

Risk Assessment: School operation from 1 September 2020: response to Coronavirus (COVID-19)

Section 1

Establishment: Huish Episcopi Academy	Date of Assessment: 30 October 2020	Review date: 18 December 2020 (Complete once the action plan section below is addressed)
Assessed by: Please note all those involved should sign up to this assessment. Print below: NAME: DATE: 30 October 2020 1. Chris Wade 2. Matt Wood 3. Gary Cole etc.	Staff signatures: 1. 2. 3. etc. I/We have read and understood this RA and our role in its implementation.	

BACKGROUND AND CONTEXT

From 1 September 2020 all schools are required to reopen for all pupils.

This risk assessment has been developed to support the implementation of the government guidance for the reopening of schools first issued on 2 July 2020 (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>)

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

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

Part 1: Reopening schools from 1 September 2020 (updated October 2020)

The rationale for schools re-opening for more groups of pupils is set out in the document Education and childcare during coronavirus: Guidance for the full reopening of schools. It is predetermined on the principle that cases of coronavirus have reduced and that there is an effective ‘Track and Trace’ process in place. The guidance is clear that risks posed to pupils from remaining out of school in terms of their wellbeing, safeguarding and academic achievement outweigh those posed from the contraction of coronavirus. In relation to working in schools the guidance states that “whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics’ analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults”

The latest guidance is available here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This risk assessment is based on the control measures described in the government guidance for reopening schools referred to above. This states that if schools follow the control measures as set out below, they can be “confident that they are managing risk effectively”.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the following sections.

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) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

- 9) Engage with the NHS Test and Trace process.
- 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

Information to Aid the completion of the Risk Assessment format

Risk rating matrix:

RISK RATING

Very High Risk

Likelihood	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
Low Risk	Impact				

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

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

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

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	Medium	<p>Guidance has been issued to the entire school community. Here, anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. OR they have tested positive for coronavirus in the last 10 days.</p> <p>Those affected must follow government stay at home guidance as follows 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>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p>	2	3	6

	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Low	<p>Our procedure will be that If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they will be moved, to the sixth form reception area where they will be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. 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 will ensure they use a separate bathroom. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	1	3	3
--	---	------------------	-----	---	----------	----------	----------

			<p>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>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive</p> <p>They 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 the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>All pupils and members of staff will be required to wear face coverings when moving around the school site during busy times (e.g. lesson change over and social times). This can only be removed when in the classroom or designated teaching area.</p> <p>A one-way system is in place to prevent pupils from crossing in corridors.</p>			
--	--	--	---	--	--	--

				Desks will be cleaned by teachers in between lessons and all pupils and other visitors will be required to use hand sanitiser when entering a room.			
Engagement with the NHS Track and trace Process	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Low	<p>Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and 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. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by</p>	1	3	3

				<p>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>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 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. • if someone tests positive, they should follow the https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-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 14 days.			
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	Low	<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 contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact 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 14 days since they were last in close contact with</p>	1	3	3

			<p>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 places between children and staff in 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.</p> <p>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. Huish Episcopi Academy will 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</p>			
--	--	--	--	--	--	--

				<p>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 14-day isolation period they should follow ‘https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection’. 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 14-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 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 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>We note that schools should not request evidence of negative test results or other</p>			
--	--	--	--	---	--	--	--

				<p>medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>			
Containing any local outbreak	<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	Medium	<p>We note that if schools have two or more confirmed cases within 14 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 or equivalent, where an outbreak in a school is confirmed, a mobile testing unit may</p>	1	4	4

				<p>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 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	Medium	<p>Opportunities are provided for staff and pupils to clean their hands with hand sanitizer or soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • after sneezing/coughing. <p>Covered bins will be available for disposal of paper towels and will be emptied periodically during the day.</p> <p>Supervision by staff is provided as needed.</p>	2	3	6

				<p>Signage about how to wash hands properly, is on display and reinforced with pupils.</p> <p>Where sinks are not easily accessible from the room used by a 'group' of pupils, hand sanitiser will be available.</p>			
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Low	<p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with pupils.</p> <p>Covered bins are available for the disposal of used tissues.</p>	1	3	3
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Low	<p>Our cleaning specification has been reviewed to ensure we comply with requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p><u>NB, we note that PHE / NHS will publish revised guidance for cleaning nonhealthcare settings by the end of the summer.</u></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>	1	3	3

