



Bucklers Mead Academy: Risk Assessment: Covid-19

Version shared with Governors -

Version 8.0

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| Establishment: Bucklers Mead Academy | Date of Assessment: 03/01/2022 | Review date: end January 2022 |
| Assessed by: Please note all those involved should sign up to this assessment. Print below: NAME: <ol style="list-style-type: none"> 1. Mark Lawrence (Head teacher) 2. Katie Royle (Safeguarding) 3. Mark Povey (Premises Manager) | Staff signatures: 1. ML: M. Lawrence _____ Date: 03/01/22 2. KR: K. Royle _____ Date: 06/01/22 (by email) 3. MP: M. Povey _____ Date: 04/01/22 (by email) I/We have read and understood this RA and our role in its implementation. | |
| Governor Approval: | A. Williams by email 04/01/2022 | |

The Academy will always liaise with Public Health England and/or our Local Health Protection Team for specific advice as and when cases or suspected cases arise. (See Appendix 2)

This document should be read alongside the Covid Outbreak Management Plan and the Remote Education Guidance document which can be found on the Academy website.

BACKGROUND AND CONTEXT:

The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8 December that Plan B, set out in the autumn and winter plan 2021, was being enacted. As a result, these measures are reflected in guidance for schools.

COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains.

This risk assessment is designed to ensure the safe implementation of government guidance at Buckler's Mead Academy, while the Academy continues to teach the full curriculum to all of our learners.

The risk assessment will be reviewed in response to updates to government guidance including any outcomes arising from the government *COVID-19: review of disparities and outcomes report* and any examples of shared 'best practice' that we receive.

In line with government guidance, this risk assessment will be made publicly available on the school website.

Government Guidance for full opening of schools December 2021

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1040827/Schools_COVID-19_operational_guidance.pdf

Government Guidance for full opening of schools January 2022

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044530/Schools_guidance_Jan_22.pdf

New national restrictions. Latest update 24th December 2021.

<https://www.gov.uk/guidance/national-lockdown-stay-at-home>

In line with the above, the following information is key:

Risk assessment information from the guidance above.

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 the health and safety advice for schools.

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

Annex A from the guidance

We will adapt this risk assessment in consultation with relevant partners including trade union representatives where available.

COVID- 19.

The risk assessment takes into account the revised list of most common symptoms to look out for as updated on the 18th May 2020 as follows:

The World Health Organisation says along with the most common symptoms of fever, cough and tiredness, people may have:

- aches and pains
- sore throat
- diarrhoea
- conjunctivitis (red eye)
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes.

The Academy will continue to monitor and take advice from the Local Health Protection Team regarding the latest updates on expected symptoms of each variant.

Part 1: Systems of Control from DfE Guidance.

The system of controls: protective measures

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their students, including full educational and care support for those students who have SEND.

If schools follow the guidance set out here they will effectively reduce risks in their school and create an inherently safer environment.

System of controls

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.

Response to any infection:

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- 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
- Numbers 7 to 9 must be followed in every case where they are relevant.

Information to Aid the completion of the Risk Assessment format

Risk rating matrix:

| RISK RATING | | | | | Very High Risk |
|--------------------|---------------|-----------|-----------|-----------|-----------------------|
| Likelihood | 5 | 10 | 15 | 20 | 25 |
| | 4 | 8 | 12 | 16 | 20 |
| | 3 | 6 | 9 | 12 | 15 |
| | 2 | 4 | 6 | 8 | 10 |
| | 1 | 2 | 3 | 4 | 5 |
| Low Risk | Impact | | | | |

Action required: Key to Ranking and what action to take.

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| VERY HIGH Risk | STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding. |
| HIGH Risk | Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue. |
| MEDIUM Risk | Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency. |
| LOW Risk | Monitor and review your rolling programme. |

Lateral Flow Testing at Buckler's Mead Academy

All staff and students are now expected to administer LFT tests at home. They are asked to report regularly to the Academy and the government website. (Twice a week).

