

<b>ACADEMY</b> WESTON FAVELL ACADEMY	<b>SECTION/TEAM</b> ALL	<b>DATE OF ASSESSMENT</b> 14/07/20
<b>WHO MIGHT BE HARMED?</b> Employees, pupils, parents/guardians, service users, contractors and members of the public. NB for ease of reading pupils and young people are referred to as pupils in this document. Unless specifically stated the controls apply to all pupils attending the academy		<b>HOW MANY ARE AFFECTED?</b> 1300+

**ALL STAFF MUST READ AND SIGN WITHIN THE BOX TO CONFIRM UNDERSTANDING.**

This risk assessment has been revised to reflect updated guidance from the Department for Education (DfE) published on 2 July 2020. In particular, academies must ensure that at all times they comply with the basic requirements of the guidance (in italics) to:

- 1) *minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptom, or who have someone in their the 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:**

- 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.*

In addition and in respect of all Health & Safety Risk Assessments Principals are responsible on behalf of the Trust for ensuring at all times that they 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’

Once completed this RA and any other relevant RAs must be posted on the Academy’s website. Parents and carers can access more Government information [here](#)

**Principals must advise the Trust immediately if they are concerned that controls are not operating as designed**

This document should be read in conjunction with the Trust document ‘COVID-19 Revised Operating Procedures’

HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site-specific details	RESIDUAL RISK RATING High, Medium, Low
Fail to follow Government guidance	<ul style="list-style-type: none"> <li>The Trust will provide a summary of any changes to guidance, paying particular attention to the guidance on education settings e.g. social distancing, maximum numbers allowed in any one place, cleaning etc.</li> <li>The principal or Senior Leader to ensure guidance <a href="#">here</a> is complied with and make any changes to site arrangements as required (amending this RA if necessary)</li> </ul>	✓	Contact Trust Emergency Planning Team for advice if unsure	Low
<b>Health and Wellbeing</b>				
Mental health and wellbeing of staff adversely impacted	<ul style="list-style-type: none"> <li>Trust Board to ensure that staff wellbeing and a good work-life balance is maintained for all staff (including Senior Leadership Teams). See DfE guidance on reducing school workloads <a href="#">here</a> and remote working <a href="#">here</a> and <a href="#">here</a></li> <li>Trust Board to issue guidelines for Principals to enable them to put in place site specific arrangements. Guidelines include parameters for time on site, working at home etc.</li> <li>Health and Safety Committee to be consulted before guidelines being issued</li> <li>Except in an emergency no business emails, texts or phone calls to be</li> </ul>	✓	<p>Academies to have all staff meetings to discuss measures they are proposing putting in place to ensure they are suitable and sufficient</p> <p>No staff should regularly exceed their contracted hours</p> <p>Managers should monitor the mental health and wellbeing of staff, where necessary completing team stress risk assessments and/or individual stress risk assessments</p>	Low

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	<p>sent/made outside of normal working hours (an emergency is something which will have an immediate impact on health and safety or will otherwise prevent the academy from opening)</p> <ul style="list-style-type: none"> <li>Academy based staff managed by the Central Team e.g. IT, Catering, Site (including Trust employed cleaners) will have standard arrangements agreed and produced by the relevant Directors</li> <li>Additional guidance on mental health can be found <a href="#">here</a> and resources <a href="#">here</a></li> </ul>			
Mental health and wellbeing of pupils adversely impacted	<ul style="list-style-type: none"> <li>Trust to identify lead staff who will be the main point of contact for advice and guidance within the Central Team</li> <li>Trust to ensure that all academies have trained staff or access to trained people who can provide support to pupils</li> <li>Trust to arrange awareness sessions for staff so that they can recognise signs of pupils being adversely impacted by lockdown, returning to school etc.</li> <li>Additional resources can be found <a href="#">here</a></li> </ul>	✓	<p><b>Principal to identify suitable staff to lead on mental health and wellbeing for pupils?</b></p> <p>The principal will ensure that all staff are familiar with local arrangements including internal and external support networks</p>	Low
Staff who are at increased risk e.g. Shielding, Clinically Vulnerable or Extremely Clinically Vulnerable, Pregnant etc				
Staff who are clinically vulnerable or extremely clinically vulnerable	<ul style="list-style-type: none"> <li>Managers should be flexible in how staff in these groups are deployed.</li> <li>People who live with those who are clinically extremely vulnerable or</li> </ul>	✓	Managers to consider remote working as the first option and put this in place where possible. This is likely to be more suitable for staff who do not deal directly with pupils e.g. those in admin roles	Low

