

COVID-19 Risk assessment – Opening schools

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. (reference: [Guidance for full opening – schools. July 2nd 2020](#)):

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 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>
- Use of face mask guidance updated 26/8/20, and can be found here: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

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.

Secondary schools:

Groups should be kept as small as possible but it is recognised that due to timetabling and different subjects this is likely to be year groups rather than one class. Large gatherings such as assemblies or collective worship should be avoided.

It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. For children that are old enough, they should be supported to maintain distance and not touch staff or their peers where possible.

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.

Alternative Provision (AP):

The government advises that such provision should return full time in September. AP schools are required to complete a risk assessment working through the system of controls that are outlined in the guidance, adopting measures that ensure they meet each control in a way that addresses the risk identified in their assessment, works for the setting and allows them to deliver a broad and balanced curriculum.

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 / contacts: PHE North East Health Protection Team, Phone: 0300 303 8596 option 1
Out of hours for health professionals only: please phone 0191 269 7714

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>
- Updated guidance re. use of face coverings (26th August 2020): <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

Health and Safety Risk Assessment – Wider re-opening Schools – COVID-19

Academy / School	Bede Academy – Secondary site			Assessment No.	
Site	Sixth Avenue	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 September 1 st . At North site, this involves approximately 1400 students, aged 11-18 years.				
Assessed by		Date		Review date	
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:

The planning for the full re-opening of the site is based on the concept of zoning the building into sections for each year group (Year 7 – Year 11). Each of these year groups is a self-contained bubble. Within each year group bubble at Key Stage 3, students will spend almost all of their lesson time in a consistent smaller bubble of approximately 30 with limited controlled mixing occurring where the curriculum delivery necessitates this (eg: Engineering rooms with class size restrictions or continuity of language teaching), with wider mixing only happening through year group break and lunch times, and also through their tutor time in the morning. Each bubble has a designated entrance to site, a designated stairwell, and a designated outside zone. Sixth form students will largely be based in the Sixth Form block, Trinity house, with designated times and locations for study periods, and a shortening of their school day, at times where they are not in lessons at the start or end of the day.

Corridor movement will be controlled using designated routes and within zoned areas to avoid transitory mixing between year group ‘bubbles’. Any student movement between classes will be controlled using centrally saved 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.
 See appendices for further detail.

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 on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</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 All staff to be provided with training before widening current provision, in order to walk through new routines and ensure readiness Signage to reinforce rules and routines. Staggered return by students, so that routines can be taught and embedded 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 year group for Yr7-13, with “sub-bubbles” for the bulk of teaching at KS3. Only movement outside of sub-bubbles for y7, 8 and 9 is for tutor time, some specialist curriculum provision, and social times (but they will always remain within their year group bubble) Staggered break / lunch times and separated lunch spaces / play spaces for 	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>)	
		<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. • COVID-19 guidelines are published in the school's website • Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures • When possible staff will be permitted to work from home • Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications • People deemed vulnerable take particular care to minimise contact with others and are advised to follow <u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u> • Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for 		<p>each year group so that there is minimal opportunity for contact outside of the group (see appendix 4)</p> <ul style="list-style-type: none"> • 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 assessments for any with identified vulnerability. 	

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		<p>some to enable staff to speak about their own situation and reasonable adjustments to be made</p> <ul style="list-style-type: none"> The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate Specific risk assessments for new and expectant mothers are completed Staff that travel abroad during the summer holiday to countries that are not on the <u>Coronavirus (COVID-19): travel corridor list</u> will self-isolate for 14 days before they are due to return to work in the autumn term. Where it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home 			
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>Secondary school (entry to the school):</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. Students who are dropped off can do this in the usual way but drivers MUST NOT leave the vehicle; Students must enter via the designated, signed (specifically for this time) entrance to the building. Students are required to complete hand washing / sanitisation on entry to the school; Entrance doors are held open, reducing the number of occupants touching the doors; Hand sanitiser stations are located at the entrance to the school (classroom or other). All occupants are required to 	medium	<ul style="list-style-type: none"> All year groups given start time of either 08:30 or 09:00 with separate entrances for each year group, allowing three year groups to arrive at the same time. SLT designated a year group to oversee, to ensure adequate supervision, and duty rotas re-written Students assembled on arrival lines and hand sanitising undertaken before collected by form tutor and escorted to class / zone Three gates in use; all other gates to remain locked, each with clear signage to identify the year groups who can use 	low