The Academy has plans in place to Mass Test students on their return in January 2022 in line with Government guidance.

| What is the Task/Activity or Environment you are assessing? | What Hazards are present or may be generated? Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified | Who is affected or exposed to hazards? (Staff Students Visitors Contractors Etc.) | What Severity of Harm can reasonably be expected? | What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening? | What Likelihood is there of an accident occurring? (1-5) | What would be the likely impact of the accident? (1-5) | What is the Risk Rating? <i>Post implementation of controls</i> (Likelihood v impact) |
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1.A: Contact with those with symptoms of coronavirus: Testing; Track and Trace; Outbreak response

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| <p>Contact with infected persons/ exposure to the virus within the school.</p> | <p>Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.</p> | <p>Students and staff</p> | <p>Medium</p> | <p>Guidance has been issued to the entire school community.</p> <p>Anyone who displays symptoms must stay at home and self-isolate and get a PCR test.</p> <p>Anyone who has a positive LFT test must stay at home and get a PCR test.</p> <p>Anyone who has a positive PCR test must stay at home and self-isolate for ten days (Day one is the first day after the test was taken or symptoms were displayed).</p> <p>We will follow the government guidance as follows:</p> <p>From 16 August, you will not be required to self-isolate if you live in the same household as someone with COVID-19 and any of the following apply:</p> <ul style="list-style-type: none"> • you are fully vaccinated • you are below the age of 18 years 6 months • you have taken part in or are currently part of an approved COVID-19 vaccine trial • you are not able to get vaccinated for medical reasons <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</p> <p>Daily testing of close contacts applies to all contacts who are:</p> | <p>1</p> | <p>3</p> | <p>3</p> |
|--|--|---------------------------|---------------|--|----------|----------|----------|

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| | | | <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine <p>The Academy is no longer responsible for tracing Close Contacts. This will be carried out by NHS Track and Trace.</p> <p>Those affected must follow government stay at home guidance as follows (Updated December 16th 2021)</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-houeholds-with-possible-coronavirus-covid-19-infection</p> <p>NHS Guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>For all cases relating to staff we will be guided by the NHS Test and Trace in the Workplace document:</p> | | | |
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| | | | | https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance and will contact the Self Isolation Service Hub on 020 3743 6715. | | | |
| | Contact with those developing symptoms of the virus during the working day. | Students and staff | Low | <p>Our procedure will be that If anyone in the Academy becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home immediately and advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-housesholds-with-possible-coronavirus-covid-19-infection</p> <p>If a child is awaiting collection, they will be moved, to the First Aid Room in the main corridor, where they will be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation.</p> <p>The back up option to this will be the old IEC in the main corridor. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people and outside where possible.</p> <p>If they need to go to the toilet while waiting to be collected, they will use a separate bathroom if possible . The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> | 1 | 3 | 3 |

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| | | | <p>PPE will be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive</p> <p>The member of staff is instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people.</p> <p>This process is managed through student support and the LFT testing team.</p> <p>See the COVID-19: cleaning of non-healthcare settings guidance.</p> | | | |
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| Engagement with the NHS Track and trace Process | <p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the Academy community.</p> <p>Anxiety and dissent within the school community</p> | Students and staff | Low | <p>Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>We will ensure staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • 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 • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS coronavirus testing contact centre on 119 for those without access to the internet.</p> <p>We have received a small number of PCR testing kits from the government with clear guidance on when these should be used.</p> <p>We will ask parents and staff to inform us immediately of the results of a test.</p> | 1 | 3 | 3 |
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| | | | | <p>They should then follow Step 4 Guidelines and ‘When to self isolate’</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>As per government guidance the Headteacher reserves the right to refuse to allow a student on site if he thinks there is a risk to the safety of others due to Covid 19.</p> | | | |
| Management of confirmed cases of coronavirus | <p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p> | Students and staff | Low | <p>We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19). This includes any positive case, which is picked up by Lateral Flow Testing in the Academy.</p> <p>From July 19th 2021 Track and Tracing will become the responsibility of the NHS. We will take advice from them and Public Health England and be able to support this.</p> <p>We will contact the local health protection team and the DfE. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact</p> | 1 | 3 | 3 |

