

Risk Assessment – COVID-19 Return to full time education – Version 3.0

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

Title of risk assessment	COVID-19 Return to full time education	Date of Assessment	8 th September 2020
Name of Assessor	Jane Smith H&S Officer	Location	All Academies
Who may be affected?	Staff, Pupils, Visitors and Contractors		
Description of activities	Return to full time education within academies		
Additional Guidance used for this risk assessment and for academies to refer to.	http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (latest version 7th September) Text in red indicates update on the 27 th August 2020 Text in blue indicates update on the 8 th September 2020		

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
Classrooms and Groups	Staff and pupils	<ul style="list-style-type: none"> Groups are created to an appropriate size in proportion to the school. Consideration is given for types of groups depending on age year groups and those with complex needs. Groups are kept as small as is reasonably practically as easier to identify those who may need to self-isolate in the case of someone tests positive of Covid 19. Pupils remain in groups and contact is avoided between other bubbles Classrooms are arranged so desks face forward, 	5	2	10	Younger children and those with complex needs are not expected to distance within a group. The Horizon Hub will follow full sanitisation practices ie hand sanitising before/after entering the Hub and cleaning down each work area before/after use.	AWF/LXT

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		<ul style="list-style-type: none"> Staff to socially distance to 2 metres from students where possible generally at the front of the class for secondary schools. Staff avoid close face-to-face contact and minimise time spent within 1 metre of anyone. This will be assessed on an individual basis for those who have complex needs. Unnecessary furniture moved out of the classroom to provide more space. Pupils are given regular reminders about the importance of social distancing and are reminded this still must take place where possible. Biometrics, to be avoided and alternative used where possible. Mobile Fusion app to be used for pre-ordering the majority of school meals for staff and students. Student names to be input manually onto the till system, if a pre order hasn't been received. SLT/teachers clearly set out at the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is reinforced in registration and included through letters of communication to parents. Windows and doors open where possible for ventilation 				<p>Additional risk assessment will be considered for other activities such as practical lessons.</p> <p>Academy is now cashless and money to paid through ParentPay. Introduction of mobile app and all students/staff to be encouraged to pre-order/pre-pay for school meals.</p>	
Policies and procedures	Staff/pupils	<p>All school staff and pupils revisit emergency plans and receive further training on;</p> <ul style="list-style-type: none"> Staff and pupils complete a fire drill/lockdown on return to school. Academy staff complete fire refresher training. Staff have completed infection control training on iHasco Staff are provided with most up-to-date guidance from PHE and the DFE. 	5	2	10	<p>The Academy has added the local HPT telephone number to academy website</p> <p>All drill assemblies and practices to have been completed by October half term.</p> <p>Infection control training has been rolled out to key staff in the first instance. All staff</p>	<p>NJJ</p> <p>AWF</p>

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		<ul style="list-style-type: none"> Staff are provided with procedures, so they are aware of what to do if the school has a confirmed case of Covid-19. Staff are provided with information and understand NHS Test and Trace service Academy will identify a member of staff responsible for coordinating the COVID-19 response and any actions. Staff must be aware of the Covid-19 Response flow charts. Pupils to be reminded daily during registration about Covid-19 social distancing and the importance of handwashing. Staff receive refresher induction training and revisit policies which include: <ul style="list-style-type: none"> Behaviour policy H&S policy Infection control guidance Safeguarding Lockdown procedure Fire policy PEEPS are in place for those who need assistance leaving the building in the event of an emergency. First Aid needs assessment is in place Academy ensures they have adequate number of first aid trained staff in place. 				<p>will have completed this by October half term.</p> <p>Staff briefing took place following a positive Covid-19 case and staff reminded about the appropriate procedure and measures</p> <p>Parents must be informed of the NHS test and trace service</p> <p>Academy creates shared folder for access to policies.</p>	<p>NPM</p> <p>AWF/LXT</p>
Reception	Staff pupils and visitors	<p>Visitor reception has a screen in place to protect staff</p> <p>Visitors/parents are advised that any access requests are by appointment only</p> <p>Furniture removed to allow social distancing</p> <p>Hand sanitisation station is prominent in reception</p> <p>Deliveries/post are made contactless and are not signed for</p> <p>The digital sign in screen is cleaned before and after each use</p> <p>Reception are gathering information from all visitors/contractors for Track and Trace should it be needed</p>	5	2	10	<p>Sanitising wipes to be placed beside the sign in screen to allow for self-cleaning.</p> <p>Delivery hatch is in place to avoid direct contact when they are received.</p>	Reception staff