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)	
		<p>wash their hands (soap/water or Hand sanitiser) on entry to the school;</p> <ul style="list-style-type: none"> • Good hand washing signage to instruct students how to do this effectively is displayed. • Where ground floor classrooms/offices have fire exits leading directly outside, these are utilised as entry points to reduce congestion in main entry points. • Staggered start times are in place to keep groups apart; • In order to prevent congestion parents and students have been informed of their groups (year group) start time; • The school management keep this under review and will consult with parents or students who are not following the new procedures/start time for their group; • Students will not be permitted to gather with students outside of their group at the start and end of the day. • The school have implemented a process for removing face coverings when pupils of staff who use them arrive at school, or when they arrive at lessons; • Students have been informed 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. 		<p>them and to divert other year groups to their designated entrance (appendix 2)</p> <ul style="list-style-type: none"> • Facilities team and SLT to have a strong presence on arrival, including placing one member of staff outside each entrance, to ensure that there aren't groups congregating and to supervise outside of the gates, ensuring no loitering and safe distancing maintained • Students are advised to minimise what is carried between home and school and are to have their own equipment packs. These can be carried to and from home and are the student's responsibility. • Outside hand sanitiser wash stations provided at all entry points to the building (reception – staff only / library doors / Refectory / stair 5 / stair 3 / Trinity House) 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, teacher can hold the door open and then sanitise hands on arrival at their classroom. Routes through the building will have doors held open, in order to avoid the need for doors to be handled. Doors in stair wells to be wedged for arrival / departure times, and 	

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
				<p>wedges to be removed in the event of a fire alarm.</p> <ul style="list-style-type: none"> Classroom doors supplied with wedges and to be wedged open when lessons are taking place; 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 groups given a designated stairwell and entry route On arrival at the room, students are to stand behind desks in silence in readiness for the do now task. At change over points, students to stand to greet the new teacher 	
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>Secondary school (exit from school):</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. Students who are picked up can do this in the usual way but drivers MUST NOT leave the vehicle; Students must leave via the designated, signed (specifically for this time) exit from the building; 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; 	medium	<ul style="list-style-type: none"> Students walked back through the building to their exit points at the end of the day, using their designated stairwell. Year 7 and Year 11 to be collected by form tutors who will each walk a group to their exit points. Timings staggered to ensure that they won't pass other groups, and different exit points from the site, arranged so that year groups won't cross paths. 	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"> Hand sanitiser wash stations are located at the exits from the school (classroom or other); Good hand washing signage to instruct students how to do this effectively; Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas; Finish times have been staggered for each year group, and given different site exit points, in order to prevent large numbers students leaving at the same time. 			
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. 	<ul style="list-style-type: none"> There will be no large gatherings such as assemblies or collective worship with more than one group/‘bubble’. Classroom sizes are restricted to a normal class (approximately 30) students, 1 teacher and TA if required (specific needs of class); Groups are kept as small and as consistent possible; Students move class groups for specific subjects but remain in their year group ‘bubble’ at all times; Interaction with other year groups is prevented (as far as possible); For non-practical subjects students will remain in the same room with Teachers only moving (where possible); <p>AND</p> <ul style="list-style-type: none"> Blocks/areas of the school have been designated for specific year groups. Students move between rooms within this block but movement to other blocks is limited as far as is possible i.e. all non-practical subjects are taught in the same year group block/area of the school; 	high	<ul style="list-style-type: none"> Full staggered start on day 1 (see appendix 6), with reduced length of school day, to give time to transition for new y7 and to embed new routines with all year groups. No timetabled lessons but day in tutor bases, focusing on routines and providing an academic and pastoral framework for the year. Also include PD time on “lessons from lockdown” to ensure welfare support Each group given a dedicated outside zone, in order to maintain distance from other year group “bubbles” Assemblies / reflections to be delivered within class settings, using streaming / video presentations Revised behaviour contract; students expected to sign this on day 1. 	medium