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| | | | | <p>with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take.</p> <p>Buckler's Mead Academy will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>We note that schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> | | | |
| Containing any local outbreak | Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community. | Students and staff | Medium | <p>Should 5 students or staff, who are likely to have mixed closely test positive for C-19 within a ten day period we will seek advice from Public Health England on what further action should be taken to manage any potential 'local outbreak'.</p> <p>We will take advice from PHE, in line with the following document:</p> | 1 | 4 | 4 |

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| | | | | <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/2021_0817_Contingency_Framework_FINAL.pdf</p> <p>We have developed an Outbreak Management Plan to ensure the education of affected groups of students is maintained. This will include the provision of remote learning as set out in government guidance for the reopening of schools.</p> <p>If required, during periods of National lockdown which include school closures we will provide a remote education which fulfils governmental expectation, while providing on site education to the families of critical workers and those students who are considered vulnerable.</p> <p>https://www.bucklersmead.com/remote-learning/remote-learning-information-for-parents.htm</p> | | | |
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| 1: B Cleaning and hygiene | | | | | | | |
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| Hand hygiene | Poor hand hygiene increases the likelihood of infection from coronavirus | Students and staff | Medium | <p>Opportunities are provided for staff and students to clean their hands with hand sanitiser or soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities | 2 | 3 | 6 |

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| | | | | <ul style="list-style-type: none"> • before food preparation • before eating any food, including snacks • before leaving school • after sneezing/coughing. • Entry to classrooms and buildings. (Exits as appropriate) <p>Bins will be available for disposal of paper towels and will be emptied periodically during the day.</p> <p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display and reinforced with students.</p> <p>Hand sanitiser units have been sourced and placed on internal and external doors where possible. These will be monitored and kept filled by the site team.</p> | | | |
| Respiratory Hygiene | Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus. | Students and staff | Low | <p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with students.</p> <p>Bins are available for the disposal of used tissues.</p> <p>Bins will be emptied to covered bins on a regular basis.</p> | 1 | 3 | 3 |
| Cleaning | Person contracts COVID 19 as a result of inadequate cleaning | Students and staff | Low | <p>Our cleaning specification has been reviewed to ensure we comply with requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> | 1 | 3 | 3 |

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| | | | | <p>Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <p>Door handles</p> <p>Kettles</p> <p>Taps</p> <p>Switches</p> <p>Phones</p> <p>Laptops /</p> <p>Printers and photocopiers</p> <p>Staffroom/ food preparation</p> <p>Surfaces that students are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</p> | | | |
| Safe use of cleaning products | <p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc</p> <p>Storage arrangements of cleaning product change increasing potential for</p> | Students and staff | Low | <p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE will be provided for all cleaning activities, it is at the member of staffs discretion if they wear it.</p> <p>Safety data sheets for cleaning products are available.- check MP</p> <p>Only recommended cleaning products will be used.</p> | 1 | 3 | 3 |

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| | unauthorised 'use' by students. | | | | | | |
| | Use of hand sanitiser potential for improper use and ingestion. | Students and staff | Low | <p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there is some allergy.</p> <p>We have obtained the Safety Data Sheet for the product(s) used on site. They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>This will also help with potential reactions to the product.</p> <p>We have and will secure adequate supplies of the product and provide it, especially in areas such as reception.</p> <p>We will not make our own having addressed the national CLEAPSS guidance.</p> | 1 | 3 | 3 |
| Measures to reduce contamination from coronavirus. | Use of shared resources | Students and staff | Medium | <p>Students should sanitise hands on the way into every classroom.</p> <p>Sharing of equipment by staff and students will be reduced as much as possible.</p> <p>Staff have been advised to clean their hands and surfaces before and after handling students' books.</p> <p>Staff are advised to wipe down tables at least twice a day. disinfect and clothes are provided.</p> | 2 | 3 | 6 |

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| | Items from home to school and vice versa | Students and staff | Low | Students and teachers can take books and other shared resources home although they are expected to be vigilant and sanitise hands and surfaces as appropriate. Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources. | 1 | 3 | 3 |
| | Items requiring laundry | Students and staff | Serious | We will ensure that all items that are laundered within the school are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes. | 1 | 3 | 3 |

1:C Minimising contact (social distancing)

