

Risk Assessment



**TRINITY
ACADEMY**

Establishment operation from January 2021: response to Coronavirus (COVID-19). Issue 5.2 – February 2021. (Further detail is captured in the Background and Context description below)

Section 1:

Date of Assessment: 1/3/21	MAT/Establishment/Section/Team: Trinity Academy	Review date: (Complete once the action plan section below is addressed)	
Assessed by: Please print names all those involved with this assessment.	1. Eiron Bailey	Date:	
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	3.		
	4.		
Staff signatures: I/We have read and understood this RA and our role in its implementation.	1.	Date:	
	2.		
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Background, Context & References: Re-opening schools to all pupils from 8 March 2021

From 8 March 2021 schools are required to re-open to all pupils.

This risk assessment is based on the implementation of government guidance set out in [Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91122/schools-coronavirus-covid-19-operational-guidance.pdf) published on 22 February 2021.

The guidance states that: *We have worked closely with the Department of Health and Social Care (DHSC) and PHE to develop this guidance. Based on the recent ONS data, the risks to education staff are similar to those for most other occupations. Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants. We are further strengthening the measures, to provide more reassurance and to help decrease disruption the virus causes to education. You must comply with health and safety law and put in place proportionate control measures.*

To meet these obligations you must:

- review your health and safety risk assessments in light of this refreshed guidance
- make any necessary changes to your control measures applying the system of controls

As the system of controls published on 22 February 2021 is very similar to that set out in the Guidance for full opening of schools set out in September 2020 (albeit with subsequent amendments) this risk assessment is based on previous risk assessments provided by Delegated Services. WE WILL REVIEW THE CONTROL MEASURES CAREFULLY TO ENSURE THAT THEY REMAIN IN PLACE AND CONTINUE TO BE SUFFICIENT FOR THE LOCKDOWN PERIOD.

We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available. In line with government guidance to other businesses that are advised to go back to work, this risk assessment will be made publicly available to those who wish to see it. The same

guidance also provides those employers with a downloadable notice which we have placed on display.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf

The system of controls: protective measures

The system of controls set out in the Operational guidance for schools [Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](#) provides a set of principles for infection control .

“We know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants. In this section where something is essential for public health reasons, as advised by Public Health England (PHE), we have said ‘must’. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations. This is the set of actions you must take. They are grouped into ‘prevention’ and ‘response to any infection’. If you follow the system of controls, you will effectively reduce risks in your setting and create an inherently safer environment. These additional measures will be reviewed in partnership with health experts to decide whether evidence suggests that these measures can be eased ahead of the summer term”.

System of controls

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in section 2.

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) **Ensure face coverings are used in recommended circumstances.**
- 3) **Ensure everyone is advised to clean their hands thoroughly and more often than usual.**
- 4) **Ensure** good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
- 5) **Maintain** enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.

6) **Consider how to minimise** contact between individuals and maintain social distancing wherever possible.

7) **Keep** occupied spaces well ventilated.

In specific circumstances:

8) **Ensure individuals** wear appropriate personal protective equipment (PPE) **where necessary**

9) **Promote and engage in asymptomatic testing, where available.**

Numbers 1-7 must be in place in all schools, all the time.

Response to any infection

10) **Promote and engage** with the NHS Test and Trace process.

11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

12) Contain any outbreak by following local health protection team advice.

Numbers 10 to 12 must be followed in every case where they are relevant.

Section 2:

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? (Use a row for each one identified)	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected? (See Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Table 1)	What is the Risk Rating? (See Table 2 and 3)
1.A: Contact with those with symptoms of coronavirus: Testing: Track and Trace; Outbreak response						
Contact with infected persons/ exposure to the virus within the school.	Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Pupils and staff	Serious	<p>Guidance has been issued to the entire school community. If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must stay at home and are advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days.</p> <p>Those affected must follow government stay at home guidance as follows: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p>	M	MM
	Contact with those developing symptoms of the virus during the	Pupils and staff	Serious	Our procedure for those developing symptoms of the virus during the school day is set out above. Affected staff will be	M	MM

	working day.			<p>sent home and advised to obtain a PCR test (school can support with this). Most recent guidance re: What to do if a pupil is displaying signs of coronavirus has been shared with relevant staff and is on display. Symptomatic children action list schools (publishing.service.gov.uk)</p> <p>If a child is awaiting collection, they will be moved, via a route involving the shortest possible internal distance (i.e., including an outside route where possible) if possible, to room 11 where they can be isolated behind a closed door, but under visual supervision. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible (first option is the Science lab toilet). The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face covering, do not need to go home to self-isolate unless:</p>		
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				<ul style="list-style-type: none"> • The symptomatic person subsequently tests positive • They develop symptoms themselves (in which case, they should arrange to have a test) • They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated). <p>Staff are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>		
Use of face coverings	Failure to use face covering in areas where it is difficult to maintain social distancing increases the likelihood of exposure to coronavirus in the school community.	Pupils and staff	Serious	<p><i>Government guidance (220221) states:</i> <i>Secondary schools:</i></p> <p><i>Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises.</i></p> <p><i>In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</i></p>	L	L

