

Risk Assessment – COVID-19 Return to Full Time Education – Version 9.0

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

Title of risk assessment	COVID-19 Return to full time education	Date of Assessment	Updated 2 nd March 2021
Name of Assessor	Jane Smith H&S Officer	Location	All Academies
Who may be affected?	Staff, Pupils, Visitors and Contractors		
Description of activities	Return to full time education within academies – Primary, Secondary and post 16		
Additional Guidance used for this risk assessment and for academies to refer to.	Guidance referred to for this RA http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (latest version 30 th December 2020)		

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Classrooms and Groups	Staff, pupils	Bubbles are created for year groups: each bubble is allocated to a specific area of the school to minimise movement around the building and contact with others. All students will be taken to the yard to line up in between lessons and then escorted back to the building. Toilet facilities will be allocated to specific areas. •Groups are created to an appropriate size in proportion to the school. •Bubbles are created for year groups: each bubble is allocated to a specific area of the school to minimise movement around	5	2	10	Mass testing in schools Additional cleaning Each practical subject produces their own RA to ensure compliance and safety of all. Extra wall mounted sanitisers provided Breakfast trolley on entrances – year groups enter through different entrances PHE front sheet used to record information to send to PHE on bubble arrangements, those needing to isolate etc Academies must still follow the system of controls set by	5	2	10	KES/SLT

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		<p>the building and contact with others. All students will be taken to the yard to line up in between lessons and then escorted back to the building. Toilet facilities will be allocated to specific areas.</p> <ul style="list-style-type: none"> •Consideration is given for types of groups depending on age year groups and those with complex needs: students with most complex needs will be supported by our SENCO and Izone teams. Social distancing rules will still apply. •Year groups are kept together to make it easier to identify those who may need to self-isolate in the case of someone who tests positive for Covid 19. •Pupils remain in groups and contact is avoided between other bubbles. •Classrooms are arranged so desks face forward. •Staff to socially distance, 2 metres from students at the front of the class. •Staff avoid close face to face contact and minimise time spent within 1 metre of anyone. This will be assessed on an individual basis for those who have complex needs. 				<p><u>Guidance for full opening: schools - GOV.UK (www.gov.uk)</u> Limit sharing of spaces and rooms. Staff particularly in secondary schools must maintain distance of 2 metres from other staff and children. Schools must keep spaces that are occupied well ventilated see section below.</p>				

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		<ul style="list-style-type: none"> •Unnecessary furniture moved out of the classroom to provide more space. •Clear signs in place displaying social distancing in each classroom. •Pupils do not share pens/pencils. They will be provided in the classrooms for those who do not bring their own. Stationery packs given to those who do not bring their own. They will be collected in form boxes each day. •Pupils are given regular reminders about the importance of social distancing and are reminded this still must take place where possible. •Biometrics will be used. Students to sanitise before and after use. Sanitisers provided at the till. •SLT/teachers clearly set out at the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is reinforced in registration and included through letters of communication to parents. •Staff and pupils are advised to have windows open when possible to allow the flow of fresh air. 								

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		<ul style="list-style-type: none"> Doors are wedged open when possible to minimise communally touched surfaces. This is included in the fire evacuation policy 								
Staff related absence resulting in low numbers of staff to operate the school or if there is an increase in the local pandemic risk	Staff/ SLT/ Pupils/ Catering and cleaning staff	SLT to provide contingency planning when school have a reduced number of staff in place. Academies to bring in supply staff to cover absence if needed. Academy may need to consider putting a timetable together for remote learning. Head Teacher to consider rearranging groups sizes/bubbles temporarily. Remind staff of sickness policy. Only essential tasks are carried out where there are staff shortages Where possible staff are deployed from other areas to assist with on-site operations e.g. direct site team to support the catering team. If kitchen must close, emergency sandwiches can be bought from local supermarkets on day and parents informed that pupils would need packed lunches following on from then or academy externally sourced lunch(sandwiches) provided for pupils entitled to free meals.	4	3	12	If the schools have no option or decide to close due to minimum staff numbers, or high rates of infection they must seek up to date advice from the PHE about the current local pandemic risk and work with the DfE/RD's and LA as per normal protocols. If lunches are outsourced consideration must be made for those with allergies.	4	3	12	KES/OAT