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| Social distancing across the site | Too many people on site increases likelihood of exposure to coronavirus | Students and staff | Medium | We have taken the following measures to reduce footfall and maintain social distancing on site including: Holding zones (Muster points) for each year group at the start and end of the day. Learning zones for each year group at break and lunch. Staggered break and lunch times External doors are used in all classrooms where they are available for all entry and exits. Teachers will release students from classrooms on Floor 1 and Floor 2 1 minute before the bell to avoid crossing of students on the stairs. Students are expected, wherever possible, to wear face masks when moving within corridors and when | 2 | 3 | 6 |
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| | | | | <p>indoors. This includes in classrooms, during lesson time.</p> <p>Students are not required to wear facemasks when outside, or when taking part in PE.</p> <p>Where a student does not have a facemask, the Academy will supply them with one via their tutor, but students are expected to bring their own.</p> <p>Students exempt from wearing a facemask will wear a specific lanyard.</p> <p>Classroom doors and windows should be open to allow circulation of air.</p> <p>While we recognise that the government guidance does not expect 'bubbles' to remain. We believe there are a number of advantages to maintaining bubbles during unstructured time and will continue as before.</p> | | | |
| Social distancing for large groups of students. | Large groups of students and/or adults increase the likelihood of exposure to and transmission of coronavirus | Students and staff | Low | Assemblies and all gatherings can will not take place. | 1 | 3 | 3 |

1:D Minimising contact (social distancing) Phase specific guidance.

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| <p>Grouping of students and social distancing of students:</p> | <p>Exposure to infection Classroom teaching Secondary</p> | <p>Students and staff</p> | <p>Medium</p> | <p>We will advise staff to continue to make small adaptations to the classroom to support distancing where possible. That will include seating students side by side and facing forwards, rather than face to face or side on, and will include moving unnecessary furniture out of classrooms to make more space where possible. This will be at the member of staffs discretion.</p> <p>In some IT rooms where facing forward cannot be facilitated, plastic screens have been erected for protection. These will remain- due to be reviewed at the end of September.</p> <p>We have advised staff to continue to do their best to maintain distance from their students, staying at the front of their class and away from their colleagues where possible. Ideally this should be at a 2m distance. Advice on avoiding Close Contacts is shared consistently.</p> <p>Mixing of bubbles can take place for activities such as Sports Leaders and reading partners. The member of staff responsible must be vigilant and keep a record of where bubbles have mixed.</p> <p>We will minimise mixing for arrival, lunchtime, breaks and departure. While in general groups should be kept</p> | <p>2</p> | <p>3</p> | <p>6</p> |
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| | | | | <p>apart, brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>We are referring to CLEAPS/DATA/ afPE guidance available for specialist areas.</p> | | | |
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1: E Use of Personal Protective Equipment

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| Use of Personal Protective Equipment (PPE) | Incorrect use exacerbates the risk of further infection. | Students and staff | Low | <p>Face coverings</p> <p>Face coverings will be worn in communal areas when moving around the Academy by staff and students. Clear signage indicating when and where this is to take place will be put in place.</p> <p>If required, the Academy will provide Face coverings to those who don't have them.</p> <p>If required due to contingency arrangements the Academy will inform parents and students of when and where face coverings are required and for the need for students to have them with them.</p> <p>Tutor time will teach students of the reasons why these are worn and how to wear them safely.</p> <p>We will ensure that, staff who are likely to have to support students in the</p> | 1 | 3 | 3 |
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| | | | | <p>circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>Staff/ Students will be advised that any PPS facemasks bought onto the Academy site should be appropriate for a school setting e.g. no inappropriate images or writing.</p> | | | |
| <p>Use of Personal Protective Equipment (PPE) by students (over the age of 11) and staff arriving at school.</p> <p>NB: Wearing of PPE mandatory on public transport for those over the age of 11 without health exemptions.</p> | <p>Poor processes for the removal and disposal of PPE increases the likelihood of infection from coronavirus.</p> | <p>Students and staff</p> | <p>Serious</p> | <p>Students (and staff) will be instructed not to touch the front of their face covering during use or when removing them. They must wash/ sanitise their hands immediately on arrival (as is the case for all students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.</p> | <p>1</p> | <p>1</p> | <p>1</p> |