			<p><i>We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.</i></p> <p><i>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).</i></p> <p>Our position with respect to the use of face coverings is based on the recommendations as set out in government guidance above and is as follows: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>At Trinity Academy face coverings will be worn by students and staff in all interior areas of the school including classrooms.</p> <p>We have advised staff that face visors or shields should not routinely be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer.</p> <p>Governors/ MAT have approved this approach.</p>		
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				<p>This approach has been explained to parents/ carers in newsletters and emails and is clearly signposted within the school grounds.</p> <p>In cases of non-compliance the member of SLT on duty will remind those not wearing masks of the requirement to do so.</p> <p>In the case of continued non-compliance this will be followed up by letter reiterating our approach.</p> <p>Further non-compliance will lead to the headteacher sending a Final Warning Letter</p> <p>As a last resort the headteacher and in the case of further non-cooperation, in consultation with the MAT/LA, will consider the potential of approaching DS and activating the 'Landlord Right' to warn the parent/carer and then, if necessary, proportionately ban them from the school site, backed by potential criminal sanction under section 47 of the Education Act 1996.</p>		
Safe wearing and removal of face coverings	Potential of contamination if face coverings are removed or disposed of incorrectly.	Pupils and staff	Serious	<p>A process is in place for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process has been communicated clearly to pupils and staff.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Pupils will be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	L	L

	Students/ staff do not have face covering. Face covering is damaged or otherwise unsuitable for use.	Pupils and staff	Serious	Requirements for students to have a face covering will be communicated to parents/carers. It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering. However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, we will take steps to have a small contingency supply available to meet such needs. No-one should be excluded from education on the grounds that they are not wearing a face covering.	L	L
	Students, staff or visitors exempt from wearing a face covering	Pupils, Staff and Visitors	Serious	Some individuals are exempt from wearing face coverings. This applies to those who: <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate The same exemptions will apply in our school; we will ensure that staff and students are aware of this and are sensitive to those needs.	L	L
Engagement with the NHS Track and trace Process	Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community. Anxiety and dissent within the school community	Pupils and staff	Serious	Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. We will ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and 	L	L

				<p>under will need to be helped by their parents/carers if using a home testing kit</p> <ul style="list-style-type: none"> • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</p> <p>Home test kits are available in school and will be offered in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere. We note that it is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils, and will therefore provide these to staff or pupils on the basis of an agreed set of criteria to be determined by the school.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</p> <p>We will ask parents and staff to inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they 		
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				<p>can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p> <p>If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.</p>		
Lateral Flow Testing	<p>Lateral Flow Testing process is not implemented correctly leading to inaccurate results and/or inadequate follow up of positive test results</p>	Pupils and staff	<p>Serious</p>	<p>Our school workforce (including regular contractors and visitors) has the opportunity to participate in lateral flow testing twice a week at home.</p> <p>This arrangement will also apply to all secondary pupils once three lateral flow tests have been completed at school.</p> <p>A separate risk assessment is in place to cover the arrangements for Lateral Flow Testing.</p>	L	L
Management of confirmed cases of coronavirus	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	<p>Serious</p>	<p>Records will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace.</p> <p>We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>We will follow advice issued by our Local Authority and contact the local health protection team. This team will also</p>	L	L

				<p>contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>Alternatively, we will call the Department for Education’s existing coronavirus (COVID-19) helpline number on 0800 046 8687, and selecting option 1. The advice service is open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays. The call will be with a dedicated team of advisors who will inform the setting of what action is needed based on the latest public health advice.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in</p>		
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				<p>different groups). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. We note that a template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <p>We note that schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p>		
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			<p>Further guidance is available on https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>Where applicable we will advise temporary staff of their entitlement to <u>Test and Trace Support Payments</u>, noting that this support is only for the temporary staff who schools decide not to engage in home working and who are not being paid during self-isolation. To be eligible for a Test and Trace Support Payment, the individual must be living in England, meet the eligibility criteria and be formally advised to self-isolate by NHS Test and Trace, who will provide the individual with an NHS Test and Trace Account ID.</p> <p>Claiming financial support under the Test and Trace Support Payment scheme - GOV.UK (www.gov.uk)</p>		
	Inadequate response to alerts provided by use of NHS COVID-19 App		<p>We note government guidance for use of the App in schools as set out below.</p> <p>https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p> <p>Specifically that the agreed process for ensuring a setting is aware of a positive case, as set out in the guidance for full opening for schools and further education colleges in the autumn term, is still in place and is not changed by the introduction of the app.</p> <p>If we become aware that a student or member of staff has tested positive for coronavirus (COVID-19), we will contact PHE using agreed local procedures.</p> <p>Where staff are required to keep their phones in lockers etc during the working day we have advised them to turn the</p>	L	L

				tracking off whilst they are not in close proximity to their phone. See section 1J (Premises) re: use of QR codes and recording attendance of members of the public at lettings etc.		
Containing any local outbreak	Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community. Anxiety and dissent within the school community	Pupils and staff	Serious	<p>We note that if schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>We note the government publication of a temporary continuity direction https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote Education Temporary Continuity Direction - Explanatory Not</p>	L	L