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	<p>clinically vulnerable can attend the workplace. See Government guidance <a href="#">here</a>, <a href="#">here</a> and <a href="#">here</a></p> <ul style="list-style-type: none"> <li>Staff in these groups to consult with their medical professional for advice on keeping safe within the workplace</li> </ul>		<p>If remote working is not possible to redeploy into roles in school where it is possible to maintain social distancing</p> <p>If redeployment is not possible to ensure social distancing of at least 2m is in place for the member/s of staff and reduce the number of interactions with others</p>	
Pregnant staff at increased risk from COVID-19	<ul style="list-style-type: none"> <li>As a general principle, pregnant women are in the 'clinically vulnerable' category and in addition to completing the standard Trust RA for pregnant or new mothers they should follow the relevant Government guidance (see above)</li> <li>The same principles and controls apply to pregnant pupils</li> </ul>	✓	<p>Ensure that New and Expectant Mothers RA reflects any site-specific arrangements for COVID-19</p> <p>Ensure that Pregnant School Girls RA reflects site-specific arrangements</p>	Low
Staff who may otherwise be at increased risk from coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>If people with significant risk factors e.g. underlying health conditions, diabetes, obesity etc. or from some ethnic groups are concerned about returning to the academy, Principals should discuss their concerns and explain the measures the school is putting in place to reduce risks</li> </ul>	✓	<p><b>The Principal will try as far as practically possible to accommodate additional measures where appropriate.</b></p> <p>Measures may include:</p> <ul style="list-style-type: none"> <li>Working remotely</li> <li>Working in a role where it is easier to maintain social distancing</li> </ul>	Low
<b>Reducing the Risk of Infection</b>				
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>Unless advised by a healthcare professional pupils and staff should remove PPE on entering the site</li> <li>PPE must be removed safely. <b>The Safe System of Work (SSW11.2) is displayed</b></li> </ul>	✓	<p><b>The Academy has a small supply of face masks available if pupils or staff damage their mask</b></p>	Low

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	<p><b>in all classrooms and staffrooms.</b></p> <ul style="list-style-type: none"> <li>There may be some instances where, for COVID-19 control, PPE is required to be worn inside the school buildings. In these cases, the Government guidance <a href="#">here</a> should be followed</li> </ul>			
Staff and/or pupils fail to comply with hygiene guidance	<ul style="list-style-type: none"> <li><b>Staff will reiterate hygiene standards throughout the day</b></li> <li>Ensure all handwashing facilities have adequate supplies of soap and other disposables e.g. paper towels at all times</li> <li><b>Hand wash with soap and water for 20 seconds. Where this is not possible an adequate supply of sanitiser gel is available.</b></li> <li>Use disposable hand towels in preference to dryers if possible</li> <li>Hand wash before eating</li> <li>Hand wash after eating</li> <li>Hand wash after going to the toilet</li> <li>Use disposable tissues or 'bent elbow' for coughs and sneezes</li> <li>Refrain from touching the face</li> <li>Adhere to <a href="#">social distancing guidance</a></li> </ul>	✓	<p><b>Hand washing and hygiene posters are displayed in toilet areas, staffrooms and all classrooms.</b></p> <p>Clean all washroom and other hygiene facilities regularly throughout the day and after every break</p> <p><b>A hand sanitiser dispenser will be located outside each classroom.</b></p> <p>Ensure other supplies in toilets e.g. toilet rolls are adequate at all times</p> <p>Empty waste bins at regular intervals and follow Government and Trust guidance on disposal</p> <p>Hand wash for preference followed by sanitiser if needed</p> <p>Site staff should wear PPE (minimum of disposable gloves) when carrying out any works which involve touching surfaces in room that have been or will be occupied. To reduce the risk of recontamination, this includes a room that has been deep cleaned and put out of bounds</p>	Low
Academy not arranged to	<ul style="list-style-type: none"> <li>Bubbles should be as small as possible e.g. ideally class i.e. 30 pupils plus staff)</li> </ul>	✓	<b>The Principal will communicate site-specific</b>	Low