1: F School transport and travel arrangements

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| School transport | Risk of exposure to coronavirus whilst using public transport | Students and staff | Low | The Academy to be aware of staff and students using public transport and to advise as necessary. | 1 | 3 | 3 |
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| | | | | Student taxis. Where a student uses a taxi we will advise the family as appropriate on the use of facemasks etc. and ensure the taxi company has a full risk assessment. | | | |
| | Exposure to coronavirus when travelling to and from school and within wider social groupings (outside school). | Students | Low | If being transported by car, students and families have been reminded to follow government guidance on social distancing. We have also discussed with students the potential for coronavirus to spread when they socialise in groups outside school and have reminded them of the importance of following social distancing guidance in the wider community. | 1 | 3 | 3 |
| Staff transport to and from work | Potential for increased exposure to coronavirus (and potential for introduction into the school) through use of public transport at peak times. | All staff | Low | Where staff would normally use public transport to travel to work, we will discuss options to alleviate this e.g.: provision of parking or parking permits, or facilities such as secure cycle storage to support people to walk, run or cycle to work where possible. Staff advised against sharing lifts. | 1 | 3 | 3 |
| | Risk of exposure to coronavirus whilst using school vehicles. | Students and staff | Low | School vehicles will be used for essential purposes only. | 1 | 3 | 3 |

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| | | | | <p>Hard surfaces e.g.: steering wheel, handbrake other controls, door handle, seatbelts etc to be cleaned after use.</p> <p>Vehicle users to wash/sanitise hands before entering the vehicle. Sanitiser and wipes available for use within the vehicle.</p> <p>School safeguarding procedures to be followed.</p> <p>Facemasks to be worn when on school transport- eg Fixtures.</p> | | | |
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| 1: G School workforce | | | | | | | |
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| Staff wellbeing | Staff anxiety re: returning to work and potential exposure to the virus. | All staff | Medium | <p>Individual discussions will be held with staff as necessary to identify concerns/ barriers re returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services, including Care First, which provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>Staff survey has taken place gathering information on staff Covid 19 status.</p> <p>Individual discussions will take place with staff to identify concerns/ barriers re: returning to work. (NB: recognising that</p> | 2 | 3 | 6 |

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| | | | | <p>some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services (Care First), LA Weekly support.</p> <p>Member of SLT in place with responsibility for staff wellbeing with opportunities for staff support to be developed through staff consultation and training.</p> <p>HR advice is available from SCC.</p> <p>We are working with the trade unions.</p> <p>SLT Open door policy.</p> <p>Reopening plan takes into account feedback from staff following Autumn Term 2020. Staff survey took place in April 2021.</p> <p>Areas of concern have been addressed.</p> | | | |
| Staff who may be at increased risk from coronavirus. | Staff anxiety Potential for staff to suffer serious illness if they contract coronavirus. | Staff in at risk group | Medium | <p>We recognise some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.</p> <p>We will remain alert to the findings of this research and respond to any changes in guidance accordingly.</p> <p>If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks.</p> | 2 | 4 | 8 |

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| | | | | <p>Where practically possible we will accommodate additional measures to support staff where appropriate.</p> <p>We are have developed this risk assessment with reference to our Equalities Policies and Procedures to ensure that that those affected by the control measures in this risk assessment are not unlawfully discriminated against.</p> <p>We note that people who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p>Individual risk assessments take place and will be continually reviewed where appropriate.</p> | | | |
| Staff training | Staff are not aware or do not understand the requirements for working safely. | All staff | Low | <p>Training and written instruction has been provided re: operating procedures outlined in this risk assessment to all staff. This includes:</p> <ul style="list-style-type: none"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) • Day to day organisations and procedures including arrangements | 1 | 3 | 3 |

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| | | | | <p>for cleaning, staff welfare facilities, travel to work</p> <ul style="list-style-type: none"> • The arrangement for the move back to specialist rooms are in place. • Arrangements for breaktimes and lunchtimes • Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy). • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms • Changes to school behaviour policies • Curriculum adaptations required re: social distancing • Site security and fire safety including evacuation and lockdown procedures. • Use of PPE (where applicable). • Additional staff training on remote learning purchased and available. | | | |
| Individual staff requirements | Concerns from staff in identified work groups | Clinically extremely vulnerable (Shielding) | Medium | CEV people are advised as a minimum to follow the same guidance as everyone else. | 2 | 4 | 8 |
| | | Clinically vulnerable | Serious | May attend work but should follow advice | | | |