				<p>e.pdf which makes it clear that schools have a duty to provide remote education for state-funded, school-age children unable to attend school due to coronavirus (COVID-19). This came into effect from 22 October 2020. We have developed a contingency plan to ensure that the education of affected groups of pupils is maintained. This will include the provision of remote learning as set out in government guidance for the reopening of schools.</p>		
1: B Cleaning and hygiene						
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly or with hand sanitizer:</p> <ul style="list-style-type: none"> ● on arrival at school ● after using the toilet ● after breaks and sporting activities ● before food preparation ● before eating any food, including snacks ● before leaving school ● after sneezing/coughing. <p>Paper towels will be used to dry hands in preference to hand dryers. Covered bins available for disposal of paper towels will be emptied periodically during the day. Supervision by staff is provided as needed. Signage about how to wash hands properly, is on display and reinforced with pupils. Where sinks are not easily accessible from the room used by a 'group' of pupils, hand sanitiser will be available.</p>	L	L
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Serious	<p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with pupils. Covered bins are available for the disposal of used tissues.</p>	L	L

Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p>WE HAVE REVIEWED THE CLEANING ARRANGEMENTS SET OUT BELOW TO ENSURE THAT ALL HIGH-RISK AREAS ARE COVERED IN OUR SCHEDULE (1/3/21).</p> <p>We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <ul style="list-style-type: none"> ● Door handles ● Kettles ● Taps ● Switches ● Phones ● Laptops / ● Printers and photocopiers ● Staffroom/ food preparation ● Surfaces that pupils are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc. <p>As a minimum, frequently touched surfaces will be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning will be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities.</p>	L	L
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				Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.		
Safe use of cleaning products	Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.	Pupils and staff	Serious	All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials. PPE will be provided for all cleaning activities. Safety data sheets for cleaning products are available. Only recommended cleaning products will be used.	L	L
	Use of hand sanitiser potential for improper use and ingestion.	Pupils and staff	Serious	We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol. Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on the age of our pupils, they could use their own/ours under supervision through to it being 'dispensed' so the young, or over enthusiastic don't get carried away. We have obtained the Safety Data Sheet for the product(s) . They advise on action to be followed if the sanitiser is not used as designed i.e., a child drinks some; it gets in eyes etc. This will also help with potential reactions to the product. We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building. We will not make our own having addressed the national CLEAPSS guidance.	I	I
Measures to reduce contamination from coronavirus.	Use of shared resources	Pupils and staff	Serious	Staff and pupils will have individual pens, pencils etc that are not shared. Classroom based resources such as books and games will be shared within the 'group/bubble'; these will be cleaned frequently along with frequently touched surfaces. Resources that are shared between groups/bubbles will be cleaned frequently and between use by different	L	L

				groups/bubbles or rotated to allow them to be quarantined and out of reach for 48 hours (72 hours plastics). Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.		
	Items from home to school and vice versa	Pupils and staff	Serious	We are limiting the items that pupils bring in from home each day to essentials such as lunch boxes, hats, coats, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home although this will be limited. Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.		
1:C Minimising contact (social distancing)						
Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Pupils and staff	Serious	We have taken the following measures to reduce footfall and maintain social distancing on site including: <ul style="list-style-type: none"> Staggering opening and departure times Advising parents that only one person should attend to deliver/pick up their child. Erected signage and barriers to remind those visiting the site of social distancing requirements. Pupils will be advised of the appropriate entrance and exit to use. Opportunities for groups of pupils congregating on site before and after school will be minimised.	L	L
Visits for prospective parents	Large groups of adults increase likelihood of exposure to and transmission of coronavirus	Pupils and staff	Serious	Virtual tours will be provided for prospective parents and carers where possible and appropriate	L	L
			Serious	If parents and carers have to visit in person, we will ensure: <ul style="list-style-type: none"> face coverings are worn if required in line with arrangements for staff and other visitors to the school. 	L	L