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"> • The school has limited student movement between rooms / areas as far as is reasonably practical; • Classrooms have been organised to achieve 2m distances between students and their teachers; • Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face or side on; • Students are managed while entering the room to avoid contact with each other of the Teacher; • Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces; • Individual and very frequently used equipment such as pencils and pens are not shared; • staff and pupils have their own items; • 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), or sanitized using the fogging machine to reduce gap between usage; • Outdoor equipment is more frequently cleaned; 		<ul style="list-style-type: none"> • Students to have expectations explained by staff on return, via signage, instruction video also shared with parents. • Any student with a known flight risk or pattern of defiant behaviour will only be returned to the academy once a risk assessment has been completed with their parents/carers. • Any failure / refusal to comply with expectations will result in child being sent at home, due to risk posed for others • Staff to be advised not to use restraint unless there is significant risk of harm to the student or to others • Learning Centre usage to be reviewed, to ensure that there is not mixing between year groups • Curriculum reviewed, particularly for subjects with practical activities. • Additional sanitiser fogging machines have been purchased to ensure effective regular sanitisation of whole classrooms. • For practical PE, activities will be completed outside. Changing rooms will not be used; students are to bring in PE trainers and mid-layer top to wear over the top of school shirt (blazer and tie to be left in classroom). Practical activities to be on rotation and limited; PE time initially in classroom base; 	

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"> The school limits the amount of equipment students bring to school to only essentials; Shared resources can be taken home but this is avoided where unnecessary; All such resources are cleaned before used by others; Students and staff use hand sanitiser on entry to the classroom; Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units Heads of Year, Faculties/Departments are proactive in managing the risks in their areas of responsibility - this means ensuring risk assessments are completed and reviewed and their teams are aware of procedures and protocols Where students are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, a member of the SLT will be asked to assist and implement the Disciplinary Procedure Staff are permitted to wear face coverings (plain masks) when moving around the academy or sat in staff meetings, and are permitted to wear clear visors when working in close proximity with students. 		<ul style="list-style-type: none"> Teachers are advised to wash their hands (or use a hand sanitizer) after handling student books, and to carry out “live feedback/whole class feedback” where possible, to minimise the movement of piles of books between home and the academy (see feedback guidelines provided by the academy). Guidance on effective in class or live feedback to be provided through staff in the handbook and reinforced to all staff via INSET days. All homework will be recorded online in the Google Classroom. Where ever possible, homework is completed online and feedback is provided online. However, students should be encouraged to complete extended written work by hand, and upload this, rather than over relying on word processing. Students can take their exercise books (portfolios, projects etc) home, but this should be <i>infrequent and essential</i> to the task. Students to have fixed spaces in the classroom; seating plans provided centrally to manage student interactions and support ‘track and trace’ Measures include: 	

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"> ○ PE: changing rooms not to be used. To be reviewed as further easing of restrictions. Students to bring trainers and PE midlayer top to wear in place of blazer ○ PE: no contact sports ○ Engineering and Art: classroom based activities predominantly at KS3. ○ Specialist rooms not designated to any year group so that students can be escorted to them for use in specialist lessons, especially at KS4 and KS5 initially. To be cleaned after every use. ○ Music: no singing and use of instruments which can be easily cleaned after use. Peri lessons to be sited in large spaces where distances of 2m+ can be maintained. ○ Science: labs not designated as fixed base for any year group, allowing access for practical lessons when needed. Students to be escorted to and from and room to be thoroughly cleaned after use. Equipment not to be shared. 	