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maximise social distancing	and no bigger than a year group <ul style="list-style-type: none"> <li>At Weston Favell Academy, pupils will be in year group bubbles to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching. This will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19)</li> </ul>		<p><b>arrangements to all staff, pupils and parents/carers.</b></p> <p>Notices detailing site-specific arrangements will be displayed at suitable points within the school and copies emailed to all staff</p> <p>Weston Favell Academy year group bubbles will be facilitated in year group zones within Academy buildings where possible. This will limit the need for pupil movements and therefore demands on the cleaning service. Zones will have their own entry/exit point to keep bubbles entirely separate. Signage will be displayed in year group colours to correspond with pupils coloured I.D. lanyards.</p>	
Social distancing	<ul style="list-style-type: none"> <li>Wherever possible pupils and staff should socially distance. Revised DfE guidelines are 1m for pupils and 2m for staff. NB the guidance recognises that for younger pupils it can be very difficult to maintain social distancing. Nonetheless, staff should try to ensure pupils are socially distancing as much as possible.</li> <li>Pupils and staff should remain in their bubbles at all times including breaks, lunch, PE, etc. The only exceptions are some staff who work across year groups e.g. SENCOs, teachers in Secondaries</li> <li>Visitors to school to be kept to an</li> </ul>	✓	<p><b><u>Unless specifically approved by the Principal no parents are to be allowed within the buildings.</u></b> (see sections on pupils with disabilities for exceptions)</p> <p>Signage has been displayed at site entrance/s reminding visitors of social distancing requirements and (except staff and parents dropping off or collecting pupils) stating not to enter the school site without approval. A contact number for queries has been provided.</p> <p>Keep all gates locked during school hours</p> <p>Keep all entrance doors secured but ensure they can be opened in an emergency i.e. by automatic release, push pad/bar or thumb turn. Under no circumstances should doors be locked with a key, digital lock etc. whilst the school is occupied</p>	Low

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	<p>absolute minimum and only allowed on-site with the approval of a senior leader</p> <ul style="list-style-type: none"> <li>● Where necessary social distancing guides have been marked at the collection and pick up points to help parents identify correct spacing</li> </ul> <p>All seating has been removed in our reception areas.</p> <ul style="list-style-type: none"> <li>● Staggered start and finish times have been implemented to reduce the number of parents and pupils at entrances at any one time</li> <li>● By introducing year group zones circulation around the site has been reduced to a minimum. Pupils and teaching staff will remain in allocated classroom/areas wherever possible</li> <li>● To reduce the movement of pupils across site staff will move to classrooms wherever possible. Where lessons take place in specialist rooms e.g. labs, workshops the curriculum should be arranged so that only one year group bubble is moving at any one time</li> <li>● Pupils desks have been arranged so they are seated side by side and facing forwards, rather than face to face or side on</li> <li>● Activities should take place outdoors as</li> </ul>		<p>Approved visitors to remain outside or in the reception area if weather is inclement. Ensure social distancing at all times.</p> <p>Deliveries – ensure social distancing guidance is adhered to. For example delivery personnel buzz intercom, leave the package in sight, and step back. There should be no expectation for the need to sign paperwork.</p> <p>Minimum of 1m in all directions between pupils where possible</p> <p>Adults should maintain 2-metre distance from each other, and pupils</p> <p>Staff are to maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible</p> <p>Maintain distancing when moving through the building or when outdoors</p> <p>Minimum allowance for staff work stations is 4m<sup>2</sup></p> <p>Keep rooms well ventilated and open windows as much as possible</p> <p>To reduce the need to touch them, internal doors, (apart from those giving access to out of bounds areas) should be kept open. Where required fire doors should be held open with an approved device that closes the door automatically on activation of the fire alarm. If in doubt site staff or H&amp;S Contacts can advise on whether a door is a fire door <b><u>NB it is a criminal offence to wedge open a fire door</u></b></p>	

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	<p>much as possible</p> <ul style="list-style-type: none"> <li>• Visits to toilets by pupils should be controlled within bubbles to maintain social distancing</li> <li>• Only one member of staff at a time in Atrium staff toilets to maintain social distancing.</li> <li>• All unnecessary furniture has been removed from classrooms e.g. soft furnishings, clutter and any surplus tables, chairs and placed in storage. Remove wall or ceiling hangings and displays on floors and limit other displays to notice boards to enable effective and thorough cleaning</li> <li>• 'Keep left' signage has been installed to aid circulation in corridors and stairwells.</li> <li>• One way systems have been introduced where possible. (NB the one-way system does not apply in an emergency evacuation)</li> <li>• Adhere to Government guidelines <a href="#">here</a></li> </ul>		<p>The majority of PE activities will be permissible but there may be additional controls in place to minimise contact etc. The Senior Adviser – Academic Resilience will provide more advice on suitable sports</p>	
<p>Person exhibits signs of having coronavirus (CV19) infection i.e.</p> <ul style="list-style-type: none"> <li>• new, continuous cough</li> <li>• high temperature</li> </ul>	<p>Follow Government guidance:</p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell with either a new, continuous cough, high temperature, loss of taste or smell in an education setting they should be sent home and advised to follow Government guidance <a href="#">here</a></li> <li>• Maintain social distancing unless the</li> </ul>	<p>✓</p>	<p>Management of persons who have symptoms of CV19:</p> <p>If a pupil is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Staff should be mindful of individual pupils' needs – for example, it would not be appropriate for younger pupils to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, ensure that</p>	<p>Low</p>