				<ul style="list-style-type: none"> • there is regular handwashing, especially before and after the visit • we hold visits after hours. If this is not possible, we will consider limiting visits to the outside play areas during regular hours, and ensure strict social distancing is observed • that the area visited is fully cleaned before reoccupation by staff and pupils. <p>Prior to a visit, we will ensure that parents and carers are aware:</p> <ul style="list-style-type: none"> • of the system of controls • how this impacts them and their responsibilities during their visit • how to maintain social distancing from staff, other visitors, and children other than those in their care 		
1:D Minimising contact (social distancing) Phase specific guidance. Delete sections that are not applicable.						
Grouping pupils of pupils and social distancing of pupils	Exposure to infection Classroom teaching Secondary	Pupils and staff	Serious	<p>We will maintain consistent groupings of pupils. This will reduce the number of pupils and staff potentially becoming infected with coronavirus and required to self-isolate should a case occur.</p> <p>In our school this will be achieved as follows:</p> <ol style="list-style-type: none"> 1) Year 7 and 8 in separate bubbles in separate parts of the school 2) Bubbles are kept apart at the start of the day (staggered starts) breaktime, lunchtime, at the end of the day (also staggered). 	M	M

				<p>3) Co curricular clubs will also be kept in bubbles.</p> <p>We will make small adaptations to the classroom to support distancing where possible. That will include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p>Different groups will be kept apart where possible and pupils will be encouraged to keep their distance within groups. Sharing social spaces and rooms will be avoided where possible.</p> <p>We have advised staff of the strong public health advice that secondary school staff maintain distance from their pupils, staying at the front of their class and away from their colleagues where possible. Ideally this should be at a 2m distance.</p> <p>We are referring to CLEAPS/DATA/ AfPE guidance available for specialist areas.</p>		
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1: E Use of Personal Protective Equipment (A face covering is not PPE because they are not designed to protect the wearer from infection from coronavirus).

Use of Personal Protective Equipment (PPE)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A 	L	L
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				<p>fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn”</p> <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum. We will ensure that staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911313/PHE_quick_guide_to_donning_doffing_PPE_standard_health_and_social_care_settings.pdf</p>		
1: F School transport and travel arrangements						
School transport	Exposure to coronavirus while travelling to and from school and within wider social groupings (outside school).	Pupils and staff	Serious	<p>Pupil travel arrangements have been taken into consideration in our plans for opening as follows:</p> <ul style="list-style-type: none"> • We will encourage pupils to walk or cycle to school where possible. • Reviewed numbers of pupils travelling at different times of the day and have adjusted timings of sessions to avoid peak times on public transport to reduce the likelihood of pupils mixing with each 	M	M

				<p>other and coming into contact with other people on the journey to and from school</p> <p>We have provided clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.</p> <p>We have also discussed with pupils the potential for coronavirus to spread when they socialise in groups outside school and have reminded them of the importance of following social distancing guidance in the wider community.</p>		
Staff transport to and from work	Potential for increased exposure to coronavirus (and potential for introduction into the school) through use of public transport at peak times.	All staff	Serious	Where staff would normally use public transport to travel to work, we will discuss options to alleviate this eg: provision of parking or parking permits, or facilities such as secure cycle storage to support people to walk, run or cycle to work where possible.	L	L
	Risk of exposure to coronavirus whilst using school vehicles.	Pupils and staff	Serious	<p>School vehicles will be used for essential purposes only. Passenger numbers to be reduced to allow for social distancing</p> <p>Where possible consistent allocation of driver, escort and passengers to vehicle.</p> <p>Hard surfaces e.g.: steering wheel, handbrake other controls, door handle, seatbelts etc to be cleaned after use.</p> <p>Vehicle users to wash hand before entering the vehicle.</p> <p>Sanitiser and wipes available for use within the vehicle.</p> <p>School safeguarding procedures to be followed re1:1 transport in school vehicles.</p>	L	L
1: G School workforce						
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Serious	<p>Staff have been invited to have conversations with the Head to express any concerns about re opening. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services. Including Health Assured. HR advice is available if required.</p>	L	L

				<p>We are working with the trade unions. https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</p>		
Staff who may be at increased risk from coronavirus.	Staff anxiety Potential for staff to suffer serious illness if they contract coronavirus.	Staff in at-risk group	Serious potentially fatal	<p>We recognise that some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. We will remain alert to the findings of this research and respond to any changes in guidance accordingly. If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks. Where practically possible we will accommodate additional measures to support staff where appropriate. We have developed this risk assessment with reference to our Equalities Policies and Procedures to ensure that those affected by the control measures in this risk assessment are not unlawfully discriminated against. We note that people who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>	M	M
Staff training	Staff are not aware or do not understand the requirements for working safely.	All staff	Serious	<p>In preparation for a full return on 1 September 2020 training and written instruction were provided re: operating procedures outlined in this risk assessment to all staff. These were reviewed and reissued on 4th March REISSUE FOR RETURN ON 8 MARCH 2020.</p> <p>This includes:</p> <ul style="list-style-type: none"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) • Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work 	L	L

				<ul style="list-style-type: none"> • The importance of keeping teaching groups separate during the day • Arrangements for breaktimes and lunchtimes • Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy). • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms • Changes to school behaviour policies • Curriculum adaptations required re: social distancing • Site security and fire safety including evacuation and lockdown procedures. <p>Use of PPE (where applicable).</p>		
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Fatal/ Major	<p>We have taken note of government guidance (30/12/20) stating that: individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020. <i>We note that the categories of individual recommended to shield was extended on 16 February 2021.</i></p> <p>We will continue to discuss with employees how they will be supported, including to work from home where possible. We will continue to pay clinically extremely vulnerable staff on their usual terms.</p> <p>See:</p>	L	M