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"> ○ All curriculum areas working to identify gaps in learning and ensure catch-up. Review of curriculum delivery at KS4 and KS5 to reflect changes announced by Ofqual, to prioritise coverage of examinable material 	
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. 	<ul style="list-style-type: none"> • Students have allocated desks via central seating plans to minimise mixing with other students throughout the day as well as aid track and trace where they are in close proximity for more than 15 minutes; • Students are expected to bring all items on their “essential items list” in order to avoid the need to share resources; • Students and staff use hand sanitiser on entry to the classroom; • Times are allocated for breaks for each group to reduce the need to pass one another in open spaces; • Where possible students will move with their group only and will not mix with other groups; • Staff will generally manage student movement but keep a suitable social distance from students and other staff. • Separate times or areas (at a safe distance using government guidance) are issued for each separate class group. • may move around the playground as usual but stay within their specific group. Not mixing with students from other classes; 	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 • Each Tutor Group to be given a designated table (fill up table by table on arrival), and students not to mix broadly within Year Group Bubble whilst inside for lunch. To reconfigure the Refectory and Hall so that all students are sat facing the same direction (nobody directly facing another student) • 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. • Hand sanitiser stations to be used on entry to, and departure from, the Refectory and Hall for lunches • All classrooms provided with a wedge, and doors / windows to remain open to ensure good ventilation 	medium

Hazards and Risks	Control Measures	Risk Level (<i>Very High,</i> <i>High,</i> <i>Medium,</i> <i>Low</i>)	Further Actions	Residual Risk (<i>Very High,</i> <i>High,</i> <i>Medium,</i> <i>Low</i>)
	<ul style="list-style-type: none"> • Teachers are reminded to remain at distance from the classes they teach, and any support provided in close proximity (ie less than 1m) is to be minimal in length. Training provided to LSAs in this regard; • The curriculum has been prepared in a way that remote learning can be quickly resumed if there is a need for partial lockdown, or if individuals are needing to self-isolate; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units. • Separate lunch breaks are designated for each teaching group (bubble/year group). Students will stay in these groups during lunch; • Only one student will use a clean lunch space before it is cleaned again; • Students and staff lunch seating kept 2m apart; • Dining is organised so that no person sits facing another while eating; • Students and staff are permitted to wear face coverings in communal spaces and when moving around the building, provided they are removed in the classroom, and provided they are used in conjunction with other safety measures. Parents are to write in Study Files if they give consent to the use of masks for their child. • If a student is in a setting where social distancing is not possible / where there is a mixture of year groups, such as for detentions, in the Learning Centre, Welfare or Pastoral Office, they MUST wear a face mask. 		<ul style="list-style-type: none"> • Students to be each allocated storage area within their tutor room • Outside space divided into three zones (Muga, Library Yard, Sports Hall Yard), and each group has fixed allocated zone. Times staggered so that one group is back in class before the next group occupies the outside space • Wet weather arrangements: Refectory, Hall and Sports Hall 	

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		Disposable masks are available at Pastoral Reception and the Main Reception for this purpose.			
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> Hand washing stations are positioned at each student, staff and visitor entrance to the school; All those entering the school are required to wash/sanitise their hands; Hand washing stations are located on each floor, within each classroom and on entry to the dining hall; Hand washing sinks are located within each toilet provision; Signage is located adjacent to each sanitiser 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 by sharing this NHS video; https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 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: <ul style="list-style-type: none"> ➤ Entry to the school (at start of day and end of breaks); ➤ On entry to the dining hall; ➤ Before and after eating; ➤ When changing rooms. 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 exactly 	medium	<ul style="list-style-type: none"> Hand sanitiser wash stations to be installed at all building entrances as well as at lunch lines for handwashing prior to being served in the refectory. For students with sensitivity to hand sanitiser, sensitive skin wipes will be sourced instead, with one pack provided at each key entry point 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 	low