				<p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <p>Door handles</p> <p>Kettles</p> <p>Taps</p> <p>Switches</p> <p>Phones</p> <p>Laptops /</p> <p>Printers and photocopiers</p> <p>Staffroom/ food preparation</p> <p>Surfaces that pupils are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</p>			
Safe use of cleaning products	<p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc.</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.</p>	Pupils and staff	Low	<p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE will be provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products are available.</p> <p>Only recommended cleaning products will be used.</p>	1	3	3
	Use of hand sanitiser potential for improper use and ingestion.	Pupils and staff	Low	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy.</p>	1	3	3

				<p>We have obtained the Safety Data Sheet for the product(s) used on site. They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>This will also help with potential reactions to the product.</p> <p>We have and will secure adequate supplies of the product and provide it, especially in areas such as reception.</p> <p>We will not make our own having addressed the national CLEAPSS guidance.</p>			
Measures to reduce contamination from coronavirus.	Use of shared resources	Pupils and staff	Medium	<p>Staff and pupils will have individual pens, pencils etc. that are not shared.</p> <p>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.</p> <p>Resources that are shared between groups/bubbles will be cleaned frequently and between use by different groups/bubbles or rotated to allow them to be quarantined and out of reach for 48 hours (72 hours plastics).</p> <p>Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.</p>	2	3	6
	Items from home to school and vice versa	Pupils and staff	Low	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.	1	3	3

				<p>Pupils and teachers can take books and other shared resources home although this will be limited.</p> <p>Rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p>			
	Harder to clean items	Pupils and staff	Serious	<p>We have removed soft furnishings and items that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice.</p> <p>Where these remain, they will be subject to regular cleaning and disinfection.</p>	1	3	3
	Items requiring laundry	Pupils and staff	Serious	<p>We will ensure that all items that are laundered within the school are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes.</p>	1	3	3

	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	Medium	<p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <p>Holding zones for each year group at the start and end of the day.</p> <p>Face coverings to be worn when moving around the site at busy times (e.g. lesson change overs and social times).</p> <p>Staggered break and lunch times within year bubbles.</p>	2	3	6

				A one-way system in place to prevent crossing in corridors.			
Social distancing for large groups of pupils.	Large groups of pupils and/or adults increase the likelihood of exposure to and transmission of coronavirus	Pupils and staff	Low	Assemblies, performances, visiting groups etc. will not take place until further notice. Zoom/ Micro Soft Teams, etc. will be used as an assembly replacement when appropriate.	1	3	3

1:D Minimising contact (social distancing) Phase specific guidance. Delete sections that are not applicable.							
Grouping of pupils and social distancing of pupils	Exposure to infection Classroom teaching	Pupils and staff	Medium	<p>We are following government guidance as follows:</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p> <p>We will maintain consistent groupings of pupils within year groups as per the timetable.</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>	2	3	6

			<p>Screens have been fitted to teacher desks where a 2m gap cannot be maintained.</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 will minimise mixing for arrival, lunchtime, breaks and departure. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk</p> <p>We are referring to CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) / afPE (Association for Physical Education) guidance available for specialist areas.</p>			
--	--	--	---	--	--	--

1: E Use of Personal Protective Equipment							
Use of Personal Protective Equipment (PPE)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Low	<p>Whilst we recognise the Government guidance 'https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education' does not make the use of a face covering or face masks in educational settings mandatory, any member of staff or pupil wishing to wear a face covering will be permitted to do so. The government guidance is as follows:</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 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>We are complying with the above and are using our local supply chains to obtain PPE. We have</p>	1	3	3

				<p>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.</p> <p>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>Use of Personal Protective Equipment (PPE) by pupils (over the age of 11) and staff arriving at school.</p> <p>NB: Wearing of PPE mandatory on public transport for those over the age of 11 without health exemptions.</p>	<p>Poor processes for the removal and disposal of PPE increases the likelihood of infection from coronavirus.</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>Pupils (and staff) will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.</p>	<p>1</p>	<p>3</p>	<p>3</p>

1: F School transport and travel arrangements							
<p>School transport</p>	<p>Risk of exposure to coronavirus whilst using dedicated school transport.</p>	<p>Pupils and staff</p>	<p>Medium</p>	<p>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to</p>	<p>2</p>	<p>3</p>	<p>6</p>