				<p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>We will review individual staff risk assessments in light of the implementation of the national lockdown and individual circumstances.</p> <p>We note that under current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield after they have been vaccinated.</p>		
	Concerns from staff in identified work groups	Clinically vulnerable	Serious	<p>We note that clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school we will support these staff to follow the protective measures in place in this risk assessment to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of the guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others.</p> <p>While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</p>	L	L
	Concerns from staff in identified work groups	Pregnant women	Serious	<p>We have taken note of government guidance (7/1/21) as follows:</p> <p>Any pregnant woman who is considered to be extremely clinically vulnerable will, in line with national shielding guidance be supported to work at home Until national guidance is revised.</p>	M	M

				<p>If home working is not possible, Pregnant women are considered 'clinically vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the <u>guidance for pregnant employees</u>.</p> <p>We will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). More information is available on <u>workplace risk assessment for vulnerable people vulnerable people working in other industries</u>. Information contained in the <u>Royal College of Obstetricians and Gynaecologists, Royal College of Midwives guidance on coronavirus (COVID-19)</u> in pregnancy should be used as the basis for a risk assessment.</p> <p>Pregnant women of any gestation will not be required to continue working if this is not supported by the risk assessment.</p> <p>We note that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19).</p>		
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				<p>All pregnant women will, as part of the risk assessment process be advised to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this risk assessment to minimise the risks of transmission.</p> <p>Pregnant women are not advised to be vaccinated against COVID-19.</p>		
		Those living in a household with someone who is clinically extremely vulnerable.	Serious	<p>We will follow government guidance (7/1/21) that states that:</p> <p>People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</p>	L	L
Use of supply teachers and other temporary or peripatetic staff	Potential for the introduction of coronavirus into the school	Pupils & Staff	Serious	<p>We note that it is permissible for supply staff and other temporary workers to move between schools.</p> <p>We will ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with pupils as far as is practicable.</p> <p>Where possible we will endeavour to engage staff on a consistent basis.</p>	M	M
Use of volunteers	Potential for the introduction of coronavirus into the school	Pupils & Staff	Serious	Volunteers may be used to support the work of the school, as would usually be the case.	M	M

				All volunteers will be expected to follow our control measures to reduce the spread of coronavirus. Mixing of volunteers across groups will be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.		
Staff Recruitment	Visitors to school increase the potential for the spread of coronavirus.	Pupils & Staff	Serious	We note DfE guidance advises limiting the number of visitors to school and the recommendation that schools consider a flexible approach to interviews, with alternative options to face to face interviews offered where possible. Where face to face meetings are necessary, we will make clear to candidates that they must adhere to our system of controls including our protocols for the wearing of face coverings.	L	L
1: H Pupil wellbeing						
Management of expectations within the school community	Anxiety within the school community re: prevalence and effectiveness of infection control and social distancing measures.	All members of the school community	Serious	Our communication with parents and pupils prior to our return in March will include information about: <ul style="list-style-type: none"> • Arrival and departure from school and arrangements for parents to access the site • Arrangements for infection control • Pupil groupings • What school day will look like • Expectations for attendance • Expectations for the wearing of school uniform (government guidance is that this should be worn as usual). • The avoidance of travel to school via public transport at peak times and measures the school are taking to work with parents to alleviate this • Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing • What will happen if there is a case of coronavirus at the school. 	L	L

				<p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date.</p> <p>Government guidance for parents is available at: What parents and carers need to know about early years providers, schools and colleges - GOV.UK (www.gov.uk)</p>		
Pupil wellbeing	Changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school	Pupils and staff	Serious	<p>Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available.</p> <p>Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the start of term 1 to ensure that pupil's needs are met.</p>	L	L
	Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils	Pupils and staff	Serious	<p>As parents will not be able to stay with their children to support their reintegration, we will discuss arrangements on an individual basis where we anticipate difficulties in this area.</p> <p>We will ensure that we have a contact number for the parent so that we can call to ask them to collect their child or provide reassurance to the parent if required.</p>	L	L
	Inadequate understanding or enforcement of pupil behaviour expectations.	Pupils and staff	Serious	<p>The school Behaviour Policy has been updated to include expectations re: arrangements for social distancing and movement around school; hygiene rules.</p> <p>Consistent methods of communication ensure that staff, pupils and parents are aware of these.</p>	L	L
Individual pupil medical requirements	Pupils in identified groups.	Extremely clinically vulnerable pupils (shielded)	Fatal/ Major	<p>All children still deemed clinically extremely vulnerable are advised not to attend school.</p> <p>https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people</p>	L	M

				<p>Where a pupil is unable to attend school because they are complying with clinical or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>		
	Pupils in identified groups.	Clinically vulnerable pupils	Serious	These pupils may attend school if they are categorised as vulnerable or are the children of critical workers and cannot remain at home.	L	L
	Pupils in identified groups.	Pupils living in a household with a person who is extremely clinically vulnerable.	Serious	These pupils may attend school if they are categorised as vulnerable or are the children of critical workers and cannot remain at home.	L	L
	Pupils in identified groups.	Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Serious	These pupils may attend school if they are categorised as vulnerable or are the children of critical workers and cannot remain at home.	L	L
1: I Provision of first aid and the administration of medication. Supervised toothbrushing.						