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| | | including pregnant women | | https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people (NB an individual risk assessment must be carried out for new and expectant mothers; exposure to coronavirus should be included as a potential hazard). | 2 | 4 | 8 |
| Use of supply teachers and other temporary or peripatetic staff | Potential for the introduction of coronavirus into the school | | Medium | We note that it is permissible for supply staff and other temporary workers to move between schools. We will ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with students as far as is practicable. Where possible we will endeavour to engage staff on a consistent basis. | 2 | 3 | 6 |
| Use of volunteers | Potential for the introduction of coronavirus into the school | | Medium | Volunteers may be used to support the work of the school, as would usually be the case. All volunteers will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of volunteers across groups will be kept to a minimum, and they should remain 2 metres from students and staff where possible. The use of volunteers will be kept to an absolute minimum. | 2 | 3 | 6 |

1:H Student wellbeing

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| Management of expectations within the school community | Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures. | All members of the school community | Medium | <p>Our communication with parents and students included information about:</p> <ul style="list-style-type: none"> • Arrival and departure from school and arrangements for parents to access the site • Arrangements for infection control • Student groupings • What the school day will look like • Expectations for attendance • Expectations for the wearing of school uniform (government guidance is that this should be worn as usual). • The avoidance of travel to school via public transport at peak times and measures the school are taking to work with parents to alleviate this • Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing • What will happen if there is a case of coronavirus at the school. <p>Parents/ Carers are reminded of the need to ensure we have up to date records and that they are able to be contacted urgently should they need to be.</p> | 2 | 3 | 6 |
| Student wellbeing | Changing family circumstances likely to have an adverse effect of | Students and staff | Low | Contact with families has been made by school staff to ensure that they are aware of | 1 | 3 | 3 |

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| | student's ability to reengage with school | | | any potential issues and that relevant support is made available. Staff responsible for student groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc., for individual students. | | | |
| | Inadequate understanding or enforcement of student behaviour expectations. | Students and staff | Low | The school Behaviour Policy has been updated to include expectations re: arrangements for social distancing and movement around school; hygiene rules. Consistent methods of communication ensure that staff, students and parents are aware of these. | 1 | 3 | 3 |
| Individual student medical requirements | Students (or their family members) in identified groups. | Extremely clinically vulnerable students | Medium | These students should attend school. | 1 | 3 | 6 |
| | | Clinically vulnerable students | Low | These students should attend school | 1 | 3 | 3 |
| | | Students living in a household with a person who is extremely | Serious | These students should attend school | 1 | 3 | 3 |

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| | | clinically vulnerable. | | | | | |
| | | Those living in a household with a person who is clinically vulnerable. (Including pregnant) | Serious | These students should attend school | 1 | 3 | 3 |

1: I Provision of first aid and the administration of medication

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| Provision of first aid | | Students and staff | Low | <p>Qualified first aiders are available as required.</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE and working in close proximity to an injured person.</p> | 1 | 3 | 3 |
| Administration of medication | Illness or injury to those who are unable to access their medication | Students and staff | Low | <p>School procedures for the administration of prescription and controlled medication will continue to apply.</p> <p>Parents have been advised that they must return any required medication to school; we will check that medication that has remained in school is still in date. Parents have been advised where this is not the case.</p> | 1 | 3 | 3 |

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| | | | | <p>Staff will wear PPE whilst administering medication if it is not possible to maintain 2m social distancing.</p> <p>Students/ students with allergies and/or those requiring medication (including asthma inhalers) will be known to all staff and their requirements identified on class lists for each teaching group.</p> <p>EHC Plans or other relevant Healthcare Plans to be shared with staff responsible for each teaching group.</p> <p>Adrenaline Auto-injectors (AAI) and asthma inhalers to be easily accessible and their whereabouts known by staff and students. Students requiring these will be placed in a group with a member of staff who has had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack.</p> <p>They accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p> <p>We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.</p> <p>Rubbish will be disposed of and bins emptied to avoid allergens remaining in the classroom for longer than necessary.</p> | | | |
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1: J Premises