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Fire	Staff/pupils	<p>Fire plans are updated to ensure staff & pupils assemble in social groups.</p> <p>Staff and pupils are updated with new fire arrangements Academy ensures that the school still operates with a suitable number of fire wardens</p> <p>A fire drill, applying social distancing where possible, should take place at the earliest opportunity. The muster point remains, termly drills will be completed in line with usual procedures.</p>	5	2	10	<p>Fire drill to take place before October half term</p> <p>Fire evacuation procedure to be amended as appropriate – to be shared with all staff.</p>	<p>AWF</p> <p>NJJ/NPM</p>
Face coverings	Staff/pupils	<p>Face coverings for staff are now mandatory in all communal areas. Staff have received training on this and are all aware of their obligations.</p> <p>Face coverings are optional for students in communal areas and some vulnerable students are wearing face coverings in classrooms.</p> <p>Staff and pupils are instructed not to touch their faces when removing face coverings.</p> <p>Due to social distancing constrictions in specific classrooms, face coverings have made compulsory for teachers in a number of classrooms.</p> <p>If teachers chose to wear face coverings in the classroom this will be assessed locally on what type to wear eg. Visors are more appropriate if teaching any children with a speech or hearing impairment.</p> <p>Hands are washed before and after touching face coverings – including how to remove or put them on. Staff and pupils are aware of how to safely store them.</p> <p>Where a face covering becomes damp, it is not worn and the face covering is replaced carefully.</p> <p>Parents are informed with the updated guidance on face coverings.</p>	5	2	10	<p>Following further government advice or during a local lockdown face covering are to be worn in secondary schools for pupils aged 12 and over. This will be in communal areas or where it is difficult to maintain social distancing – academy decision to be made and then rolled out to staff/ students</p> <p>Staff/SLT must be aware of those who may be exempt from wearing face coverings this may involve those who have mental health issues or have certain disabilities.</p> <p>Signage to be on display around the academy on the guidance to wearing/storing face coverings</p>	<p>AWF</p> <p>RSLs/HoY LLA</p> <p>NJJ</p>
Communal areas	Staff/pupils	<ul style="list-style-type: none"> Face coverings for staff are now mandatory in all communal areas. Staff have received training on this and are all aware of their obligations. 	5	2	10	<p>Considering timings of lesson changes and flow around the building of staff and pupils within groups/bubbles</p>	<p>SLT</p>

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		<ul style="list-style-type: none"> • Face coverings are optional for students in communal areas and some vulnerable students are wearing face coverings in classrooms. • Social distancing signs and marking are still visible throughout communal areas. • Use of staff room and office space is limited to a specific number dace available. • Assemblies take place only within half year groups to ensure effective social distancing. • Pupil flow in corridors and use of communal areas to be restricted to social bubble/groups where possible • Staff to maintain distance from pupils and other staff where possible. • The school avoid creating busy corridors, entrances and exits by scheduling timetables to avoid congestion. • Academy ensures good ventilation is in place by keeping doors and windows open where available. An air circulation system is in place around the academy and ensures that fresh is air is circulated in each room. 				<p>Staff room/office – maximum numbers allowed in office/small rooms are clearly visible on entry</p> <p>Teaching staff have been advised to teach from the front of the class which then enables 2m distancing. In rooms where this is not available, staff have been asked to wear a face covering</p>	<p>NJJ</p> <p>AWF/NJJ</p>
Catering	Staff/pupils	<p>Corridors and catering areas are supervised during lunch/break.</p> <p>For bench style seating each eating space should be made clear.</p> <p>Screens provided where required to ensure food is protected.</p> <p>Consideration to limited menu, pre-ordering or packed lunch only in consultation with academy catering team.</p> <p>Touch terminals/cash is not used – Fusion pre-ordering app is used instead or orders are manually entered if this has not been done.</p> <p>Cash top-up machines are not used, students to top up account using online methods.</p>	5	2	10	https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19	

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		<p>Additional waste bins to be provided to reduce litter and ease disposal</p> <p>Hand sanitiser stations are in place for pupils and staff to use.</p>					
Mental health	Staff/pupils	<p>Re-orientation of staff and pupils within the academy takes place.</p> <p>Staff can complete iHasco Covid return to work.</p> <p>Counselling service available for staff.</p> <p>SLT discusses the implications on staff and pupil workload when the school reopens to minimise stress. SLT considers reasonable requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. If required, staff can adjust their working hours, as agreed by SLT.</p> <p>The principal and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens</p> <p>Staff and pupil bereavement is managed in line with the bereavement policy.</p>	5	2	10	<p>Re-orientation sessions have taken place.</p> <p>Training link below: https://youtu.be/MYmBLnS Qh3M</p>	AWF DBB NJJ
Safeguarding	Staff and pupils.	<p>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school reopening, e.g. ongoing bullying, social issues etc.</p> <p>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</p>	5	2	10		DBB