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<ul style="list-style-type: none"> <li>● loss of taste and/or</li> <li>● loss of smell</li> </ul>	<p>person requires immediate help to prevent injury</p> <ul style="list-style-type: none"> <li>● Staff assisting the pupil or member of staff to follow First Aid guidance regarding PPE <a href="#">here</a></li> </ul>		<p>social distancing is maintained see guidance <a href="#">here</a></p> <p>Staff who cannot go home immediately e.g. because they are waiting for a lift should isolate themselves</p> <p>If a potentially infected person needs to go to the toilet while waiting to be collected, they should use a separate toilet.</p> <p>Any areas used by the potentially infected person e.g. toilets, temporary isolation room, should be isolated and secured after use and left for 72 hours before cleaning (following Government and Trust guidance, RAs, SSWs etc.).</p> <p>If the infected person needs clinical advice, they (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who is potentially infected, they must wash their hands thoroughly for 20 seconds immediately after any contact with the person or contact with anything the person has touched. They do not need to go home unless they develop symptom themselves</p> <p>It may not be necessary to close educational settings but Principals must contact the Trust Business Continuity Team immediately before making any decision to stay open.</p> <p>If there is an urgent public health action to take, the educational setting will be contacted by the local Public</p>	

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			Health England (PHE) Health Protection Team who will undertake a risk assessment and advise on any actions or precautions that should be taken.	
Pupil/adult becomes unwell (not CV19) or injured	<ul style="list-style-type: none"> <li>Administer First Aid observing precautions detailed elsewhere regarding PPE</li> </ul>	✓	<p>If a pupil needs to go home their parent/carer should be contacted. Arrangements will be made to allow them on-site to collect their pupil</p> <p>If an adult requires assistance to get home e.g. they are not fit to drive, walk etc. they should be asked if there is a family member who can pick them up and then suitable arrangements made.</p> <p>If an adult cannot be collected a colleague may take them home providing they both suitable face masks whilst near.</p>	Low
First Aiders exposed to the virus	<ul style="list-style-type: none"> <li>Follow Government guidance <a href="#">here</a></li> </ul>	✓	<p>Ensure suitable and sufficient PPE is available and that all First Aiders have been trained to use it</p> <p>As a minimum, disposable gloves and fluid repellent surgical face mask is recommended and, if available, disposable plastic apron and disposable eye protection (such as face visor or goggles) should be worn.</p> <p>Use defibrillator or CPR if dealing with cardiac arrest. Do not use mouth to mouth.</p> <p>Wash hands thoroughly with soap and water before putting on and after taking off PPE, following relevant SSWs (see list at end of this RA and H&amp;S SharePoint site)</p>	Low
<b>Curriculum and Pupils</b>				
Specific curriculum risks e.g. music,	<ul style="list-style-type: none"> <li>Certain activities e.g. music, PE drama present additional risks</li> </ul>	✓	<b>The Principal will follow the guidance provided by the Senior Adviser – Academic Resilience with regards to PE</b>	Low

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drama, PE	<ul style="list-style-type: none"> <li>Contact sports e.g. rugby, should be avoided</li> <li>Singing, chanting, playing wind or brass instruments or shouting increases the risk ensure this is minimised by physical distancing, small groups and conducting lessons outside where possible</li> <li>Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or school assemblies.</li> <li>Frequent contact surfaces in changing rooms e.g. handles, taps etc. should be cleaned between lessons</li> <li>Showers should not be used until further guidance is available</li> <li>Full clean of changing rooms between bubble changes</li> </ul>		<p>Pupils should remain in their bubbles and any equipment thoroughly cleaned between each use by different individual groups</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</p> <p><b>Music group sizes will be no more than 15, pupils will be positioned side-to-side and will not share instruments. MU1 and MU3 are large rooms with sufficient natural ventilation.</b></p> <p>Drama, dance etc. should take place outside wherever possible maintaining social distancing at all times and avoiding activities where pupils are close i.e. less than 2m and facing each other</p>	
Academy staff bring their own children into school	<ul style="list-style-type: none"> <li>No <b>children</b> of staff allowed on site</li> </ul>	✓		Low
Insufficient staff to pupils ratio	<ul style="list-style-type: none"> <li>Staffing levels should be appropriate for the planned activity and in line with any other risk assessments regarding e.g. additional support for individual pupils</li> <li>Reviewed daily</li> </ul>	✓	<p>At least one teacher for each class group</p> <p>The principal or Senior Leader will review requirements and amend if required</p>	Low
Inadequate First	<ul style="list-style-type: none"> <li>One First Aider per 50 people or part</li> </ul>	✓	It may be possible to obtain additional supplies from	Low