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		<p>when needed occupants are reminded to cough or sneeze into their arm; ‘catch it, bin it, kill it’;</p> <ul style="list-style-type: none"> Toilets to have single use paper towel for drying hands / air driers that don’t require touching (motion sensor triggers). 			
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 deep cleaned using the sanitiser fogging machine 	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. 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 arrival, and deliveries restricted to times where there is minimal student movement (ie not arrival / departure times) 	low
8.	Spread/contraction of COVID-19 due to lack	<ul style="list-style-type: none"> Employees are required to conform with social distancing requirements at all times; 	medium	<ul style="list-style-type: none"> Where use of photocopier is necessary, disposable gloves to be worn 	low

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> 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). Staff are permitted to wear a plain face mask when moving around the building, or when in staff meetings. In the classroom, and when working in close proximity with students, clear visors are permitted, but staff are reminded that social distancing measures and good hygiene are the best protective measures against the transmission of infection. 		<ul style="list-style-type: none"> Reception desk to have Perspex screen installed to ensure protection of reception staff No parents allowed on site, unless prior appointment in place 	
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 (<i>Very High, High, Medium, Low</i>)	Further Actions	Residual Risk (<i>Very High, High, Medium, Low</i>)
<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; • Staff escorting the individual will be provided with disposable gloves and apron if the 2 meter social distancing rule cannot be maintained • Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided • 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. • 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 • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; 		<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>)

- 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.
- 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.

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:

- Put in a plastic rubbish bag and tied when full;
- The plastic bag is placed in a second bin bag and tied;

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"> • 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; • 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; 	<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; 	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 	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"> Delivery personnel 	<ul style="list-style-type: none"> 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; Touch screen sign in equipment in Reception to be wiped after use Visitors will only be permitted into the school if they have an appointment; A record of all visitors, including contractors, to site will be kept and maintained; 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>and delivery companies will be informed in advance. Senior staff will be at the gates for the duration of 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 Foodbank donations only permitted between the hours of 10am-2pm, in order to avoid staff and student arrival and departure times. Donations are placed directly into crates so that they don't require further handling on the academy site. 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 	

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> One in one out management of toilets is in place for all toilets – including communal student toilets; 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. 	low	<ul style="list-style-type: none"> Additional toilet areas to be brought into use (second floor) to minimise students having to move around the site to access the toilet Signage in toilets regarding hand washing protocols 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 	low
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; 	low	<ul style="list-style-type: none"> Arrangements under constant review and staffing shortages will be addressed in the usual way. Staff risk assessments to be reviewed Additional cover supervisor has been employed to help support staff absence issues 	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; 	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, 	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"> • 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-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. 		<ul style="list-style-type: none"> • Site management meetings and walk-throughs with SLT and maintenance team 	
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	<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 	low	<ul style="list-style-type: none"> • Fire evacuation policy under review and new arrangements to be shared during staff training 	low

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> All other fire system testing and maintenance has continued as normal. 		<ul style="list-style-type: none"> Existing fire lines allocated to groups; and additional line numbers added to reflect increase in PAN. Social distancing will not 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 Sixth formers to have access cards to ensure reliable records of students on site, given adjusted sixth form timetables 	
16.	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; 	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: 	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"> • 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 <p>For students:</p> <ul style="list-style-type: none"> • 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 tutors 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 twice a week include wellbeing checks and advice led by a 	

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
				<p>newly appointed Personal Development Lead.</p> <ul style="list-style-type: none"> • 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. • Staff at the gates to meet and greet 	
17.	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
18.	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 (eg. Data collection fieldwork) 	low
19.	Spread/contraction of Covid-19 due not acting appropriately	<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 	high	<ul style="list-style-type: none"> • All site users instructed not to attend if they are displaying symptoms • Signage in place to reinforce 	low