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		The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.					
PE	Staff and pupils	<p>Pupils to be kept in consistent groups.</p> <p>Equipment cleaned between each group</p> <p>Outdoor sports are prioritised or large indoor spaces where outdoor use is not available maximising natural ventilation flows through opening windows and doors or using air conditioning systems wherever possible.</p> <p>Attention to cleaning and hygiene and maximising distancing takes place during sporting because of the way people breathe during exercise.</p> <p>Academies only provide team sports on the list available at return to recreational team sport framework.</p>	5	2	10	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so.</p> <p>Academies should refer to https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.</p> <p>Others providers are Swim England and sports England.</p>	MRR JXA NJJ
D&T/Science and Food Technology		<p>D&T teachers refer to the latest guidance from CLEAPSS Consider demonstration activities only.</p> <p>Separate RA in place for D&T</p>	5	2	10	<p>http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf</p> <p>Updated D&T risk assessment is available on Oatnet</p>	SEE JXA NJJ

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Music, Dance and Drama	Staff, pupil.	<p>Social distancing takes place where possible.</p> <p>Background or accompanying music are kept to levels which do not encourage teachers or other performers to raise their voices unduly.</p> <p>Microphones are used reduce the need for shouting or prolonged periods of loud speaking or singing. Microphones are not shared. Groups are kept separate (in bubbles) through to avoid mixing.</p> <p>The duration of social interaction opportunities ie rehearsals or performances are limited.</p> <p>Numbers are limited in bubbles.</p> <p>Staff maintain social distancing between pupils and other staff.</p> <p>Playing instruments and singing in groups take place outdoors wherever possible.</p> <p>When playing indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission.</p> <p>Numbers are limited to account for ventilation of the space and the ability to social distance.</p> <p>Rooms have good ventilation.</p> <p>Singing, wind and brass playing does not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing.</p>	5	2	10	<p>Music controls in previous RA removed and updated in this section</p> <p>For live performances academies must follow the link below a separate RA may be needed for live shows or academies that specialise in performing arts https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>When hiring equipment suppliers are kept to a minimum and clean equipment on arrival and before use.</p>	MJJ PEL NJJ

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		<p>Pupils are positioned back-to-back or side-to-side when playing or singing (rather than face-to-face).</p> <p>Wind and brass players are positioned so that the air from their instrument does not blow into another player.</p> <p>Increased handwashing takes place before and after handling equipment.</p> <p>Sharing equipment is avoided wherever possible.</p> <p>Name labels are issued on equipment to help identify the designated user, for example, percussionists' own sticks and mallets.</p> <p>Where instruments and equipment have to be shared, they disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. The government guidance on cleaning and handling equipment is followed.</p> <p>When individual lessons take place for music, dance and drama, social distancing is maintained wherever possible, teachers do not provide physical correction.</p>					
Infection control	Staff, pupils, visitors, contractors, parents and external agencies.	<p>Respiratory hygiene promoted by staff and pupils using the catch it, bin it, kill it, approach.</p> <p>Hands are washed more often than usual; children and staff wash their hands regularly particularly before entering and leaving the classroom.</p> <p>Where possible tissues are provided for students and staff in each room.</p> <p>Students are encouraged to bring in their own tissues from home.</p> <p>Small children and pupils with complex needs are provided with assistant to clean hands if needed. Skin friendly wipes are also used for those who may have any skin conditions.</p> <p>Younger children are supervised when cleaning hands.</p> <p>Social distancing applied where possible.</p>	5	2	10	<p>Sanitiser containing high alcohol content should not be stored or located in high risk fire areas</p> <p>Routines are embedded and revisited</p> <p>Site staff to monitor levels of stock and re-order prior to running out</p>	<p>CWW</p> <p>JXA</p> <p>CWW/NJJ</p>