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Aid Provision (staff and/or supplies)	thereof i.e. staff/pupils on site. <ul style="list-style-type: none"> <li>Sufficient stocks of first aid supplies (including back up supplies if required)</li> </ul>		other Trust sites if unable to obtain from usual suppliers. Contact Central Team if unable to make contact with other academies	
Insufficient staff for vulnerable pupils	<ul style="list-style-type: none"> <li>Match staffing appropriately</li> </ul>	✓	Ratios will be increased if a care plan or other document indicates that a pupil needs additional support.	Low
No arrangements in place for pupils with specific medical needs	<ul style="list-style-type: none"> <li>Datasheet for each pupil with specific needs - sign all medication in and out</li> <li>All medication administered will be recorded with 2 staff present following standard Trust guidance</li> <li>First aider is on-site</li> </ul>	✓	Datasheets will be provided for all pupils Sufficient levels of staff are in place to manage the administration of medicine First Aider ratio is compliant Pupil specific medical needs (Epipens, inhalers etc.) are in place including emergency items if pupils have forgotten to bring theirs Where a pupil needs intimate care e.g. changing, the academy will consult with the specialist health professional dealing with the pupil for advice on PPE before readmitting the pupil to school	Low
No or insufficient emergency contacts for pupils	<ul style="list-style-type: none"> <li>Verify details on pupil's first day back at school (details may have changed over the lockdown period)</li> <li>Explain to contact that a call from the school may come from a school mobile or landline so that the contact answers call</li> </ul>	✓	Ensure at least three emergency contacts are provided Ensure alternative methods of communication are available e.g. mobile, landline, email	Low
<b>Pupils with Additional Needs</b>				
Pupils with additional needs attending	<ul style="list-style-type: none"> <li>Any pupils with conditions which require their parent to bring them into the classroom should be given an</li> </ul>	✓	<u>Unless specifically approved by the Principal no parents are to be allowed within buildings until the Trust approves.</u> The exceptions are pupils with special	Low

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mainstream provision	<p>alternative start and collection time to ensure that there is one to one support as they enter the school site</p> <ul style="list-style-type: none"> <li>• Pupils who would require additional support when in school will include pupils with:                             <ul style="list-style-type: none"> <li>○ <b>Restricted Mobility</b> – who make use of specialist equipment e.g. wheelchair, frame, rollator etc.</li> <li>○ <b>Visual Impairment</b> – which may make it difficult for them to adapt quickly to unfamiliar surroundings or procedures e.g. new classroom layout, revised ways of entering or leaving a room, building etc.</li> <li>○ <b>Special Educational Needs</b> – arrangements should be made on a case by case basis for pupils with emotional disabilities. Particular attention should be paid to the impact that any rearranging of furniture, routine etc. may have on the pupil and how this can be addressed e.g. social stories, shorter school day etc.</li> </ul> </li> </ul>		<p>physical needs e.g. mobility, visual impairment where they will need one to one support to get to the classroom. In these instances a parent and if necessary siblings will be allowed to take the pupil to a designated point for handover. The parent and sibling must not enter the school buildings unless specifically authorised by the Principal. Social distancing in line with current guidance must be observed at all times</p> <p>Specialist equipment that pupils take home with them each day e.g. wheelchairs must be wiped down with a sanitising wipe or spray (containing at least 60% alcohol by volume) before initially entering the building and before leaving the building and handing over to the parent at the end of the school day. If the pupil remains in the chair all day then, to reduce the need for the pupil to transfer, staff should only sanitise those surfaces that can be easily cleaned without them getting out of the chair. If the pupil is still in the chair sanitising sprays must not be used, suitable wipes should be used instead. NB any contaminants e.g. grease, dirt etc. must be removed with detergent and water and dried before using a sanitiser</p> <p><b>NB</b> As pupils with physical or emotional disabilities may require one to one and/or intimate care attention should be paid to reducing contact, ensuring hands are cleaned regularly and avoid touching faces especially mouth, nose or eyes. Principals should consider whether the wearing of masks by staff is appropriate, being conscious of the impact this may have on pupils. The clinical lead for the pupil should be asked for details of any additional PPE requirements as a result of COVID-19; Principals</p>	