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		<p>Where academies have a reduced number of cleaners, as above staff may be deployed from other areas, if the school is still affected cleaners can be provided externally or from another school site if within the vicinity.</p> <p>In the event of significant staff absence, the principal will review the viability of school remaining open. The Head Teacher will consult with follow normal protocols as mentioned, If school is to be closed, then this will be communicated to staff and parents via email, letter, PLMR, and the school website.</p>								
Contracting Covid19 Staff meetings and training sessions	Staff/SLT	<p>Staff Meetings take place virtually</p> <p>Training sessions are completed virtually or remotely</p> <p>Face to face meetings should be avoided unless absolutely essential</p>	5	2	10	<p>Meetings are only held face to face if business critical and distanced by a minimum of 2 metres.</p> <p>Where face to face training is essential staff will be in group where 2 metre distancing is possible and rooms are ventilated</p>	5	2	10	KES to monitor

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Policies and procedures	Staff/pupils	<p>All school staff and pupils revisit emergency plans and receive further training on;</p> <ul style="list-style-type: none"> • Staff and pupils complete a fire drill/lockdown on return to school including all relevant scenarios (Saturday Academy) • Academy staff complete fire refresher training. • Staff have completed infection control training on iHasco • Staff are provided with most up to date guidance from PHE and the DFE. • Staff are provided with procedures, so they are aware of what to do if the school has a confirmed case of covid 19. • Staff are provided with information and understand NHS test and trace service • Academy will identify a member of staff responsible for coordinating the COVID-19 response and any actions. • Staff must be aware of the Covid 19 Response flow charts. • Pupils to be reminded daily during registration about Covid 19 social distancing and the importance of handwashing. 	5	2	10	<p>The Academy must add to the flowchart provided by OAT the local HPT telephone number.</p> <p>Academies must use the how to Mitigate the risk guidance document and COVID 19 checklist for weekly monitoring.</p> <p>Fire drill practised week commencing 22nd March 2021</p> <p>Parents must be informed of the NHS test and trace service Academy keeps registers of children in bubbles if needed as part of the NHS test and trace service</p> <p>Academy has shared folder for access to policies. Academy keeps seating plans for all classes to refer to in track and trace.</p>	5	2	10	Parent/carer information on website to be updated as and when required

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		<ul style="list-style-type: none"> Staff receive refresher induction training and revisit policies which include. Behaviour policy, H&S policy, Infection control guidance Safeguarding Lockdown procedure Fire policy PEEPS are in place for those who need assistance leaving the building in the event of an emergency. There are adequate first aid trained staff in place 								
Reception/ Staff offices	Staff pupils and visitors	<p>Visitor reception has a screen in place to protect staff. Visitors/parents are advised that any access requests are by appointment only. This is clearly communicated via social media. Social distancing markers located in the reception area and outside each entrance. Hand sanitisation station is prominent in reception. Deliveries/post are made contactless and are not signed for. Deliveries to be checked off outside to avoid unnecessary entrance to the building. Touch/digital sign in systems wiped manually with an antibacterial wipe located next to the sign in. Staff to use sanitiser before touching the screen.</p>	5	2	10		5	2	10	SSG updates social media as and when required

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		<p>All staff and arranged visitors who sign in are reminded to sanitise before and after using the touch screen system.</p> <p>In larger offices, desks will be used in accordance with the 2-metre social distancing regulation.</p> <p>In the main office Perspex screens will be mounted. Staff will use their allocated desk and seat only. The 'hot desk' approach will not be allowed.</p> <p>Any necessary face-to-face communication between staff within office spaces will also adhere to the social distancing regulation (e.g. a member of staff standing at the entrance to maintain the distance).</p> <p>There will be no entry signs on doors that confirm no admittance to the offices to students.</p>								
Fire	Staff/pupils	<p>Fire plans are updated to ensure staff & pupils assemble in year groups and do not mix</p> <p>Staff and pupils are updated with new fire arrangements.</p> <p>Academy ensures that the school still operates with a suitable number of fire wardens.</p> <p>A fire drill, applying social distancing where possible, should take place at the earliest opportunity. If the muster point remains, termly drills should be completed in line with usual procedures.</p>	5	2	10	<p>Fire doors always remain operational.</p> <p>6th form muster point moved to the yard.</p> <p>Students line up on their form number which has been painted onto the floor</p>	5	2	10	Relevant IHasco training up to date