				<p>adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.</p> <p>Our approach to dedicated transport will consider, where possible:</p> <ul style="list-style-type: none"> • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of academy provided vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11 on public transport (not dedicated school transport), where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet <p>We will liaise with transport providers and the LA transport department if applicable to ensure that their drivers/escorts do not work if they have symptoms of the virus, hygiene rules are followed and appropriate distance kept between passengers.</p>			
	Exposure to coronavirus when travelling to and from school	Pupils	Low	We have provided clear messages to pupils about minimising the use of public transport	1	3	3

	and within wider social groupings (outside school).			<p>and how to reduce the risks of transmission outside of school.</p> <p>If being transported by car, pupils and families have been reminded to follow government guidance on social distancing.</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	Low	Where staff would normally use public transport to travel to work, we will discuss options to alleviate this e.g.: provision of parking or parking permits, or facilities such as secure cycle storage to support people to walk, run or cycle to work where possible.	1	3	3
	Risk of exposure to coronavirus whilst using school vehicles.	Pupils and staff	Low	<p>School vehicles will be used for essential purposes only.</p> <p>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. Sanitiser and wipes available for use within the vehicle.</p>	1	3	3

				School safeguarding procedures to be followed re1:1 transport in school vehicles.			
--	--	--	--	---	--	--	--

1: G School workforce							
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Medium	<p>Individual discussions will be held with staff as necessary to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services. Including Care First, which provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>Any member of staff who is exempt from wearing a face covering will be offered a "Hidden disability" lanyard.</p> <p>HR advice is available if required.</p> <p>We are working with the trade unions. https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</p>	2	3	6
Staff who may be at increased risk from coronavirus.	Staff anxiety Potential for staff to suffer serious illness if they contract coronavirus.	Staff in at risk group	Medium	<p>We recognise 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.</p>	2	4	8

				<p>We will remain alert to the findings of this research and respond to any changes in guidance accordingly.</p> <p>If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks.</p> <p>Where practically possible we will accommodate additional measures to support staff where appropriate.</p> <p>We are have developed this risk assessment with reference to our Equalities Policies and Procedures to ensure that that those affected by the control measures in this risk assessment are not unlawfully discriminated against.</p> <p>We note that people who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>			
Staff training	Staff are not aware or do not understand the requirements for working safely.	All staff	Low	<p>In preparation for a full return on 8 September 2020 training and written instruction was provided re: operating procedures outlined in this risk assessment to all staff. This includes:</p> <ul style="list-style-type: none"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) • Day to day organisations and procedures including arrangements for 	1	3	3

				<p>cleaning, staff welfare facilities, travel to work</p> <ul style="list-style-type: none"> • The importance of keeping teaching groups separate during the day • Arrangements for break times and lunchtimes • Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy). • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms • Changes to school behaviour policies • Curriculum adaptations required re: social distancing • Site security and fire safety including evacuation and lockdown procedures. • Use of PPE (where applicable). 			
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Medium	<p>We note that individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</p> <p>We will be flexible in how those members of staff are deployed.</p>	2	4	8
		Clinically vulnerable including	Serious	<p>May attend work but should follow advice https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p>	2	4	8

		pregnant women		(NB an individual risk assessment must be carried out for new and expectant mothers; exposure to coronavirus should be included as a potential hazard).			
Use of supply teachers and other temporary or peripatetic staff	Potential for the introduction of coronavirus into the school		Medium	<p>We note that it is permissible for supply staff and other temporary works 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>	2	3	6
Use of volunteers	Potential for the introduction of coronavirus into the school		Medium	<p>Volunteers may be used to support the work of the school, as would usually be the case.</p> <p>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.</p>	2	3	6

	1:H Pupil wellbeing						
Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures.	All members of the school community	Medium	<p>Our communication with parents and pupils prior to our return in September included information about:</p> <ul style="list-style-type: none"> Arrival and departure from school and arrangements for parents to access the site 	2	3	6