Provision of first aid		Pupils and staff	Serious	<p>We have reviewed our provision for first aid and have ensured that suitably qualified staff are on site at all times.</p> <p>Qualified first aiders are available as required Where reasonably practicable we will ensure that opportunities for pupils to mix with pupils who are not in their group are limited during the administration of first aid</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE and working in close proximity to an injured person.</p>	L	L
Administration of medication	Illness or injury to those who are unable to access their medication	Pupils and staff	Fatal/ major	<p>We have reviewed arrangements in place for the administration of medication and have ensured that staff responsible for groups of children are suitably aware of individual medical requirements as required (see below). School procedures for the administration of prescription and controlled medication will continue to apply.</p> <p>Parents have been advised that they must return any required medication to school; we will check that medication that has remained in school is still in date. Parents have been advised where this is not the case.</p> <p>Staff will wear PPE whilst administering medication if it is not possible to maintain 2m social distancing.</p> <p>Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) will be known to all staff and their requirements identified on class lists for each teaching group.</p> <p>EHC Plans or other relevant Healthcare Plans to be shared with staff responsible for each teaching group.</p> <p>Adrenaline Auto-injectors (AAI) and asthma inhalers to be easily accessible and their whereabouts known by staff and pupils. Pupils requiring these will be placed in a group with a member of staff who has had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack.</p>	L	M

				<p>They accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p> <p>We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.</p> <p>Tables will be cleaned after lunch, rubbish disposed of and bin emptied to avoid allergens remaining in the classroom for longer than necessary (NB - Comment from colleague) “The prevalence of allergens such as egg and dairy will be much higher in classroom – some schools are insisting that pupils have a school packed lunch – this won’t work for allergic children and the offering seems to be egg mayo, cheese, tuna – all understandable; schools should consider the offering in light of the allergic children they have in their school. The issue around this is that there is change and the risks need to be considered in light of that change.”</p>		
1: J Premises						
Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Serious	<p>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>Our fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> • all fire doors are operational • the fire alarm system and emergency lights are operational <p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the kitchen and/or food</p>	L	L

				preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes. See: Guidance for full opening: schools		
Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Serious	Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.	L	L
	Use of air conditioning accelerates the spread of coronavirus	All premises occupants	Serious	We have taken advice from our contractors re: the suitability of our air conditioning system for use at this time and taken the following action:	L	L
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security. Here, for high-risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removeable things - a weight or wedge - if there are people present who will be tasked with removing it if the alarm goes off and at the end of the day. Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).	L	L
	Inadequate ventilation contributes towards the spread of coronavirus. Open windows in the winter months mean that the temperature in buildings is uncomfortable.	All premises occupants	Serious	We will ensure that our building is heated to a temperature whereby staff and pupils can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation. This will be achieved by a variety of measures including:	L	L

				<ul style="list-style-type: none"> ● natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air ● natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>We note the following advice from HSE: https://www.hse.gov.uk/temperature/thermal/managers.htm https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems NB: Minimum workplace temperature is 16 degrees centigrade.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none"> ● 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. Including advising staff and pupils re: the value of layering clothing. ● rearranging furniture where possible to avoid direct drafts 		
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				Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.		
Use of temporary heaters	Unguarded devices increase potential for fire and injury to staff and pupils	All premises occupants	Serious	Where temporary devices are deployed, we will ensure that <ul style="list-style-type: none"> • electrical sockets are not overloaded • Heaters are suitably guarded so as not to cause injury to staff and pupils • Cables etc do not form trip hazards • There is a regime in place to ensure that all devices are switched off when not in use and that this is checked at the end of the day. 	L	L
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Pupils and staff	Serious	Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements. We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required. Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.	L	L
1: K Curriculum delivery: Music and PE						
Curriculum delivery: Music	Increased likelihood of infection from coronavirus from playing musical instruments and singing.	Pupils and staff	Serious	Only keyboards are shared by students. Between use they are cleaned with disinfectant Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts	L	L

