

COVID-19 Risk assessment – Opening schools

The Government has asked schools to adhere to the following:

Overview

As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September. Our priority is for you to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance.

Risk assessment

You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments - treating them as 'living documents', as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required of school leaders in relation to health and safety risk assessments and managing risk, see annex A. Mixing and 'bubbles' At Step 4 we will no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). When we proceed to Step 4, this means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term. If your school is still open at Step 4, you may wish to continue with these measures until the end of your summer term. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch. You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

Mixing and 'bubbles'

At Step 4 we will no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). When we proceed to Step 4, this means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term. If your school is still open at Step 4, you may wish to continue with these measures until the end of your summer term. As well as enabling flexibility in

curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch. You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of ‘bubbles’ would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

Tracing close contacts and isolation

Settings will only need to do contact tracing up to Step 4. From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. 18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact. Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

Face coverings

From Step 4, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas. You can find more information on the use of face coverings including when to wear one, exemptions and how to make your own. From Step 4, face coverings are also no longer recommended to be worn on dedicated transport to school or college and are no longer legally required on public transport.

In circumstances where face coverings are recommended

If you have an outbreak in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils 6 staff and visitors, unless exempt). You should make sure your outbreak management plans cover this possibility. In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose

and mouth and be made with a breathable material capable of filtering airborne particles. The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth. Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings. You have a duty to make reasonable adjustments for disabled pupils to support them to access education successfully. Where appropriate, you should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual. No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.

Stepping measures up and down

You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible. Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. The government will review its approach for enhanced response in local areas before Step 4. If you have several confirmed cases within 14 days, you may have an outbreak. You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

Control measures

You should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Asymptomatic testing

Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances. Over the summer, staff and secondary pupils should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. Schools will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings. 10 However, testing will still be widely available over the summer and kits can be collected either from your local pharmacy or ordered online. As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed. Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.

Confirmatory PCR tests

Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms. Additional information on PCR test kits for schools and further education providers is available

Consulting and sharing Coronavirus (COVID-19) risk assessment

Schools should consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by staff. Schools and staff should always come together to resolve issues.

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 NE Health Protection Team, Phone: 0300 303 8596 option 1 Out of hours for health professionals only: please phone 0191 269 7714

[“Why, Who, What and When” – Rapid testing for Secondary schools and colleges in March 2021](#)

[“How to Guide” Rapid Testing on-site \(LFDs\) in Secondary Schools and colleges](#)

[“How to Guide” Rapid Testing of Educational Staff and Secondary Age pupils at home \(self-test\)](#)

[Digital handbook](#)

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](#)

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	<p>Given the relaxation of national restrictions in Step 4 of the roadmap, this risk assessment is to plan for the return of all students after the summer break in September 2021. At North site, this involves approximately 1200 students, aged 11-18 years.</p> <p>**For Mass Asymptomatic Testing, please see 'Covid-19 Asymptomatic Testing In Schools' risk assessment template**</p>				
Assessed by	A Thelwell / J Normanton	Date	<p>8th July 2020</p> <p>Updated:</p> <ul style="list-style-type: none"> • 10th November 2020 • 3rd January 2021 • 24th February 2021 • 7th July 2021 	Review date	<p>9th July 2020 by Trustees</p> <p>5th Jan 2021</p> <p>July / August 2021</p>
Details of workplace/activity	<p>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.</p>			<p>Persons Affected (Who may be harmed)</p> <p>Students, Employees (including Central Services Staff), Contractors and Visitors.</p>	

Context Statement:

Given the relaxation of rules linked to step 4 of the Roadmap out of Lockdown, protective measures for Covid-19 management in the academy will focus on the following four key actions:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

The academy will, however, have plans in place which will facilitate a smooth and straightforward return to remote learning, should a school closure (full or partial) be required, as part of a local outbreak. In such an instance, guidance will be sought from Public Health England.

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
1.	<p>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); • Employees have had sufficient training and briefing regarding infection control and school protocols; • 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; • Hazard reporting mechanism are in place and easily accessible; • Talks with staff about the planned changes have taken place, including discussing whether additional training would be helpful. • COVID-19 guidelines are published in the school’s website 	medium	<ul style="list-style-type: none"> • Focus on three key principles: wash your hands, maintain good ventilation, stay home with symptoms. 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. Staggered return by students, so that onsite testing can take place • Use of rapid test centre for testing: <ol style="list-style-type: none"> 1. All students on return from summer break (2 x lateral flow tests, 3-5 days apart). Use of INSET 2 and staggered induction day in week 1. (see Appendix 1) 2. All staff on a twice-weekly basis, once term resumes 	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"> Parents/Carers are informed of the general arrangements being made and what is expected of them, 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 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 some to enable staff to speak about their own situation and reasonable adjustments to be made 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 		<p>3. home testing kits to be provided and taken twice per week by all students, until further notice (government review scheduled for end of September)</p> <p>Please see Appendix 2: Bede Academy COVID-19 rapid test Centre - Risk Assessment</p> <ul style="list-style-type: none"> encourage staff and eligible students to have covid vaccination 	
2.	Spread/contraction of COVID-19 due to poor hygiene measures	<ul style="list-style-type: none"> Students are required to complete hand washing / sanitisation on entry to the school; Students and staff are required to complete hand washing / sanitisation as they move from one room to the next or use shared equipment 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 wash their hands (soap/water or Hand sanitiser) on entry to the school; 	medium	<ul style="list-style-type: none"> Hand sanitising stations at all entry points, in each classroom and in communal spaces Signage in washrooms re. importance of handwashing 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 	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"> • Good hand washing signage to instruct students how to do this effectively is displayed. • 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 when needed occupants are reminded to cough or sneeze into their arm; ‘catch it, bin it, kill it’; 		<p>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 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 • 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). • PPE provided to medical staff where such contact might be needed • Box of tissues to be provided in all classrooms 	