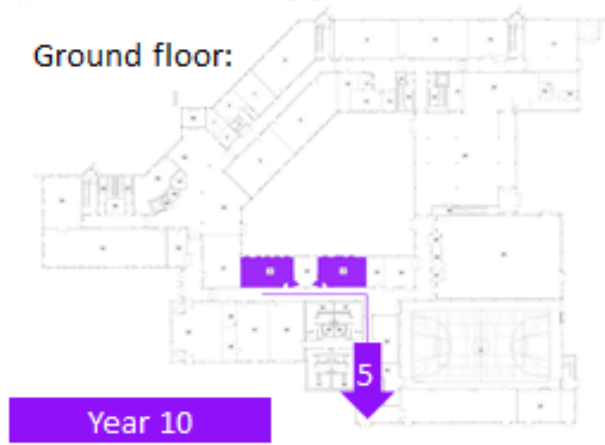
Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
<p>when a case is suspected or confirmed.</p>	<p>and they are advised to follow <u>COVID-19: guidance for households with possible coronavirus infection</u></p> <ul 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</p> <p>View on Google Maps View on Open Street Map Phone: 0300 303 8596 option 1</p> <p>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 		<ul style="list-style-type: none"> Arrangements communicated to parents and staff 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 (<i>Very High, High, Medium, Low</i>)	Further Actions	Residual Risk (<i>Very High, High, Medium, Low</i>)	
		children and the children of critical workers only, and providing remote education for all other pupils.			

Appendix 1:
Zoning the building:

1. Zoning North Site

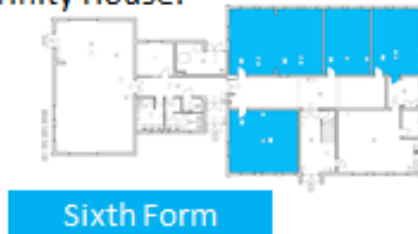
Ground floor:



First floor:



Trinity House:



Second floor:



Section A: Reducing contact

1. Arrival and departure points



Section 1: Reducing contact

Appendix 3: Entrances to the building:

1. Separate entrances to the building: Wash stations at each point



Section 1: Reducing contact

	arrival time	entry gate	assembly point	door in	stair well	rooms	SLT oversight	tutor time	break	lunch play	lunch time	lunch assembly	lunch eat	lunch play	end of day
year 8	9:00	Newlands	lunch lines	Refectory	3	239, 237, 236, 235, 234, 231, 230, 228	AGE and LRY	15:10-15:40	10:40-11:00	sports hall yard	p4	lunch lines. Down stair 3 and through the refectory to the hall - exit hall to lunch lines	a) line up from refectory and take to Hall to eat	Exit hall along engineering corridor and out to library yard	15:40
year 7	8:30	Main entrance	library lines	Library door	2	227, 226, 220, 219, 218, 217, 216, 215	JNO and SRE	08:30-09:00	09:50-10:10	library yard	p4	play first. Exit through library doors. remain in library yard until y8 are all into the hall	a) play lines and eat in refectory	if time after eating, can move outside to sports hall yard	15:10
year 9	9:00	Main entrance	library lines	Library door	1	213, 212, 210, 209, 208, 205, 202	RSC and JHE	15:10-15:40	10:40-11:00	library yard	p5	play first - down stair 1 and out of the building through library doors. remain in library yard	1. play refectory. Straight out to Sports Hall yard afterwards	sports hall yard	15:40
year 11	8:30	25th Avenue	fire lines	Refectory	4	101, 102, 104, 106, 112, 110, 125, 164	RBU and AMO	08:30-09:00	09:50-10:10	sports hall yard	p5	lunch lines - exit building from stair 4	refectory	sports hall yard	15:10
year 10	9:00	25th Avenue	fire lines	stair 5 door	5	142, 143, 157, 160, 45, 43, 155	SEL and RLE	15:10-15:40	10:40-11:00	MUGA	p6	lunch lines. Out stair 5 door and straight round to lunch lines	Collect lunch and take to main hall. Exit hall along engineering corridor and out to library yard	library yard	15:40
year 12						TH and specialist rooms	DLL, ASU, NWI	6a - LT							
	for their first lesson of the day	Main entrance	Trinity House	stair 3 door	n/a			6a - LT	n/a	n/a		n/a	bistro	n/a	end of p6 / p7
year 13								6b - LT							