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		Staff are aware that if doors are pinned/wedged to allow air flow and easy movement around the allocated spaces, in case of an emergency, the doors will be closed upon exiting.								
Face coverings	Staff/pupils	<ul style="list-style-type: none"> • Face coverings are mandatory in communal areas • Students and staff are advised how to wear, remove and dispose of face coverings. Staff and pupils are instructed not to touch their faces when removing face coverings. • Face coverings are worn in communal areas within the academy if required • If teachers chose to wear face coverings in the classroom this will be a visor. Visors are more appropriate if teaching any children with a speech or hearing impairment. • Hands are washed before and after touching face coverings – including how to remove or put them on. Staff and pupils are aware of how to safely store them, this is in an individual, sealable plastic bag between use. • Where a face covering becomes damp, it is not worn and the face covering is replaced carefully. 	5	2	10	<p>Staff/SLT must be aware of those who may be exempt from wearing face coverings - Those who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability Those who speak to or help someone who relies on lip reading, clear sound or facial expression to communicate When moving around indoors e.g. communal areas/corridors face coverings must be worn by year 7 pupils and above, this also applies to staff, visitors and contractors.</p> <p>All visitors must wear face coverings.</p> <p>Face coverings to be worn in classrooms unless social distancing can take place.</p>				Heads of year/SLT

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		<ul style="list-style-type: none"> Parents are informed with the updated guidance on face coverings. 								
Heating and Ventilation	Staff/pupils	<ul style="list-style-type: none"> Guidance is followed in line with the HSE and CIBSE Heating and ventilation guidance have been produced by OAT and followed which is available. https://oatoe.sharepoint.com/sites/Covid-19 Manufacturer's guidance referred to and Professional supplier used where further advice is needed for academies own HVAC system. Recirculation of air within a single room where this is complemented by an outdoor air supply is acceptable Where possible in occupied spaces windows are open for natural ventilation If it is windy, cold or raining then it may not be practical to fully open the windows/vents, however they remain open as far as reasonably possible without causing discomfort. Internal doors are propped open where appropriate. 	5	2	10	Fire doors can only be propped open if fitted with automatic closers so they can still function as fire doors in the event of the alarm being activated - this also needs to be managed in house. opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused), providing flexibility to allow additional, suitable indoor clothing.	5	2	10	
Communal areas	Staff/pupils	<ul style="list-style-type: none"> Social distancing signs and marking are still visible 	5	2	10	Considering timings of lesson changes and flow around the	3	2	6	SLT

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		<p>throughout communal areas.</p> <ul style="list-style-type: none"> • One-way system is in place in corridors as required • Pupils will not be able to move freely around the whole building. They will be clearly instructed on the spaces that are accessible to their bubble and their correct usage will be monitored by staff on duty and the pastoral team. • Use of staff room is limited and in some cases a rota is in place to avoid area becoming congested. • Work areas are allocated to staff. • Assemblies take place remotely for year groups. • Pupil flow in corridors and use of communal areas to be restricted to social bubble/groups where possible. • Staff to maintain distance from pupils and other staff where possible. • Busy corridors, entrances and exits are avoided by scheduling timetables to avoid congestion. This includes break and lunch times. • Staff are allocated duties to ensure safety in communal spaces. • Social distancing and no entry signs will be used in 				<p>building of staff and pupils within groups/bubbles Between lessons all students will gather on the yard as per the fire drill. Staff will collect and take to the next lesson</p>				

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		<p>office spaces to ensure no unauthorised use.</p> <ul style="list-style-type: none"> Common facilities used by staff – staffroom and toilets – will be cleaned hourly including door handles/other high touch points. Doors can be wedged open – this is included in the fire risk assessment. These must be closed by staff in the event of a fire drill. 								
Catering	Staff/pupils	<p>Water fountains are switched off and students bring in their own bottles of water.</p> <p>Corridors and catering areas are supervised during lunch/break.</p> <p>Screens provided where required to ensure food is protected.</p> <p>Screens provided to protect staff and students</p> <p>Social distancing markers/tape in place, for low volume queueing - no more than 1 bubble at any one time.</p> <p>All seats that cannot be used will be removed and stickers placed on tables indicating where students are to sit.</p> <p>Biometrics can be used.</p> <p>Students to sanitise before and after</p> <p>Cash top up machines are not used, students to top up account using online methods</p> <p>Lunchtimes are staggered to avoid large gatherings and queues taking place.</p>	5	2	10	<p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <p>Additional cleaning between bubbles</p> <p>Sanitiser provided at the counter</p> <p>Communicated to parents</p>	5	2	10	DID/RMS