				<ul style="list-style-type: none"> • 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. <p>Any pupils who are exempt from wearing a face covering will be offered a “hidden disability” lanyard.</p>			
Pupil wellbeing	Changing family circumstances likely to have an adverse effect of pupil’s ability to reengage with school	Pupils and staff	Low	<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>	1	3	3
	Ineffective reintegration of young/ vulnerable pupils who have not been attending	Pupils and staff	Low	As parents will not be able to stay with their children to support their reintegration, we will			

	school for a number of weeks causes anxiety and distress for parents and pupils			<p>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>	1	3	3
	Inadequate understanding or enforcement of pupil behaviour expectations.	Pupils and staff	Low	<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>	1	3	3
Individual pupil medical requirements	Pupils (or their family members) in identified groups.	Extremely clinically vulnerable pupils (shielded)	Medium	<p>We note that where pupils are no longer required to shield but generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). See: COVID-19 - 'shielding' guidance for children and young people.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education.</p>	2	4	8

				Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.			
		Clinically vulnerable pupils	Low	These pupils should attend school	1	3	3
		Pupils living in a household with a person who is extremely clinically vulnerable.	Serious	These pupils should attend school	1	3	3
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Serious	These pupils should attend school	1	3	3

1: I Provision of first aid and the administration of medication							
Provision of first aid		Pupils and staff	Low	Qualified first aiders are available as required. Where reasonably practicable we will ensure that opportunities for pupils to mix with pupils who	1	3	3

				<p>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>			
Administration of medication	Illness or injury to those who are unable to access their medication	Pupils and staff	Low	<p>School procedures for the administration of prescription and controlled medication will continue to apply.</p> <p>Parents have been advised that they must return any required medication to school; we will check that medication that has remained in school is still in date. Parents have been advised where this is not the case.</p> <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</p>	1	3	3

				<p>training to administer the AAI and recognise the signs of an allergic reaction/asthma attack.</p> <p>They accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p> <p>We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.</p> <p>Rubbish will be disposed of and bins emptied to avoid allergens remaining in the classroom for longer than necessary.</p>			
--	--	--	--	---	--	--	--

	1: J Premises						
Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Low	We will ensure that all outlets have been flushed before resuming normal operation. Following this, we have commissioned a water treatment specialist to test the system, which we anticipate will present no problems. If it does, they will chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied.	1	3	3

				<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 preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p> <p>See: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p>			
Ventilation (Open windows and doors are	Falls from height (open windows)	All premises occupants	Low	Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that	1	3	3

recommended as a means of improving air circulation within the building)				window opening restrictors must not be removed.			
	Use of air conditioning accelerates the spread of coronavirus	All premises occupants	Low	We have taken advice from our contractors re: the suitability of our air conditioning system for use at this time and taken the following action: ACU can be used from September 1 st .	1	3	3
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Low	We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security. Here, for high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removable wedges. Door guards etc., will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).	1	3	3
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Pupils and staff	Low	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.	1	3	3

				Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.			
--	--	--	--	--	--	--	--

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		<p>We will reduce the risk of transmission by physical distancing and not playing instruments other than key board in music lessons, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.</p>	1	3	3
Curriculum delivery: Physical Education	Increased likelihood of infection from coronavirus	Pupils and staff	Medium	<p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p>	2	3	6

				<p>We have referred to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p>			
--	--	--	--	--	--	--	--

1: L Social distancing in the wider school environment							
Arrival and departure from school	Exposure to infection from inadequate social distancing	Pupils and staff	Medium	Pupils will be allocated a year group holding zone, separate from other year groups on arrival and when awaiting departure.	2	3	6
Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Medium	<p>We will arrange for pupils to access rooms directly from outside where possible.</p> <p>Circulation routes around the school have been reviewed. Where necessary there are one-way circulation routes in corridors and stairways.</p> <p>Arrangements are in place to stagger break times and lunchtimes to reduce numbers accessing circulation routes.</p>	2	3	6

Lunchtimes	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Pupils and staff	Medium	Our own catering staff arrangements for social distancing have been implemented.	2	3	6
	Payment for food (secondary)	Pupils and staff	Low	Finger recognition systems for meal payment is not being used. Pupils will pre-order for each morning. Where payment is required pay cards will be allocated for use on the machines.	1	3	3
	Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements	Pupils and staff	Medium	Pupils will collect lunch from a designated area and will need to queue appropriately. Each year group will have its own area for food collection. We have addressed the potential for eating in classrooms and will use this option if necessary, as long as suitable levels of supervision can be achieved and cleaning is carried out before and after the consumption of food.	2	3	6
Break times	Exposure to infection from inadequate social distancing: break times	Pupils and staff	Medium	Outside social areas will not be shared and pupils will remain in year 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.	2	3	6
Educational visits	Exposure to infection from inadequate social distancing etc.	Pupils and staff	Medium	We note government guidance advises against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings . In line with government guidance we will consider the reintroduction of non-overnight domestic educational visits. These trips will include any trips for pupils with SEND connected	2	3	6