				<p>We will mitigate the potential aggregate risk of aerosol transmission by:</p> <ul style="list-style-type: none"> ● Playing instruments and singing outdoors where possible. If indoors limiting numbers where necessary to take account of space. ● If indoors using a room with as much space as possible e.g.: large room with high ceiling. Limiting numbers to take into account ventilation and the ability to social distance. ● Singing, wind and brass playing will 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 is in place. ● In smaller groups where activities can take place strict social distancing between each singer and player and between singers and players and any other persons e.g.: conductors or accompanists. Current guidance is that if the activity is fact to face and without mitigating actions 2m is appropriate. ● Pupils should be positioned back-to-back or side to side when playing or singing (rather than face to face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player. ● Microphones will be used where possible or singing to be carried out quietly <p>When handling instruments:</p>		
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				<ul style="list-style-type: none"> Increased handwashing is required before and after handling equipment particularly if it is being used by more than one person. Sharing equipment will be avoided. Any shared equipment including cases, props, chairs and microphones must be disinfected regularly and always between users. Instruments should be cleaned by the pupils playing them where possible. Handling of music, parts and scripts to be limited to individual using them only. Pick up and drop off points to be set up rather than passing equipment etc hand to hand. <p>See Section 1L Re: Public Performances</p>		
Curriculum delivery: Drama and dance	Increased likelihood of infection from coronavirus	Pupils Staff	Serious	<p>In addition to the adherence to agreed pupil groupings particular care will be taken to maintain social distancing.</p> <p>Staff will not physically correct pupils.</p> <p>Lessons will be devised that do not incorporate opportunities for contact between pupils</p> <p>Background or accompanying music will be kept at levels that do not encourage teachers or other performers to raise their voices unduly.</p> <p>Microphones will be used to reduce the need for shouting/ raised voices. If it is necessary to share these they will be cleaned between use by individuals.</p>	L	L

<p>Curriculum delivery: Physical Education</p>	<p>Increased likelihood of infection from coronavirus</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>We have flexibility to decide how physical education, sport and physical activity will be provided to pupils attending school while following the measures in our system of controls.</p> <p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. However, outdoor activities and sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise.</p> <p>The ability for schools to offer team sports is likely to be limited. Where we are considering team sports schools must only consider those sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government i.e., sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.</p> <p>We note that competition between different schools will not take place until wider grassroots sport for under 18s is permitted</p> <p>We will refer to advice from organisations such as the Association for Physical Education, Sport England and Youth Sport Trust.</p> <p>We note that schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that it is</p>	<p>L</p>	<p>L</p>
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				safe to do so. We will consider carefully how such arrangements can operate within our wider protective measures.		
1: L Social distancing in the wider school environment						
Arrival and departure from school	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	We will review start/ finish times to keep groups of pupils apart as they arrive and finish school. This will not involve the loss of teaching time	L	L
Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	We will arrange for pupils to access rooms directly from outside where possible. Circulation routes around the school have been reviewed. Where possible there are one-way circulation routes in corridors and stairways. Arrangements are in place to stagger breaktimes and lunchtimes to reduce numbers accessing circulation routes.	L	L
Lunchtimes	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Pupils and staff	Serious	Liaison with catering contractors is in place. Our own catering staff arrangements for social distancing have been implemented.	L	L
	Payment for food (secondary)	Pupils and staff		All payment is contactless using our lanyard cards.	L	L
	Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements	Pupils and staff	Serious	Pupils will enter the lunch area in their existing groups. Groups to be kept apart as far as possible.	L	L
Breaktimes	Exposure to infection from inadequate social distancing: breaktimes	Pupils and staff	Serious	Outside areas can be shared but pupils will remain in their distinct groups. Different groups of pupils must not play sports or games together. Outdoor equipment will be cleaned regularly. Multiple groups of children will not use it simultaneously.	L	L

Public performances	Exposure to infection from inadequate social distancing.	Pupils Staff Wider community	Serious	We will not host performances with an audience until permitted to do so.	L	L
Educational visits	Exposure to infection from inadequate social distancing etc	Pupils and staff	Serious	We will not undertake any educational visits until permitted to do so.	L	L
1:M Social distancing: Offices and shared staff areas						
School Reception areas	Exposure to infection from inadequate social distancing: visitors to school.	Pupils and staff	Serious	Any visitors to site are to be by appointment only. Parents have been advised that they should call the office rather than coming into school. Door entry systems to be adjusted so that visitors cannot enter the reception area where there is not a physical barrier between office staff and visitors. Signage has been erected to advise visitors of social distancing protocols. Consultations with parents/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use. Payments to be online/ contactless where possible. Office staff to wear gloves when handling cash. Staff signing in arrangements - sanitiser available to clean hands after use Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.	L	L
	Exposure to infection from deliveries arriving at the school.	Staff	Serious	Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by phone of their arrival. School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver. Where it is not feasible to quarantine deliveries staff must	M	M

				wash their hands after unpacking items and dealing with waste packaging.		
	Violence and aggression towards school staff causes injury and distress	Pupils and staff	Serious	We will maintain transparency and regular contact with all members of the school community. Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask. Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.	L	L
Other work areas	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	Staff meetings will be held remotely; if this is not possible 2m social distancing guidance will be followed. Furniture reconfigured in staff areas to allow 2m distancing. Room capacity is adhered to. All areas are cleaned regularly. ICT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use.	L	L
Contractors working on the premises.	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Serious	All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours. For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community.	L	L
1: N Afterschool clubs						
Afterschool Clubs	Arrangements for infection control, social distancing etc are not practised at Afterschool Club thus increasing the risk of infection within the school community.	All members of the school community	Serious	We will continue to offer this provision for children attending our site. Guidance for operating may be found as follows: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-pandemic	L	L

				virus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak		
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Part 2: Maintaining educational provision in the event of a local outbreak