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		<p>Additional waste bins to be provided to reduce litter and ease disposal.</p> <p>Hand sanitiser station located at entrance to canteen</p> <p>Additional cleaning rotas are in place between breaks/lunches.</p>								
Mental health	Staff/pupils	<p>Re-orientation of staff and pupils within the academy takes place.</p> <p>Staff can complete iHasco Covid training, return to work. Counselling service available for staff. Additional support training is offered to staff.</p> <p>SLT discusses the implications on staff and pupil workload when the school reopens to minimize stress. Relevant policies (e.g. marking and feedback) are reviewed in response to staff voice/feedback. SLT considers reasonable requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. If required, staff can adjust their working hours, as agreed by SLT.</p> <p>The principal and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff,</p>	5	2	10	<p>Training link removed - version for training still available from you tube https://youtu.be/MYmBLnSQh3M</p> <p>Increase communication, support and training Additional counselling service available</p> <p>Some staff have completed online counselling courses</p>	5	2	10	KES /Leadership

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		<p>volunteers and pupils have access to psychological support when the school reopens</p> <p>Staff and pupil bereavement is managed in line with the bereavement policy.</p>								
<p>Practical lessons</p> <p>PE</p>		<p>Pupils to be kept in consistent groups. Equipment cleaned between each group</p> <p>Outdoor sports are prioritised or large indoor spaces where outdoor use is not available maximising natural ventilation flows through opening windows and doors or using air conditioning systems wherever possible.</p> <p>Attention to cleaning and hygiene and maximising distancing takes place during sporting because of the way people breathe during exercise. Indoor team sports can take place as long as specific techniques, within their own system of controls are followed and the academy must follow the list available below; https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</p>	5	2	10	<p>The academy must consider the type of team sports as this will be limited and must include the NGB guidance and following the systems of controls from the PHE.</p> <p>Competitions between schools do not take place</p> <p>Students to come to school in PE kit on days when they have a PE lesson</p> <p>D&T risk assessment is available on Oatnet and amended as required</p> <p>http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf</p>	5	2	10	Curriculum Leaders

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D&T/Science and Food Technology		<p>D&T teachers refer to the latest guidance from CLEAPSS http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</p>								
Music		<p>Social distancing takes place where possible Background or accompanying music are kept to levels which do not encourage teachers or other performers to raise their voices unduly. Microphones are used reduce the need for shouting or prolonged periods of loud speaking or singing. Microphones are not shared. Groups are kept separate (in bubbles) through to avoid mixing. The duration of social interaction opportunities ie rehearsals or performances are limited. Staff maintain social distancing between pupils and other staff. Playing instruments and singing in groups take place outdoors wherever possible. When playing indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. Numbers are limited to account for ventilation of the space and the ability to social distance.</p>				<p>For live performances academies must follow the link below a separate RA may be needed for live shows or academies that specialise in performing arts https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p>				

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		<p>Rooms have good ventilation. Singing, wind and brass playing does not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing. Pupils are positioned back-to-back or side-to-side when playing or singing (rather than face-to-face). Wind and brass players are positioned so that the air from their instrument does not blow into another player. Increased handwashing takes place before and after handling equipment. Sharing equipment is avoided wherever possible. Name labels are issued on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. Where instruments and equipment have to be shared, they disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. The government guidance on cleaning and handling equipment is followed. When individual lessons take place for music, dance and drama, social distancing is maintained wherever possible,</p>								