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		<p>Frequently touched surfaces are cleaned on a regular basis using disinfectant.</p> <p>Increased cleaning staff - on site and an enhanced cleaning regime is in place during the school day as well as after school.</p> <p>Hand sanitiser stations are based throughout the academy.</p> <p>Academy ensures they have enough stock levels of sanitiser.</p> <p>Posters displaying handwashing guidelines are located throughout the school.</p> <p>Pupils and staff wash their hands when changing activities, changing locations, on arrival to school and when leaving school, this is reinforced during registration each morning.</p> <p>PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with Covid 19 symptoms whilst in school where 2 metres cannot be maintained.</p> <p>PPE provided for staff when working with children or young persons who cough, spit or vomit.</p> <p>Lidded bins are used throughout the academy.</p> <p>Parents are briefed on new provision for the drop off and collection of their children.</p> <p>Where possible use of school transport is restricted to essential use only and then cleaned after use.</p> <p>Academy identifies an additional isolation room for anyone displaying Covid symptoms.</p>				Downstairs yellow room used as isolation room	
Communications	Staff, Pupils, volunteers, visitors, parents and external agencies.	<p>The school's website is kept up to date with any information regarding reopening, e.g. dates and local arrangements.</p> <p>Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.</p>	5	2	10	<p>Website updated regularly</p> <p>Template posters and electronic materials available on OATnet</p> <p>Discourage unplanned visitors or contractors</p>	NJJ/DJL

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		<p>Where a child tests positive parents must advise the school immediately.</p> <p>Parents and their children are encouraged, where possible, to walk or cycle to school.</p> <p>Staff and volunteers are informed through email/letter about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</p> <p>Visitors attend the academy on appointment only. All visitors including external agencies are briefed on infection control and social distancing before attending the academy.</p> <p>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</p> <p>All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</p> <p>School consults with staff and pupils who are clinically vulnerable and/or extremely vulnerable.</p> <p>Children and young people are informed to limit what they bring into school and just bring in the essentials and not share equipment.</p> <p>School work with parents, pupils and staff to ensure behaviour expectations are clearly understood.</p>				<p>Separate risk assessments in place for contractors and deliveries.</p> <p>Capital works funded by Head Office require a risk assessment being completed as part of the process to raise a PO. Template available on OATnet.</p> <p>Updated guidance on face coverings is communicated to parents.</p> <p>Regular updates sent out to staff, parents and students</p>	AWF/NJJ

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Lunch/break times	Staff/ Pupils/Lunch time supervisors	<p>Break and lunch times are staggered to reduce numbers for outdoors.</p> <p>Groups stay within their own group and avoid mixing.</p> <p>Outdoor playground equipment must be cleaned more frequently.</p> <p>Students stay inside within their groups during wet weather.</p>	5	2	10	<p>Year groups kept in bubble areas</p> <p>Staggered lunches</p>	JXA
Welfare/Toilet Provision	Staff/pupils	<p>Academy identify a maximum occupancy for each toilet facility and year groups to only use toilet block allocated for their year group bubble.</p> <p>Hand sanitiser located outside entrance to toilet areas.</p> <p>Advice on changing room and showers. Cleaned after every lesson.</p> <p>Wiping of surfaces is a reasonable approach.</p> <p>Ensure sufficient standard cleaning equipment is available in all changing areas.</p> <p>Social distancing measures still apply and marking out areas which cannot be used will help you to manage the area effectively.</p>	5	2	10	<p>Toilets supervised during lunchtimes</p> <p>Monitoring of toilet entrances to help instil good practices – regular checks</p> <p>Changing rooms cleaned after each lesson</p> <p>https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</p>	<p>NJJ (duty rota)</p> <p>HoYs</p> <p>BBB (cleaning rota)</p>
Cleaning	Staff, pupils, Cleaner, and visitors	<p>Regular cleaning takes place including but not limited to:</p> <ul style="list-style-type: none"> • Door handles and door opening buttons • Light switches (carefully) • Floors in toilets • Toilet seats 	5	2	10	<p>Cleaning guidance</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>	BBB/CWW/ NJJ

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

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		and meticulously and always between group use, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different social groups/bubbles.					
Arrival/Departure to school	Parents/Pupils/Staff	<p>Signs are clearly marked on school entrances displaying rules on social distancing.</p> <p>Pupils and staff are aware to wash their hands or sanitise before entering the classroom.</p> <p>Arrival and finishing times to be staggered to avoid mixing.</p> <p>Each year group to meet from 8.20am in a specific area on the academy grounds and line up in their PT groups. Welcome and movement to begin from 8.30am and should be completed by 8.40am.</p> <p>Finishing times to be staggered to avoid mixing and through separate exits.</p>	3	3	9		JXA MPA
SEND	Pupils	<p>Specialists, therapists, clinicians and other support staff for pupils provide interventions as usual. Social distancing to be in place at all times and member of staff to wear a face covering.</p> <p>Supply teachers and peripatetic teachers teach between settings and social distancing and sanitation to be applied consistently.</p> <p>Contact between staff is minimised at all times.</p> <p>Mainstream teachers have access to free webinars available for staff to attend for supporting SEND pupils returning to mainstream school.</p>	5	2	10	<p>A separate risk assessment is carried out for SEND pupils. It should also be noted if the pupil routinely attends more than one setting.</p> <p>HCP to be updated.</p> <p>https://www.sendgateway.org.uk/training-events.html</p> <p>Adults remain at 2m away</p> <p>A separate risk assessment is carried out for SEND pupils. It should also be noted if the pupil routinely</p>	JPM