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
3.	Spread/contraction of COVID-19 due to lack of ventilation	<ul style="list-style-type: none"> Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units Heads of House, 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 	medium	<ul style="list-style-type: none"> All classroom doors to be wedged open At least one window to be open in all classrooms / shared spaces; in windowless spaces, ventilation unit to be on highest setting 	low
4.	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; 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 	low
5.	Spread/contraction of COVID-19 due to insufficient First aid	<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 	high	<ul style="list-style-type: none"> Designated room: glass office next to reception these spaces are to be used only 	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>measures. This includes:</p> <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. • Aerosol Generating Procedures (AGP) • 	<p>there is a three month additional time allowed for requalification due to current restrictions);</p> <ul style="list-style-type: none"> • The school has a specific room dedicated for suspected cases of COVID-19; • 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 		<p>for symptomatic individuals and are to have no other function.</p> <ul style="list-style-type: none"> • Full PPE provided for First Aid and nursery use • Additional training has already been provided for First Aiders during wider-reopening training days • KGr to ensure that, if staff numbers are depleted due to staff requiring isolation, there is always the appropriate number of First Aiders on site. 	

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

- 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;
 - 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

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>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; • 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. 			
6	<p>Lack of staffing / insufficient staff ratios</p> <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; 	<p>Low – given removal of need to self-isolate for all fully vaccinated adults</p>	<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 	<p>low</p>

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 log maintained for individuals who are self-isolating, in order to identify if staffing levels become tight. If additional staffing cannot be secured, a staggered timetable will be considered. • Use of additional supply teachers, in order to manage periods of high staff absence, and merging / collapsing of classes where student numbers drop due to mass isolation. New seating plans established to minimise mixing. • Support from Bede South site if short of catering and facilities staff. • Revert to sandwich lunch if short of catering staff. 	
7.	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-19 outbreak', a six part series of guidance documents (in 	low	<ul style="list-style-type: none"> • Site management meetings and walk-throughs with SLT and maintenance team • INSET provided to familiarise with routines and COVID adjustments 	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>)
		the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed.			
8.	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
9.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> • Evacuation plans have been reviewed and communicated with staff • Fire drill to be undertaken at regular intervals, as usual • All other fire system testing and maintenance has continued as normal. • Ensure accurate maintainance of registers, given numbers who may be off with Covid at any one point in time. 	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 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 	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"> Sixth formers to have access cards to ensure reliable records of students on site, given adjusted sixth form timetables 	
10.	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- 	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. 	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>mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</p> <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 		<ul style="list-style-type: none"> • 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 newly appointed Personal Development Lead. • Ongoing work with outside agencies, and regular contact with local authority support services 	

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"> 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 Students who are working from home have regular contact with Academic Team (support in use of Google Classroom), welfare team (to touch base) and class teachers / form tutors through daily lesson interactions. Re-orientation days with a focus on wellbeing 	
11.	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
12.	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> Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from 	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 Continue to run remote provision, through TEAMS for students unable 	low

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
			<p>to attend; will allow for an easy return to remote working if a localised lockdown is imposed</p> <ul style="list-style-type: none"> • Designated reporting email set up, and articulated through website, newsletters and welcome message on phone line. • Senior team “on call” during holidays, weekends and evenings, in order to manage reported positive tests and work flow designed and implemented • Any positive reported LFD required to self isolate and confirm with a PCR. Proof of results to be shared with the academy; no return for 10 days unless negative PCR result shared. 	
		<p>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</p> <ul style="list-style-type: none"> • 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>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 children and the children of critical workers only, and providing remote education for all other pupils. 		

Appendix 1: Onsite testing schedule September 2021:

	y7	y8	y9	y10	y11	y12	y13
Monday 6th September	Whole staff INSET						
Tuesday 7th September	Whole staff INSET			KS4 and KS5 students to attend onsite test – appointments issued on TG basis. Managed by non-teaching staff			
Wednesday 8th September	Test 1 and tutor time. On site from 8.25-12.45pm (including lunch)	Test 1 and tutor time. On site from 10.30am-1pm	Test 1 and tutor time. On site from 12.30pm-3pm	Tutor time. On site from 10.30am-12.30pm	Tutor time. On site from 9am-11.30am	Tutor time. On site from 10.30am-1pm (TBC)	Tutor time. On site from 10.30am-1pm (TBC)
Thursday 9th September	normal teaching day Begin with KS3 & KS5 assembly Sports' Hall/ KS4: TR						
Friday 10th September	normal teaching day (NOT new Friday timings)+ Tutor Reflection			normal teaching day – test 2 built into lesson time KS4 assembly: Hall			
Monday 13th September	normal teaching day – test 2 built into lesson time (NB – House assemblies Mon-Weds; Thurs Whole assembly SH)			Normal teaching day			

Appendix 2: Test Centre RA ([hyperlinked here](#))

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.
26/2/21	Health and Safety representative (Mrs Attley) needs to be involved in consultation process	JNO has shared this with RAT, ahead of sharing with all staff through their training days
26/2/21	Parental survey results should be routinely shared with Local Governing Body	To be built in to LGB business agendas

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.