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		teachers do not provide physical correction.								
Harm to pupils through safeguarding concerns	Pupils	<p>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school reopening, e.g. ongoing bullying, social issues etc.</p> <p>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</p> <p>The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</p> <p>All staff receive a training update on using CPOMS.</p>	3	2	6	JHY allocated Head Salad time to work with those students who may need some extra support	5	2	10	
Infection control	Staff, pupils, visitors, contractors, parents and external agencies.	<p>School has identified main supplier for PPE and maintains adequate supply.</p> <p>Staff are trained in the use of PPE.</p> <p>Hand sanitisers located throughout the school and more so in communal areas.</p> <p>Respiratory hygiene promoted by staff and pupils using the catch it, bin it, kill it, approach.</p> <p>Hands are washed more often than usual; children and staff wash their hands regularly particularly before entering and leaving the classroom.</p>	5	2	10	<p>Site team to monitor stocks of sanitiser/wipes/tissues and reorder as required</p> <p>Visors provided for those staff who wish to wear them</p> <p>Sanitiser containing high alcohol content should not be stored or located in high risk fire areas</p> <p>Foggers to be used as and when appropriate</p>	5	2	10	RMS

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		<p>Tissues are provided for students and staff in each room. Students are encouraged to bring in their own tissues from home.</p> <p>Pupils with complex needs are provided with assistance to clean hands if needed. Skin friendly wipes are also used for those who may have any skin conditions.</p> <p>Social distancing applied where possible.</p> <p>Frequently touched surfaces are cleaned on a regular basis using disinfectant.</p> <p>Increased cleaning staff - on site and an enhanced cleaning regime is in place during the school day as well as after school.</p> <p>Academy ensures they have enough stock levels of sanitiser. Staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</p> <p>IHASCO training is available for staff to utilise.</p> <p>Posters displaying handwashing guidelines are located throughout the school.</p> <p>Pupils and staff wash their hands when changing activities, changing locations, on arrival to school and when leaving school, this is reinforced during registration each morning.</p> <p>PPE is distributed to staff who provide intimate care for pupils</p>								

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		<p>and for cases where a pupil becomes unwell with Covid 19 symptoms whilst in school where 2 metres cannot be maintained.</p> <p>PPE provided for staff when working children or young persons who cough, spit or vomit.</p> <p>Parents are provided with clear guidance prior to their child's return to the academy. Parents are also briefed on new provision for the drop off and collection of their children and the procedures that must be followed throughout the day.</p> <p>Use of school transport is restricted to essential use only and then cleaned after use.</p> <p>Isolation room for anyone displaying symptoms where social distancing is maintained.</p> <p>Parents are asked to make the school aware of pupils' underlying health conditions and the school seeks to ensure that the appropriate guidance has been acted upon.</p> <p>The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable.</p>								

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		<p>Schools have a regularly updated register of pupils with underlying health conditions.</p> <p>2 First Aiders on site at all times.</p> <p>Academy identifies an additional isolation room for anyone displaying Covid symptoms.</p> <p>Rota for cleaning communal areas including toilets, staffroom.</p> <p>Bubbles are restricted to one area as much as possible during the day to minimise movement.</p>								
Communications	Staff, Pupils, volunteers, visitors, parents and external agencies.	<p>The school's website is kept up to date with any information regarding reopening, e.g. dates and local arrangements.</p> <p>Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements, and procedures that must be followed.</p> <p>Where a child tests positive, parents must advise the school immediately.</p> <p>Parents and their children are encouraged, where possible, to walk or cycle to school.</p> <p>Staff and volunteers are informed through email/letter about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</p>	5	2	10	<p>Template posters and electronic materials available on OATnet</p> <p>For positive covid cases academy uses action plan and flowchart on OATnet to assist in identifying various scenarios – template letters provided with support from PLMR under covid action plan, forms and letters https://oatoe.sharepoint.com/sites/Covid-19</p> <p>Discourage unplanned visitors or contractors</p> <p>Separate risk assessments in place for contractors and deliveries.</p> <p>Capital works funded by Head Office require a risk assessment</p>	5	2	10	<p>SSG to ensure effective communication</p> <p>RMS to oversee contractors</p>

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		<p>Visitors attend the academy on appointment only. All visitors including external agencies are briefed on infection control and social distancing before attending the academy.</p> <p>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</p> <p>All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</p> <p>School consults with staff and pupils who are clinically vulnerable and/or extremely vulnerable.</p> <p>Children and young people are informed to limit what they bring into school and just bring in the essentials and not share equipment.</p> <p>School work with parents, pupils and staff to ensure behaviour expectations are clearly understood.</p>				<p>being completed as part of the process to raise a PO.</p> <p>Template available on OATnet.</p>				
Lunch/ break times	Staff/ Pupils/ Lunch time super- visors	<p>Break and lunch times are staggered to reduce numbers for outdoors.</p> <p>Groups stay within their own bubble and avoid mixing.</p> <p>Students stay inside within their groups during wet weather.</p>	5	2	10	<p>Staff – particularly those on duty - and SLT to monitor movement/space/ effectiveness.</p> <p>School yard sectioned off</p>	5	2	10	SLT