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| <p>Preparation of school building</p> | <p>Failure to complete compliance checks renders the building unfit for use.</p> | <p>All premises occupants</p> | <p>Low</p> | <p>We will ensure that all outlets have been flushed before resuming normal operation. Following this, we have commissioned a water treatment specialist to test the system, which we anticipate will present no problems. If it does, they will chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied.</p> <p>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>Our fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> ● all fire doors are operational ● the fire alarm system and emergency lights are operational <p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect</p> | <p align="center">1</p> | <p align="center">3</p> | <p align="center">3</p> |
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| | | | | <p>infestations, particularly in the kitchen and/or food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p> <p>See: https://www.gov.uk/government/publications/managing-school-premises-during-the-corona-virus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p> | | | |
| Preparation of outside space | Lack of outside space means that student and staff are at a higher risk of infection | All premises occupants | Low | <p>New hard court surfaces fully utilised.</p> <p>Increased duty staff monitor outside areas.</p> <p>Grass areas open as per Summer rules.</p> | 1 | 3 | 3 |
| Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building) | Falls from height (open windows) | All premises occupants | Low | <p>Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff windows should be open as much as possible, internal doors open, external doors can be shut. .</p> <p>Classrooms must be well ventilated- BUT should be a comfortable working environment.</p> <p>As per guidance from MNSP, students may wear coats in lessons.</p> <p>Monitors used to test ventilation as appropriate and seek solutions when not.</p> | 1 | 3 | 3 |

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| | Use of air conditioning accelerates the spread of coronavirus | All premises occupants | Low | We have taken advice from our contractors re: the suitability of our air conditioning system for use at this time and taken the following action: ACU can be used from September 1 st . This is under constant review. | 1 | 3 | 3 |
| | Additional doors and windows are left open compromising site security/fire safety. | All premises occupants | Low | We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security. Here, for high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removable wedges. - These must be removed when the room is empty. In classrooms internal doors must be open, external doors can be closed. Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles). | 1 | 3 | 3 |
| Emergency Evacuation and lockdown | Failure to follow procedures leads to injury or loss of life. | Students and staff | Low | Measures necessary for additional ventilation of the buildings have been and will be assessed and will not compromise fire safety or site security arrangements. We have briefed staff who are aware of the measures to take in the event of an | 1 | 3 | 3 |

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| | | | | <p>emergency evacuation or lockdown. Registers for different groups will be required. Safe evacuation/ lockdown takes priority.</p> <p>Practice drills have taken place to ensure compliance.</p> | | | |
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| 1: K Social distancing in the wider school environment | | | | | | | |
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| Arrival and departure from school | Exposure to infection from inadequate social distancing | Students and staff | Medium | <p>Students will be allocated a 'muster point', separate from other year groups on arrival and when awaiting departure.</p> <p>The beginning and end of the day will be staggered based on blocks.</p> | 2 | 3 | 6 |
| Circulation within the building | Exposure to infection from inadequate social distancing | Students and staff | Medium | <p>We will arrange for students to access rooms directly from outside where possible.</p> <p>Circulation routes around the school have been reviewed. Where possible there are one-way circulation routes in corridors and stairways.</p> <p>Arrangements are in place to stagger break times and lunchtimes to reduce numbers accessing circulation routes.</p> | 2 | 3 | 6 |

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| Lunchtimes | Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff) | Students and staff | Medium | Catering staff arrangements for social distancing have been implemented. Return to normal use of the refectory. | 2 | 3 | 6 |
| | Payment for food (secondary) | Students and staff | Low | Where payment is required, PIN numbers will be allocated for use on the machines. Parents will be asked to 'top up' accounts on line as the cash machine will be out of use. | 1 | 3 | 3 |
| | Exposure to infection from inadequate social distancing: Collection of food by students and eating arrangements | Students and staff | Medium | Aspens will provide lunch. The government guidance states there is no need for alternative arrangements to avoid mixing at lunch. | 2 | 3 | 6 |
| Breaktimes | Exposure to infection from inadequate social distancing: breaktimes | Students and staff | Medium | Year groups will continue to be separated at breaktime. | 2 | 3 | 6 |
| Educational visits | Exposure to infection from inadequate social distancing etc | Students and staff | Medium | We will continue to follow government guidance and fully risk assess each educational visit. | 2 | 3 | 6 |