Appendix 5: Structure of the academy day, to show staggered start, finish and lunches by year group

4. Staggered Breaks and lunches

Bede Academy Day - Full Reopening September 2020

7	8:30 - 9:00 Tutor time	9:00 - 9:50 Period 1	9:30 - 10:30 Break	10:10 - 11:00 Period 2	11:00 - 11:50 Period 3	11:30 - 12:00 Lunch	12:50 - 13:35 Period 5	13:35 - 14:20 Period 6	14:20 - 15:10 Period 7	15:10 Dismissal	
	8	9:00 - 9:50 Period 1	9:00 - 9:50 Period 2	10:30 - 11:00 Break	11:00 - 11:50 Period 3	11:30 - 12:00 Lunch	12:50 - 13:35 Period 5	13:35 - 14:20 Period 6	14:20 - 15:10 Period 7	15:10 - 15:40 Tutor time	15:40 Dismissal
9	9:00 - 9:50 Period 1	9:00 - 9:50 Period 2	10:30 - 11:00 Break	11:00 - 11:50 Period 3	11:50 - 12:35 Period 4	12:30 - 12:45 DEAR time	12:50 - 13:35 Period 5	13:35 - 14:20 Period 6	14:20 - 15:10 Period 7	15:10 - 15:40 Tutor time	15:40 Dismissal
	10	9:00 - 9:50 Period 1	9:00 - 9:50 Period 2	10:30 - 11:00 Break	11:00 - 11:50 Period 3	11:50 - 12:35 Period 4	12:30 - 12:45 DEAR time	12:50 - 13:35 Period 5	13:35 - 14:20 Period 6	14:20 - 15:10 Period 7	15:10 - 15:40 Tutor time
11	9:00 - 9:50 Period 1	9:00 - 9:50 Period 2	10:10 - 11:00 Period 2	11:00 - 11:50 Period 3	11:50 - 12:35 Period 4	12:30 - 12:45 DEAR time	12:50 - 13:35 Period 5	14:20 - 15:10 Period 7	15:10 Dismissal		
	12 & 13	9:00 - 9:50 Period 1	10:10 - 11:00 Period 2	11:00 - 11:50 Period 3	11:50 - 12:35 Period 4	12:30 - 12:45 DEAR time	12:50 - 13:35 Period 5	14:20 - 15:10 Period 7	15:10 Dismissal		

sixth form students should arrive at 8:00 or work at home until their first timetable lesson/DEAR time
 all sixth form students should be on site
 sixth form students are to work at home if they have no timetable lesson