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		More staff are provided during break if this is required								
Pupil Behaviour	Pupils	<p>Pupils are educated on the need to stay apart and to follow the safety procedures in and out of school.</p> <p>All pupils will attend assemblies and expectation tutorials at form time before they attend lessons.</p> <p>Pupils with specific behaviour needs will receive additional guidance from the pastoral team to ensure a secure understanding of the expectations. These students may be educated in the I Zone – risk assessments carried out for these students – maximum 7 students.</p> <p>Risk assessments carried out on any students who are perceived to pose a potential risk.</p> <p>Sanctions relating to Covid-19 are clearly outlined to students and parents prior to pupils returning and placed as an addendum in the behaviour policy.</p> <p>The Pupil behaviour policy is reinforced at the start of the return to school.</p>	3	2	6	Some students contacted personally by tutors to offer reassurance before return to school.	3	2	6	GME /KESassemblies on return to academy week commencing 8 th March

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		Pupils who breach the behaviour policy, including the social distancing rule, will be sanctioned in line with the behaviour policy.								
Welfare/ Toilet Provision	Staff/ pupils	<p>Academy identify a maximum occupancy for each toilet facility and operates a one in one out system for using the toilet. Toilets allocated to specific year groups.</p> <p>Hand sanitiser located outside entrance to toilet areas.</p> <p>Wiping of surfaces is a reasonable approach.</p> <p>Students will be asked to attend school with PE kit on to limit the need to use changing rooms.</p> <p>Ensure sufficient standard cleaning equipment is available in all changing areas. Social distancing measures still apply and marking out areas which cannot be used will help you to manage the area effectively.</p>	5	2	10	<p>Consider passive monitoring of toilet entrances to help instil good practices.</p> <p>https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSP-A-Context-FINAL.pdf</p>	5	2	10	
Cleaning	Staff, pupils, cleane	Increased cleaning staff on site, cleaning during the school day, before and after school.				<p>Cleaning guidance https://www.gov.uk/government/publications/covid-</p>				

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	<p>r and visitors</p>	<p>Regular cleaning takes place including but not limited to;</p> <ul style="list-style-type: none"> • Door handles and door opening buttons • Light switches (carefully) • Floors in toilets • Toilet seats • Toilet flush handles • Toilet roll holders • Toilet door handles • Toilet bowls • Wash hand basin taps • Hand contact surfaces, <p>Frequent cleaning is increased especially for touch surfaces.</p> <p>Staff use the most up to date cleaning checklist updated for the pandemic.</p> <p>Cleaning takes place in the dining hall in between groups.</p> <p>All areas that are cleaned are checked to ensure surfaces are dry e.g. rooms are safe to re occupy – no slip hazards.</p> <p>All areas/rooms that are being cleaned will be clearly identified to ensure no one enters the room.</p> <p>Rooms to be cleaned between each group whenever room</p>				<p><u>19-decontamination-in-non-healthcare-settings</u></p> <p>All Staff have responsibility for sanitising workstations after use.</p> <p>Sanitising wipes to be made available for all staff</p> <p>Foggers are used where necessary</p>				

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		<p>changes are required (e.g. practical room).</p> <p>PPE provided for staff for cleaning.</p> <p>Cleaning schedule rotas are used in the key areas.</p> <p>Academies refer to the most update to guidance from the PHE on cleaning.</p> <p>Staff and pupils have their own pens and pencils that are not shared.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble are cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between groups, such as sports, art and science equipment are cleaned frequently and meticulously and always between group use, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different social groups.</p>								

