk assessment document available to all Training and consultation opportunities provided with early reviews of processes taking into account staff input. Consult with Trust Health and Safety advisor – Judicium as well as take into account guidelines from unions and other sources to ensure as wider a range of concerns as practicable are addressed – though acknowledging that not all concerns can be allayed). Employees have had sufficient training and briefing regarding infection control and school protocols; Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak 	high	<p>For staff:</p> <ul style="list-style-type: none"> Ensure staff are provided with adequate breaks Ensure manageable work/life balance Line management structure to keep an eye on staff wellbeing and to refer any concerns up the chain. Resume staff briefing, via zoom if needed, to ensure regular contact with the staff team (including reflection to support well-being and ethos), ‘Teachmeets’ to support sustainable online working, and social events/activities (quiz/virtual choir etc). Create mental health and wellbeing support arrangements, including ongoing signposts for support including: <ul style="list-style-type: none"> Anna Freud Foundation www.headspace.com www.calm.com Co-ordinate staff ‘mental health allies’ volunteers. Additional confidential support offered outside of ESF via www.educationsupport.org.uk 	medium

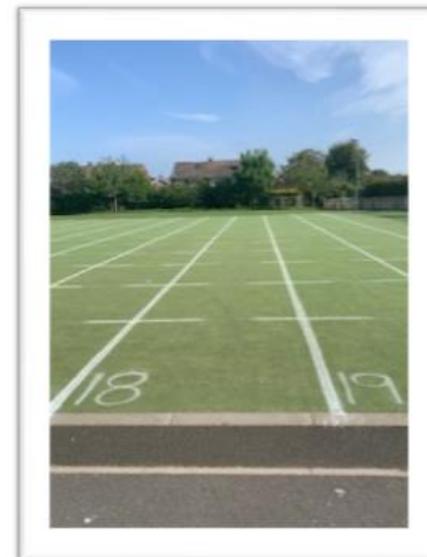
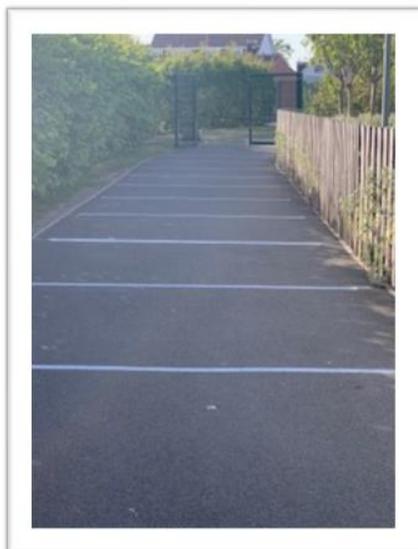
Hazards and Risks	Control Measures	Risk Level (<i>Very High, High, Medium, Low</i>)	Further Actions	Residual Risk (<i>Very High, High, Medium, Low</i>)	
		<ul style="list-style-type: none"> • In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to students; • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Staff are briefed and consulted on school procedures and the plans for re-entry of students through email and staff training days and zoom calls 		<p>For students:</p> <ul style="list-style-type: none"> • Individual risk assessments for students in required • Regular student wellbeing checks for those known to be struggling, and support plans in place where adjustments are needed • Update to welfare section of Academy website, and signposting support organisations, as well as school arrangements, through publications to parents • Form teachers to remain key point of contact in the academy, and also for any who are having to work from home (via google classrooms) • New Personal Development Curriculum programme to be delivered include wellbeing checks and advice led by a newly appointed Personal Development Lead. • Ongoing work with outside agencies, and regular contact with local authority support services • Welcome back banner and bunting to greet student return, to reduce the impact of the changes to their known environment. 	

Hazards and Risks	Control Measures	Risk Level (<i>Very High, High, Medium, Low</i>)	Further Actions	Residual Risk (<i>Very High, High, Medium, Low</i>)
			<ul style="list-style-type: none"> • Staff at the gates to meet and greet 	

Appendix 1:
One way system for drop off and pick up.



Appendix 2: Entrances and exits



Appendix 3: Playground zones

ACTION PLAN
(Additional Control Measures Required/Recommended Actions)

Clarification required by Trustees		<i>Responses</i>
	Late arrival of students – consistent clear message of the process to be reflected in the risk assessment and referenced in the attendance policy, if necessary.	The Senior Leaders are responsible for ensuring that late arrivals are dealt with in line with our attendance policy, applying sanctions where necessary. The arrival point on the South site has been chosen to allow late arrivals to be met by a senior leader and taken to class following records being completed for the late arrival.
	Risk assessment to state in all places that parents are not allowed to enter the school unless they have a prior appointment.	This has been corrected on page 11.
	P18 to be amended to reflect that students are facing in the same direction at lunch.	We are now able to confirm that students can sit facing the same direction so this has been written into the risk assessment on page 18.
	P8 requires the names of the assessor and review dates	This is now done on page 8.
	P29 requires completion of risk and residual levels.	The risk and residual levels are identified completed.

Please note:

All controls are subject to change should government guidance change due to changes to the ‘R’ rate. This could change on a daily basis. Government and DfE guidance **MUST** be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

In order to calculate the risk level please use the Judicium Education ‘Guide to risk assessment’. This document is available on our template site and includes a risk matrix. If required, you have unlimited access to the Judicium e-learning library including ‘Risk Assessment Training for Schools – General’.

*Following assessment if no further actions are assessed to be required please mark an **X** in the “Further Actions” box. If however additional controls or actions are assessed to be required please place a ✓ in the box and note the action in the action plan.*

Any further actions identified should be completed before the assessed task is carried out.