Key to arrival/departure and fire up points

Network/food lunch time

Break Extension library time

2PM Assembly Fire Drill

Key to break and lunch times

Sports hall used

Library used

MUSIC

Activity lesson

Key to lunch times

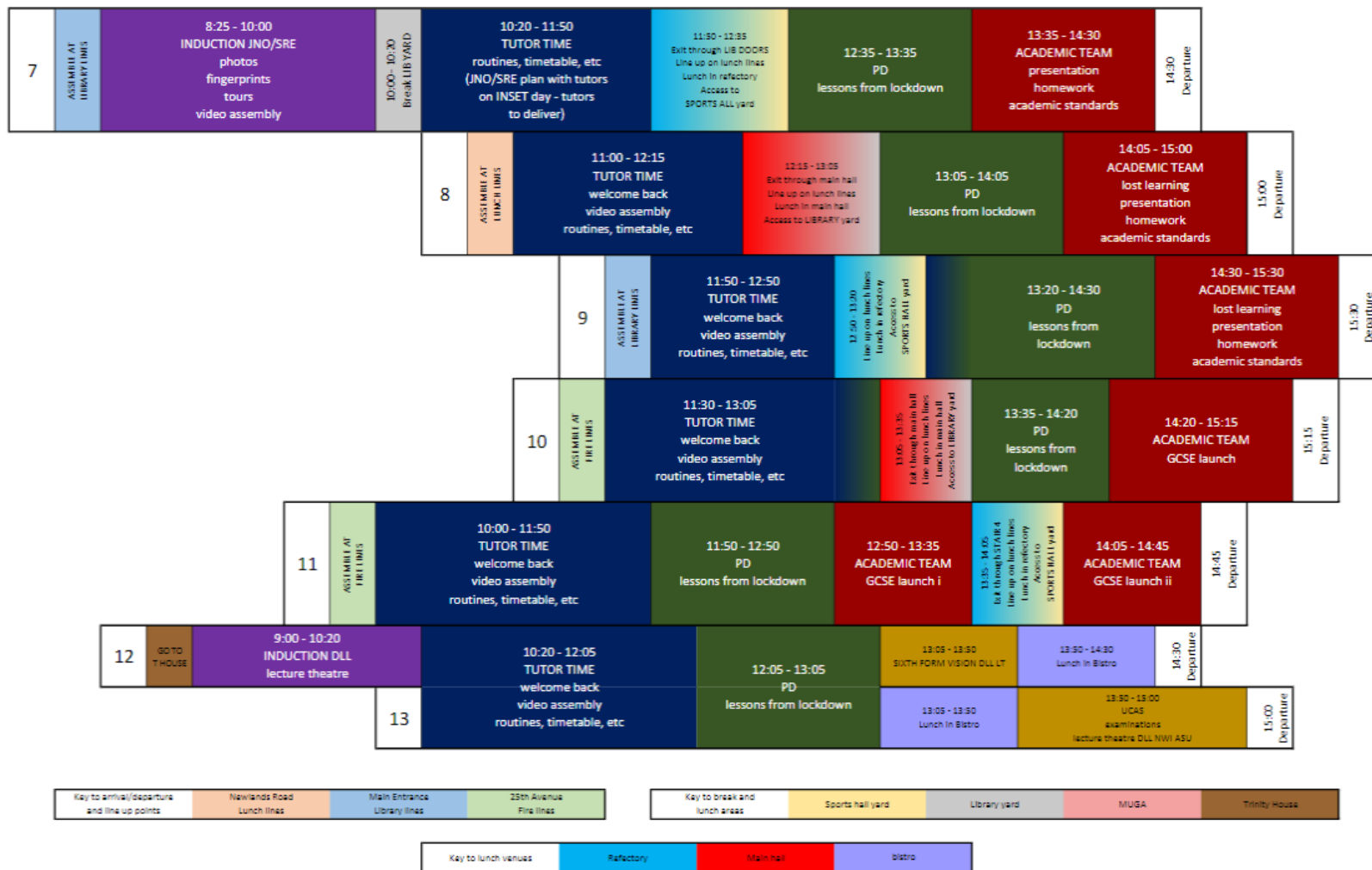
Tutor time

Dismissal

Section A: Reducing contact

Appendix 6: First day arrangements, to ensure adequate staggering and time allocated to train all students in new routines:

Bede Academy Day - First Day September 2020



ACTION PLAN (Additional Control Measures Required/Recommended Actions)	
Clarification Required by Trustees	Responses
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 and Pastoral Leaders assigned to each zone are responsible for ensuring that late arrivals are dealt with in line with our attendance policy, applying sanctions where necessary. The arrival points on the North site have been chosen to allow sufficient space to line up late arrivals without risk of mixing with students arriving for other zones – they can be kept at at least 2 metres distance and sent via their designated route to their zones without moving through other zone areas.
Update with the names of the assessor and review dates	This is now done. See page 8.
P29 requires completion of risk and residual levels.	The risk and residual levels are identified on page 28. Page 29 contains a continuation of the actions put in place to mitigate the risk and residual levels on page 28 under point 16.

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.