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Arrival/ Departure to school	Parent s/ Pupils/ Staff	<p>Signs are clearly marked on school entrancing displaying rules on social distancing.</p> <p>Finishing times to be staggered to avoid mixing. Year groups use different entrances</p> <p>If biometrics are used by staff to access gates/entrances, they will require wiping/sanitising. Staff to sanitise prior to signing in and out.</p>	5	2	10	<p>New system used for signing in so staff do not need to touch surfaces</p> <p>Carpets displaying social distancing guidelines are used</p>	5	2	10	
Dedicated School Transport	Bus driver, and pupils	<p>Sanitiser is used by all pupils upon boarding and disembarking.</p> <p>Vehicles are cleaned more frequently.</p> <p>Organised queuing and boarding take place.</p> <p>Distancing within vehicles where possible.</p> <p>Face covering for children over 11 only where appropriate</p>	5	2	10	<p>Mini bus still not in use for pupils</p>	5	2	10	
SEND	Pupils	<p>Specialists, therapists, clinicians, and other support staff for pupils provide interventions as usual.</p> <p>Supply teachers and peripatetic teachers move between settings.</p>	5	2	10	<p>A separate risk assessment is carried out for SEND pupils. It should also be noted if the pupil routinely attends more than one setting. HCP to be updated.</p> <p>https://www.sendgateway.org.uk/training-events.html</p>	5	2	10	SMY

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		<p>Contact between staff is minimised where possible. Work spaces are allocated to staff.</p> <p>Mainstream teachers have access to free webinars available for staff to attend for supporting SEND pupils returning to mainstream school.</p> <p>CPD schedule includes focussed training on supporting SEND students.</p>								
Extremely Clinically Vulnerable Shielding or self-isolating pupils	Pupils	<p>Pupils who are self-isolating due to COVID symptoms or have tested positive or have close contact with someone who has COVID 19 do not attend school.</p> <p>If disease rates rise locally depending on local alert levels pupils who are extremely clinically vulnerable shield in line with government guidance where local levels are very high and where this is re iterated by the child's consultant/GP.</p> <p>Pupils who are still shielding are supported with learning at home.</p> <p>The school consults with the parents of clinically vulnerable child if their child will return to school following medical advice.</p>	5	2	10	<p>Separate risk assessment to be completed for pupils returning to school in conjunction with their HCP.</p> <p>To support children with medical needs</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf</p>	5	2	10	ZPE

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Clinically and extremely vulnerable staff	Staff	<p>Social distancing measure are in place for those who have returned to work.</p> <p>Clinically vulnerable staff are offered the safest available on-site roles which allow them to socially distance – this is assessed through a checklist before they return to work. Face coverings are available if needed, face covering must be worn high and very high level alert areas in communal areas. (see face coverings above)</p> <p>Staff ensure they follow strict hand and respiratory hygiene measures.</p> <p>A separate risk assessment based on the individual is in place.</p> <p>Staff ensure they update academy records with any changes to medical conditions. Return to work IHASCO Covid 19 module is completed. Those who will be working from home are supported.</p>	5	3	10	<p>Separate risk assessment is in place for expectant mothers and is reviewed every 3 months, included with this is any associated health risks.</p> <p>A staff checklist can be used to accompany anyone with any medical conditions</p> <p>https://oatoe.sharepoint.com/:w:/r/sites/Covid-19/Coronavirus%20support%20documents/Estates/Health%20%26%20Safety/Risk%20Assessments%20Documents/Individual%20Staff%20Risk%20Assessment%20Checklist%20for%20Vulnerable%20staff%20Covid%2019%20V2.docx?d=wc1c489f57aff4e31b3d8b76d36aedc52&csf=1&web=1&e=ve377t</p> <p>Face coverings to be worn when moving around the academy. Individuals in this group will have been identified through a letter from the NHS or from their GP are advised to shield As above parents, and carers are informed of the test and trace service.</p>	5	2	10	KRE/KES
Displaying symptoms of COVID 19	Staff and pupils	<p>Staff are aware of how to contact local Health Protection Team (HPT). Each academy has nominated a Covid response Co Ordinator.</p>	5	2	10	<p>Refer to separate OAT Flowcharts – PHE Cheshire and Merseyside Health Protection team</p>	5	2	10	KES/SCE