				<p>with their preparation for adulthood (for example, workplace visits, travel training etc.).</p> <p>Our risk assessment for carrying out these visits will be carried out in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination and wider advice on visiting indoor and outdoor venues.</p> <p>We will also make use of outdoor spaces in the local area to support delivery of the curriculum if this can be carried out in line with the implementation of the protective measures outlined in this risk assessment.</p> <p>(See https://oeapng.info/downloads/download-info/4-4k-coronavirus/)</p>			
--	--	--	--	--	--	--	--

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	Low	<p>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.</p> <p>Signage has been erected to advise visitors of social distancing protocols.</p> <p>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</p>	1	3	3

				<p>any consultation room and the room cleaned after use.</p> <p>Payments to be online/ contactless where possible. Office staff to wear gloves when handling cash.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p>			
	Exposure to infection from deliveries arriving at the school.	Staff	Low	<p>Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by phone of their arrival.</p> <p>School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver.</p> <p>Where it is not feasible to quarantine deliveries staff must wash their hands after unpacking items and dealing with waste packaging.</p>	1	3	3
	Violence and aggression towards school staff causes injury and distress	Pupils and staff	Low	<p>We will maintain transparency and regular contact with all members of the school community.</p> <p>Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/section 547 warnings/action.</p>	1	3	3

Other work areas	Exposure to infection from inadequate social distancing: other work areas	Staff	Medium	<p>Staff meetings may be held remotely; if this is not possible 2m social distancing guidance (1m with mitigation) will be followed.</p> <p>Furniture reconfigured in staff areas to allow 2m distancing; screens between office workers etc., has been implemented where necessary.</p> <p>All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.</p> <p>ICT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use.</p>	2	3	6
Contractors working on the premises.	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Low	<p>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.</p> <p>For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community.</p>	1	3	3

	1:N Afterschool and breakfast clubs						
Afterschool and Breakfast Clubs	Arrangements for infection control, social distancing etc. are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.	All members of the school community	Low	<p>We will not be running breakfast clubs until further notice.</p> <p>After school clubs will resume from the start of November. Children will be kept within their year groups for all activities.</p> <p>As with physical activity during the school day, contact sports will not take place.</p>	1	3	3

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

Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil/ student is placed at risk.	All	Medium	Concerns may become apparent during interaction in the community, online communication etc. All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period.	2	3	6
	Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school	Pupils	Medium	School to provide information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse. School to make parents aware of sites they are asking their children to use and school staff their child will interact with.	2	3	6
	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Low	School E-Safety Polices continue to apply. Communication must only take place through school channels approved by the senior leadership team.	1	3	3

				Staff must not make informal arrangements to contact students using their own phones/ devices etc.			
	<p>Injury or contamination of staff undertaking home visits.</p> <p>Vulnerable pupils/ students are 'missed' through lack of contact etc.</p>	Visiting staff	Serious	<p>Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating.</p> <p>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).</p> <p>Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals.</p> <p>If phoning families we will speak to the child as well.</p>	1	3	3

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

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	Low	<p>We follow guidance from HSE (March 2020) as follows:</p> <p>For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments.</p>	1	3	3
--	--	-------------------------	-----	--	----------	----------	----------

				<p>However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using: www.hse.gov.uk/pubns/ck1.pdf</p> <p>We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> • breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity • avoiding awkward, static postures by regularly changing position • getting up and moving or doing stretching exercises • avoiding eye fatigue by changing focus or blinking from time to time. 			
Data protection	Data breach exposes staff or students to risk of harm. Data breach is undetected.	All	Low	<p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.</p> <p>School Data Protection Policies and Procedures apply.</p> <p>Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.</p>	1	3	3
Workplace stress exacerbated by social isolation.	Depression Anxiety and other forms of mental illness	Staff working from home	Serious	Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods.	1	3	3

				Access to counselling services is provided by Care First. All staff have been provided with details of this for use at home.			
--	--	--	--	--	--	--	--