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						attends more than one setting	
Shielding or self-isolating pupils	Pupils	<p>Pupils who are self-isolating due to COVID symptoms or have tested positive or have close contact with someone who has COVID 19 do not attend school.</p> <p>If disease rates rise locally pupils shield in line with government guidance.</p> <p>Pupils who are still shielding are supported with learning at home.</p> <p>The school consults with the parents of clinically vulnerable child if their child will return to school following medical advice.</p>	5	2	10	Separate risk assessment to be completed for pupils returning to school in conjunction with their HCP.	AWF
Clinically and extremely vulnerable staff	Staff	<p>Social distancing measure are in place for those who have returned to work.</p> <p>Extremely clinically vulnerable and clinically vulnerable staff are offered the safest available on-site roles which allow them to socially distance – this is assessed through a checklist before they return to work. Face coverings are available if needed. Staff ensure they follow strict hand and respiratory hygiene measures.</p> <p>A separate risk assessment based on the individual is in place.</p> <p>Staff ensure they update academy records with any changes to medical conditions.</p> <p>Return to work IHASCO Covid 19 module is completed.</p> <p>Those who will be working from home are supported.</p>	5	2	10	<p>Sentence removed</p> <p>Shielding measures are paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue.</p>	NJJ

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			Severity	Likelihood	Total		
Local lockdown	Staff and pupils	<p>Advice is sought from the DfE, Health Protection Team (HPT) and Public Health England (PHE) for decisions at a local level.</p> <p>Remote education plans are in place to support students with remote learning.</p> <p>School has a contingency plan in place if the PHE advise that the school closes temporarily to help control transmission.</p> <p>Support for key worker pupils on site with strict social distancing measures in place.</p>	5	2	10	<p>Inform Head Office on any guidance or requests from Local authorities or regulatory bodies.</p> <p>See above for face coverings.</p>	AWF
Displaying symptoms of COVID 19	Staff and pupils	<p>Staff are aware of how to contact local Health Protection Team (HPT)</p> <p>Each academy has nominated a Covid response Co-Ordinator.</p> <p>Staff and pupils are aware not to come into the setting if they have symptoms and must be sent home to self-isolate if they develop them within the academy and are advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>If a child is waiting to be collected, they are moved to an isolated room if appropriate for age of the child, windows in the room are opened for ventilation.</p> <p>If a child cannot be isolated, they are moved to an area which is at least 2 metres away from others.</p> <p>PPE is worn by staff if 2 metres cannot be maintained - this includes face coverings.</p> <p>Staff member dealing the pupil/staff displaying symptoms must wash their hands for at least 20 seconds.</p> <p>The room/area round the person who develops symptoms is cleaned with normal household disinfectant after they have left.</p>	5	2	10	<p>Covid Response Co-ordinator</p> <p>Refer to separate OAT Flowcharts – Academy to enter local HPT number – added to website</p> <p>As above parents, and carers are informed of the test and trace service.</p> <p>Settings will be provided with a small number of home testing kits.</p> <p>Isolation room identified for a suspected infected person to use.</p>	<p>NJJ</p> <p>NJJ</p> <p>AWF</p>

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
		<p>If the child needs the bathroom it is separate from others and cleaned and disinfected before being used by anyone else.</p> <p>Staff are aware of how to book a test if they are displaying symptoms.</p> <p>Staff are aware to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. Advice from Track and Trace must be followed.</p>					
Confirmed cases of COVID 19	Staff and pupils	For confirmed cases staff must refer to the OAT flowcharts	5	2	10	Staff must keep a record of pupils and staff in each group and any close contact between other groups but must be proportionate.	AWF

Acknowledgements & Signatures

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

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

Risk Assessor Name and Signature
Jane Smith

Date:
26th August 2020

Manager Name and Signature:
Nicky James
Andy Fitzgibbon

Date:
29th September 2020

Review date: 7th September 2020

Guidance

Severity of Harm from this Hazard

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

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

Likelihood of Potential Exposure to this Hazard

Score	Definition
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.
2	Not likely to occur in normal circumstances
3	Possible when additional factors are present but otherwise unlikely to occur.
4	Such an event is known to have occurred and is likely to re occur.
5	Almost inevitable that an incident would result / occurs frequently

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

	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

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