1:L Social distancing: Offices and shared staff areas

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| School Reception areas | Exposure to infection from inadequate social distancing: visitors to school. | Students and staff | Low | <p>Visitors asked to take LFT test before coming onto site.</p> <p>Signage has been erected to advise visitors of social distancing protocols including wearing masks. .</p> <p>Payments to be online/ contactless where possible. Office staff to wear gloves when handling cash.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p> | 1 | 3 | 3 |
| | Exposure to infection from deliveries arriving at the school. | Staff | Low | <p>Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by phone of their arrival.</p> <p>School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver.</p> | 1 | 3 | 3 |
| | Violence and aggression towards school staff causes injury and distress | Students and staff | Low | <p>We will maintain transparency and regular contact with all members of the school community.</p> <p>Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.</p> | 1 | 3 | 3 |
| Other work areas | Exposure to infection from inadequate social distancing: other work areas | Staff | Medium | <p>Furniture reconfigured in staff areas to allow 2 m distancing where appropriate.</p> <p>SLT meetings take place virtually. .</p> | 2 | 3 | 6 |

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| | | | | All areas are cleaned regularly, ICT equipment should be cleaned/sanitised by the user between each use. | | | |
| Contractors working on the premises. | Exposure to infection from inadequate social distancing/ hygiene arrangements | All | Low | All contractors working on the premises will be required to follow control measures listed for visitors. | 1 | 3 | 3 |

| 1:M Afterschool and breakfast clubs | | | | | | | |
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| Afterschool and Breakfast Clubs | Arrangements for infection control, social distancing etc. are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community. | All members of the school community | Low | Breakfast Club takes place with limited numbers to ensure Covid security. After school clubs take place within year groups. | 1 | 3 | 3 |

Part 2: Maintaining educational provision in the event of a local outbreak

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| Maintaining contact with students staying at home | Safeguarding concerns are not reported; student/student is placed at risk. | All | Medium | Concerns may become apparent during interaction in the community, online communication etc. All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period. | 1 | 3 | 6 |
| | Enhanced risks to students re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school | Students | Medium | School to provide information to parents and students re online safety, including encouraging parents to set up age-appropriate parental controls and internet filters as applicable, also signposting to support available for reporting bullying and online abuse. The Academy will provide a list of appropriate sites for students. | 2 | 3 | 6 |
| | E-Safety. Inappropriate staff contact with students/ students | Students | Low | The Academy E-Safety Policies continue to apply. Communication must only take place through school channels approved by the senior leadership team. Staff must not make informal arrangements to contact students using their own phones/ devices etc. | 1 | 3 | 3 |
| | Injury or contamination of staff undertaking home visits. Vulnerable students/ students are 'missed' through lack of contact etc. | Visiting staff | Serious | Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating. Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit). | 1 | 3 | 3 |

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| | | | | Where a member of the family is self-isolating ask that the child comes to the window so that they can be seen by professionals. If phoning families we will speak to the child as well. | | | |
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PART 3: Arrangements for staff working from home during a local outbreak

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| Use of display screen equipment eg: laptop, desktop etc. | Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time. | Staff working from home | Low | <p>We follow guidance from HSE (March 2020) as follows:</p> <p>For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments.</p> <p>We have consulted the following document. https://www.hse.gov.uk/toolbox/workers/home.htm#dse</p> <p>However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using: https://www.hse.gov.uk/pubns/ck1.pdf</p> <p>We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> • breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity | 1 | 3 | 3 |
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| | | | | <ul style="list-style-type: none"> • avoiding awkward, static postures by regularly changing position • getting up and moving or doing stretching exercises • avoiding eye fatigue by changing focus or blinking from time to time. | | | |
| Data protection | Data breach exposes staff or students to risk of harm. Data breach is undetected. | All | Low | <p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.</p> <p>School Data Protection Policies and Procedures apply.</p> <p>Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.</p> | 1 | 3 | 3 |