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		<p>Staff and pupils are aware not to come into the setting if they have symptoms and must be sent home to self-isolate if they develop them within the academy and are advised to follow</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>If a child is waiting to be collected, they are moved to an isolated room, windows in the room are opened for ventilation. If a child cannot be isolated, they are moved to an area which is at least 2 metres away from others.</p> <p>PPE is worn by staff if 2 metres cannot be maintained.</p> <p>Staff member dealing the pupil/staff displaying symptoms must wash their hands for at least 20 seconds.</p> <p>The room/area round the person who develops symptoms is cleaned with normal household disinfectant after they have left. If the child needs the bathroom it is separate from others and cleaned and disinfected before being used by anyone else.</p> <p>Staff are aware of how to book a test if they are displaying symptoms.</p> <p>Staff are expected to provide details of anyone they have been in close contact with if they</p>				<p>Suite 3B third floor council building, Water Street, Liverpool, L31DS 03442250562 option 1</p> <p>Settings will be provided with a small number of home testing kits.</p> <p>Isolation room identified for a suspected infected person to use.</p> <p>Academy follow government guidance and the guidance for mass testing in schools.</p>				

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		<p>were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. Advice from Track and Trace must be followed.</p> <p>General cleaning of the environment</p> <ul style="list-style-type: none"> • The school is cleaned with normal household disinfectant. • All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: <ul style="list-style-type: none"> • Objects which are visibly contaminated with body fluids. • All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells • Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. • Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE Maintenance and cleaning teams have ensured daily cleaning on site and this has been on-going since the partial closure. <p>Cleaning of blood and body fluid spillages</p> <ul style="list-style-type: none"> • All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned 								

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		<p>up immediately (always wear PPE).</p> <ul style="list-style-type: none"> When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills. <p>Clinical waste</p> <ul style="list-style-type: none"> Always segregate domestic and clinical waste, in accordance with local policy. Gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated area. <p>Deep Cleaning</p> <ul style="list-style-type: none"> The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected. 								

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		<p>telephones, grab-rails in corridors and stairwells.</p> <ul style="list-style-type: none"> • Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: • Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine. • A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. • Avoid creating splashes and spray when cleaning. • Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered, for example, <ul style="list-style-type: none"> • Upholstered furniture and mattresses, steam cleaning should be used. • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. • If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean 								

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		<p>as normal with your usual products.</p> <p>Clinical waste</p> <ul style="list-style-type: none"> • Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): • 1. Should be put in a plastic rubbish bag and tied when full. • 2. The plastic bag should then be placed in a second bin bag and tied. • 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. • Waste should be stored safely and kept away from children. <p>You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <ul style="list-style-type: none"> • If the individual tests negative, this can be put in with the normal waste. • If the individual tests positive, then store it for at least 72 hours and put in with the normal waste. <p>Isolation period includes the day the symptoms started and the next 10 full days.</p> <p>Schools follow the advice and processes in the mass testing pack. Click here</p>								

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Confirmed cases of COVID 19	Staff and pupils	For secondary schools follow the mass testing pack	5	2	10	Staff must keep a record of pupils and staff in each group and any close contact between other groups but must be proportionate.	5	2	10	KES/SLT
Cleaning after a confirmed case	Staff and pupils	<p>Action plan and infection flow chart followed.</p> <p>All surfaces that the symptomatic person has come into contact with are cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells including isolation room</p> <p>Academies use a Fogger in only areas affected after each confirmed case.</p> <p>If Cloths and mops are used as addition they must disposed of and put into waste bags for 72 hours as per the guidance outlined in COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>	5	2	10		5	2	10	KES/Site
Site specific		Students will only use the Sports Hall in the Rec Centre	3	2	6	PE staff to meet regularly with the team at the Rec centre for updates on safety requirements (fortnightly)	3	2	6	MME

Acknowledgements & Signatures

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

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

Risk Assessor Name and Signature
Jane Smith
Louisa Sharpless

Date:
26th February 2020

Manager Name and Signature:
Kathryn Evans

Date: 2/3/21 updated

Review date: As required

Guidance

Severity of Harm from this Hazard

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

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

Likelihood of Potential Exposure to this Hazard

Score	Definition
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.
2	Not likely to occur in normal circumstances
3	Possible when additional factors are present but otherwise unlikely to occur.

4	Such an event is known to have occurred and is likely to re occur.
5	Almost inevitable that an incident would result / occurs frequently

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. moderate	4. Serious	5. Major
Likelihood	1. Very unlikely	1	2	3	4	5
	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

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