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			<p>should ensure that individual pupil RAs are amended to reflect any additional requirements and that all staff affected by the revision are made aware</p> <p>Wherever possible pupils who cannot climb stairs unaided should be taught in a ground floor room. If this is not possible a lift must be used. Only one person should be in the lift at any one time.</p>	
<b>Catering</b>				
Provision and consumption of meals by staff and pupils	<ul style="list-style-type: none"> <li>Academies may choose to provide either hot or cold meals. Specific controls are detailed below</li> </ul>	✓	<p>Principals must ensure that they confirm arrangements before any changes and only after discussion and confirmation by the Trust Catering Team.</p> <p>Principals must provide at least five working days' notice if they wish to change arrangements i.e. switch from hot to cold and vice versa</p>	Low
Hot and/or cold meals served in the dining room	<ul style="list-style-type: none"> <li>Where academies choose to provide full meal service, this service will be delivered in the academy's usual dining area/s</li> <li>The catering team in the academy must be given at least five working days' notice of any changes to arrangements e.g. more pupils taking school meals in the dining area</li> <li>Dining halls should be organised to allow for 1m distancing between pupils wherever possible. 2m distancing should be maintained for adults</li> </ul>	✓	<p>The Amey catering service will reopen and aim to provide a 'grab and go' hot meal service from our three food outlets. This will also be accompanied by cold food grab bags (sandwich, fruit, biscuit and drink).</p> <p>Year groups have been allocated staggered break times so that serving areas do not become overcrowded and dining halls can be organised to maintain social distancing where possible.</p> <p>Meals may be taken outside if the weather permits.</p> <p>Our cashless payment system will be in place to facilitate this.</p>	Low

HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site-specific details	RESIDUAL RISK RATING High, Medium, Low
			No cash will be taken.	
Staff eating arrangements	<ul style="list-style-type: none"> <li>Staff can bring their own food or order lunch in one of our food outlets providing they maintain social distancing guidelines.</li> </ul>	✓	<p>Staff who purchase a meal from the academy should eat their meal in one of the dining halls.</p> <p>The use of staffrooms is permitted. Staffroom furniture has been arranged to ensure social distancing. Surplus seating has been removed. Each workroom has signage on the door informing staff of maximum staff capacity and revised arrangements.</p>	Low
Site: use of rooms, site maintenance, cleaning, visitors etc.				
Out of bounds areas	<p>Except for the areas mentioned below, there are no specific out of bounds areas with regards to COVID-19 controls. However, to minimise cleaning requirements the following areas should be locked with entry restricted to site staff for maintenance purposes.</p> <ul style="list-style-type: none"> <li>Unused classrooms i.e. classrooms not being used for teaching or as temporary staffrooms/work areas</li> </ul> <p>Unused rooms must be cleaned before being brought back into use</p> <p>The following areas will be out of bounds to all staff until further guidance is provided by the DfE:</p> <ul style="list-style-type: none"> <li>Swimming pools</li> </ul>	✓	<p>There will be no facilities for heating food.</p> <p>Any classroom or other room designated as temporary staff work areas must be reconfigured to DfE guidelines for adult social distancing guidelines i.e. 4m<sup>2</sup> per person with a minimum of 2m space between work stations in all directions</p> <p>Restricted areas and other unused rooms will remain locked at all times unless they provide a designated alternative escape route from another room/area</p> <p>It is not envisaged that unused areas will require cleaning until they are brought back into use. Therefore once these areas have been deep cleaned they will be out of bounds to everybody apart from site staff and the Principal (for purposes of inspection). Any items that are needed for teaching or other purposes should be removed from unused rooms before they are locked down</p>	Low
Classroom and staff resources	<ul style="list-style-type: none"> <li>Resources, which have to be touched e.g. pens, pencils, crayons, computers,</li> </ul>	✓	Where it is necessary to share resources between bubbles these will be sanitised before being used by	Low

HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site-specific details	RESIDUAL RISK RATING High, Medium, Low
	keyboards, input devices, screens, toys, etc. should only be shared within the bubble <ul style="list-style-type: none"> <li>Wherever possible pupils should bring equipment with them e.g. pens, pencils</li> </ul>		another bubble and/or another member of staff.	
Premises cleaning regime	<ul style="list-style-type: none"> <li>Regular cleaning throughout the day of frequently touched surfaces</li> <li>Thorough daily clean - in line with guidance</li> <li>Disinfect if required</li> <li>Follow Government guidance <a href="#">here</a></li> </ul>	✓	Adhere to Government guidance and Trust Guidance & Information Sheets, Risk Assessments and Safe System of Work.  To remove any virus that may be present the following frequently touched surfaces should be cleaned regularly throughout the day: door handles, handrails, table tops, play equipment and toys, toilets e.g. taps, handles, WC flush and seat (where fitted). A product that complies with EN14476 should be used. If this is not available any product that kills coronavirus can be substituted. Suitable PPE must be worn when using cleaning/sanitising products and the COSHH Risk Assessment for the product must be followed. NB unless a product is a combined cleaner and sanitiser all surfaces must be cleaned (to remove dirt, grease etc.) before sanitising.	Low
Equipment and resources cleaning	<ul style="list-style-type: none"> <li>Ensure equipment that is regularly touched e.g. keyboards, mouse or other input device, mobile phones etc. are sanitised daily</li> <li>Clean and sanitise frequently (at least daily) item e.g. toys, play equipment etc. used by pupils</li> <li>Touchpoints on other fittings e.g.</li> </ul>	✓	Appropriate sanitiser supplies are available for staff to use  Daytime cleaners will on-site whilst open to pupils to clean touchpoints and toilets throughout the day on a continuous rotational basis.	Low



HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place × if not	WHERE: × State action to be taken with timescales × Any additional control measures ✓ Site-specific details	RESIDUAL RISK RATING High, Medium, Low
	handrails, handles, push plates should be cleaned regularly			
Pupil registration/ end of day arrangements	<ul style="list-style-type: none"> <li>• Sign in/out procedure in place. Contactless <b>card swipe for staff.</b></li> <li>• <b>Attendance team will sign pupils in/out who arrive late, or leave for appointments/illness during the school day</b></li> </ul>	✓	<p><b>Signing in/out of staff will be recorded via our contactless swipe card system.</b></p> <p><b>Pupils attendance will be recorded during tutor time/lesson 1 depending on the year group.</b></p>	Low
Fire evacuation and emergency lockdown procedures	<ul style="list-style-type: none"> <li>• Review the evacuation plan and update if some parts of the building are out of use</li> <li>• Ensure that at least two routes of escape are available once people have entered a protected escape route e.g. staircase, corridor. <b>If two routes aren't available the Trust H&amp;S Manager <u>must</u> be contacted before the building is occupied</b></li> <li>• Rehearse fire evacuation/lockdown procedures with staff and pupils</li> <li>• Identify the responsible person(s) in case of fire</li> <li>• Consider arrangements for disabled people including cognitive disability in event of an evacuation. Use PEEP (Personal Emergency Evacuation Plan) for people who are at their usual site. For all others use the academy GEEP</li> </ul>	✓	<p>Site staff to ensure that all emergency exits in occupied areas are unlocked before staff and pupils enter the site</p> <p><b>Fire safety inductions will take place for any new staff on their first day to confirm evacuation arrangements including escape routes (and alternatives), emergency exits, assembly points etc.</b></p> <p>Drill at the start of each term. Multi-storey buildings should consider the location of bubbles to ensure wherever possible social distancing during evacuation.</p> <p>The principal will review and if necessary amend Emergency Evacuation Plan (EEP) details if there are any changes to procedures and/or key roles. Key roles are:</p> <p>Assembly Point Control Officer</p> <p>Wardens</p> <p>Fire Panel monitoring (including identifying the location of the fire)</p> <p>In multi-storey buildings, if upper storeys are being used</p>	Low

HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site-specific details	RESIDUAL RISK RATING High, Medium, Low
	<p>(Generic Emergency Evacuation Plan)</p> <ul style="list-style-type: none"> <li>Ensure register of all people on site (staff, pupils and visitors) is available at all times to staff in charge of evacuation</li> </ul>		<p>there must be sufficient trained EVAC chair operators at all times when people who might require a chair are on site</p> <p>Ensure any external contractors are informed of emergency evacuation procedures and action to take should the alarm sound</p> <p>Social distancing must be maintained once people are a safe distance from the buildings</p>	
Statutory Compliance checks	<ul style="list-style-type: none"> <li>Ensure all checks are up to date before the building is brought back into use</li> </ul>	✓	Contact Estates Team for advice if any checks are overdue and before opening the academy to staff and pupils	Low
Peripatetic staff e.g. IT team, Education Team, Operations	<ul style="list-style-type: none"> <li>Wherever possible all visits should be cancelled and carried out using Teams. The only exceptions are where work has to be carried out on equipment e.g. network infrastructure, individual item (PCs, laptops, tablets etc.) or essential health and safety visits</li> <li>Peripatetic staff must liaise with the academy by email and follow site-specific arrangements at all times</li> </ul>	✓	<p>Other peripatetic staff must obtain an email authorisation from their Director before attending any site</p> <p>See section on cleaning equipment where item e.g. laptops have to be handled</p> <p>Where arrangements are already in place for staff to work across an academy e.g. academies with multiple sites, Principals should consider how these can be reduced for teaching staff or restricted to out of the normal school day for other staff</p> <p>Managers to have arrangements in hand to ensure that all peripatetic staff have seen and understood the site-specific COVID arrangements before going onto another site</p>	Low
Supply staff and temporary staff e.g. support staff working on a	<ul style="list-style-type: none"> <li>Academies should try to avoid the use of supply staff but where this is unavoidable, to minimise the numbers of temporary staff entering the school</li> </ul>	✓	Managers to ensure that all supply and temporary staff have seen all relevant risk assessments and signed to acknowledge them (either manually or electronically)	

HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site-specific details	RESIDUAL RISK RATING High, Medium, Low
supply basis, sports coaches, those delivering before and after school activities etc.	premises, academies should try to arrange longer assignments with supply teachers and agree to a minimum number of hours across the academic year			
Contractors on site	<ul style="list-style-type: none"> <li>• Briefing and escorting of contractors</li> <li>• Contractor DBS in place</li> </ul>	✓	<p>Ensure social distancing followed when meeting contractors and any other interactions e.g. checking work, signing off Permits to Work etc.</p> <p>Wherever possible restrict attendance by contractors to outside of the school day when pupils are not on site</p> <p>In an emergency, it may not be necessary for a contractor to visit during the school day. Where this is the case ensure social distancing is complied with</p>	Low
<b>Are there any other foreseeable hazards associated with dealing with bodily fluids</b>	<b><u>List any additional control measures:</u></b>			

**Reference Documents**

COVID-19 Guidance for Schools and Other Educational Settings

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

<https://www.gov.uk/Government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

COVID-19 Guidance on Extra Mental Health support for pupils and teachers

<https://www.gov.uk/Government/news/extra-mental-health-support-for-pupils-and-teachers>

<https://www.educationsupport.org.uk/>

<https://covid.minded.org.uk/>

COVID -19 Workload Reduction

<https://www.gov.uk/guidance/school-workload-reduction-toolkit>

<https://www.gov.uk/Government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19>

COVID-19 Guidance on Social Distancing

<https://www.gov.uk/Government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

<https://www.gov.uk/government/publications/safe-working-in-education-pupilcare-and-pupilss-social-care/safe-working-in-education-pupilcare-and-pupilss-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/safe-working-in-education-pupilcare-and-pupilss-social-care>

COVID-19 Guidance on Staying at Home

<https://www.gov.uk/Government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/Government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

COVID-19 Guidance for First Responders. NB this guidance gives advice, which applies to First Aiders

<https://www.gov.uk/Government/publications/novel-CV19-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

- GAT Health and Safety Hub
  - GI 09 Stress – Assessment and Management
  - GI 09 Stress Flow Charts
  - GI 13 Slips and Trips
  - GI 16 New and Expectant Mothers
  - GI 19 COVID-19 – Deep Cleaning
  - GI 19.1 COVID-19 – Site Management Essentials
  - GI 19.2 COVID-19 – Reopening Academies
  - GI 19.3 COVID-19 – Cleaning Toys
  - GI 33 First Aid Provision
  - GI 51 Procedure for dealing with and disposal of Bodily Fluids
  - GI 74 Finger Traps
  - GI 85 Pregnant Academy Girls
  - Risk Assessments

- RA Individual – Stress Action Plan
- RA Team – Stress Risk Assessment
- RA 13.1 Slips, Trips and Falls
- RA 19.2 At Risk People
- RA 19.3 Deep Cleaning
- RA 33.1 First Aid Provision
- RA Classroom Activities in Primary Schools
- RA New and Expectant Mothers
- RA Pregnant School Girls
- Safe System of Work
  - SSW 51.1 Dealing with Bodily Fluids
  - SSW 11.1 PPE – Using Gloves
  - SSW 11.2 PPE – Using a Face Mask
  - SSW 13.1 – Wet Dry Mopping

Managing Behaviour

<https://www.gov.uk/Government/publications/behaviour-and-discipline-in-schools>

Estates guidance



<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Catering guidance

<https://www.gov.uk/Government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

<b>ASSESSED BY (Print name)</b> Richard Oliver	<b>SIGNED</b> 	<b>DATE</b> 14/07/20
<b>LINE MANAGER</b> Lorna Leventhal	<b>SIGNED</b> 	<b>REVIEW DATE</b> 15/07/20
<b>Reviewed by</b>	<b>SIGNED</b>	<b>Review date</b>

**All staff carrying out any of the tasks covered by this RA to sign to acknowledge receipt of this document.**

If staff have any queries regarding this Risk Assessment (RA) and/or any associated documents e.g. Guidance & Information sheets (GIs), Safe System of Work (SSWs) they should raise these with their line manager **prior to undertaking any task covered by this RA**

Name	Date	Signature		Name	Date	Signature

**All staff carrying out any of the tasks covered by this RA to sign to acknowledge receipt of this document.**

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