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? (Use a row for each one identified)	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected? (See Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Table 1)	What is the Risk Rating ? (See Table 2 and 3)
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Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil/ student is placed at risk.	All	Serious	Concerns may become apparent during interaction in the community, online communication etc All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period.	L	L
	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	School E-Safety Policies continue to apply. Communication must only take place through school channels approved by the senior leadership team. Staff must not make informal arrangements to contact students using their own phones/ devices etc.	L	L
	Injury or contamination of staff undertaking home visits. Vulnerable pupils/ students are 'missed' through lack of contact etc.	Visiting staff	Serious	Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating. Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit). Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals. If phoning families we will speak to the child as well.	L	L

PART 3: Arrangements for staff working from home during a local outbreak

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? (Use a row for each one identified)	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected? (See Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Table 1)	What is the Risk Rating ? (See Table 2 and 3)
Use of display screen equipment e.g.: laptop, desktop etc.	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Serious	<p>We follow guidance from HSE (March 2020) as follows: For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments. However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using: www.hse.gov.uk/pubns/ck1.pdf</p>	L	L

				<p>We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> • breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity • avoiding awkward, static postures by regularly changing position • getting up and moving or doing stretching exercises • avoiding eye fatigue by changing focus or blinking from time to time. 		
Data protection	<p>Data breach exposes staff or students to risk of harm.</p> <p>Data breach is undetected.</p>	All	Serious	<p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data. School Data Protection Policies and Procedures apply. Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.</p>	L	L
Workplace stress exacerbated by social isolation.	<p>Depression</p> <p>Anxiety and other forms of mental illness</p>	Staff working from home	Serious	<p>Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods.</p> <p>Access to counselling services is provided by Health Assured. All staff have been provided with details of this for use at home.</p>	L	L

Action plan:

What is the Hazard you need to Control? (medium to high from the risk rating above)	What additional precautions do you need to either eliminate or reduce the risk to an acceptable level?	Who is responsible for implementing these controls?	When are these controls to be implemented (Date)?	When Were these controls implemented (Date)?
Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	We have put in place all necessary precautions but the risk still remains at moderate in the pandemic			
Contact with those developing symptoms of the virus during the working day.	We have put in place all necessary precautions but the risk still remains at moderate in the pandemic			
Exposure to infection Classroom teaching Secondary	We have put in place all necessary precautions but the risk still remains at moderate in the pandemic			

Exposure to coronavirus while travelling to and from school and within wider social groupings (outside school).	Students are reminded of the risk involved in public transport. Exposure here is out of our control. Clear processes in site must be fully adhered to			
Staff anxiety Potential for staff to suffer serious illness if they contract coronavirus.	Staff are invited to speak to a member of the SLT to express any concerns	EB	4/3/20	4/3/20
Concerns from staff in identified work groups	We are following guidelines from PHE. Vulnerable staff have a risk assessment for their attendance at school and a separate meeting to ensure they are confident with measures in place.	EB	4/3/21	4/3/21
Potential for the introduction of coronavirus into the school	We have put in place all necessary precautions but the risk still remains at moderate in the pandemic			
Potential for the introduction of coronavirus into the school	We have put in place all necessary precautions but the risk still remains at moderate in the pandemic			
Pupils in identified groups.	We have put in place all necessary precautions but the risk still remains at moderate in the pandemic			
Illness or injury to those who are unable to access their medication	All students medication has been checked to ensure a) it is on site b) it is still in date	KHU	4/3/21	4/3/21
Exposure to infection from deliveries arriving at the school.	We have put in place all necessary precautions but the risk still remains at moderate in the pandemic			

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood/Probability of Harm	Meaning of likelihood/probability
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Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	High (Likely/probable)	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	Medium (possible)	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	Low (unlikely)	Not Likely to occur

Table 2: Risk rating matrix: Potential severity of harm + Likelihood/ probability of Harm = Risk rating

	High (Likely/Probable)	Medium (Possible)	Low (Unlikely)
Fatal/Major Injury	VERY HIGH	HIGH	MEDIUM
Serious Injury	HIGH	MEDIUM	LOW
Minor Injury	MEDIUM	LOW	LOW

Table 3: Action required: Key to ranking and what action to take

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