

Risk Assessment – COVID-19 (v3.2)	02 03 2021	Shoreham Academy
Responsible Person	Tim Harkins Business Director, Principal Jim Coupe	
Other Persons Involved	Principal, Churchill’s Cleaning Company, Jim Clarke Staff governor, Angela Elliott UNISON rep, Mat Smith NEU staff rep, Andrew Swayne, H&S Link Governor, Jeanette Salter, Student Services Manager, Michelle Wilkins Finance & Admin Manager, Premises team	
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Schools coronavirus (COVID-19) operational guidance (22 February) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (22 February) • DfE - Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (23 February) • DfE – Face coverings in education (8 January) • DfE - Safe working in education, childcare and children’s social care (14 December) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (10 February) • NHS - Test and Trace – How it works (11 January) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary) 	

Covering staff and pupil H&S for the reopening of schools from 8 March 2021 and for those staff who will continue or need to work from home. The term 'school' is used throughout to refer to schools and early years settings as applicable.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school/setting:

At all times

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they 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 for everyone 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) Minimise contact across the setting/site and maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated

In specific circumstances

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, where available

In response to any infection

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

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD)
- Anyone in a support bubble or childcare bubble as if they were part of the same household
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
 - travelled in the same vehicle or a plane

The symptoms of COVID-19 are: a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • An individual RA is available for those who feel they may be at higher risk from infection • Clinically extremely vulnerable staff (CEV) are advised not to attend the workplace • Staff who are required to quarantine having recently visited a county outside the common travel area will not come into school • Any other staff who are not required in school and who can continue to work from home will do so • Staff are either taking part in asymptomatic testing in line with DfE guidance, or for those that have not volunteered, weekly health screening is being carried out. HR to send weekly health screening each week on Monday am. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate pending the results of this test. • Close contact self-isolation of staff and their contacts will continue even when an asymptomatic testing programme is in place. • Where the PCR test returns a positive result: <ul style="list-style-type: none"> ○ The staff member self-isolates for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persists beyond this time. ○ The staff member must notify the school of the test result immediately ○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required ○ The school will carry out close contact tracing to identify any other staff or pupils who will be required to self-isolate ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was. • If the test result is negative the staff member can return to school when they feel well enough to do so. Any close contacts who were self-isolating can stop doing so. • Where an LFD test returns a positive result: <ul style="list-style-type: none"> ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work ○ (In school testing) staff member self-isolates for 10 full days from the day after the test. (There is no requirement to validate with a PCR test) Any close contacts must also self-isolate. ○ The school must be notified of the test result in the case of testing from home ○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required ○ The school reviews the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was.
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of COVID-19 should not attend school for 10 full days from day after the onset of symptoms and is expected to undertake a test. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. • Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required. • A negative result means the pupil can return to school.

			<ul style="list-style-type: none"> • Secondary pupils are eligible for enrolment on the asymptomatic testing programme (three tests on the return to school, twice weekly home tests after that) <ul style="list-style-type: none"> ○ (In school testing) pupil self-isolates for 10 full days from the day after the test. Any close contacts must also self-isolate ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to school ○ The school must be notified of the test result in the case of testing from home • Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. The symptomatic household member should arrange a test. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. • Clinically extremely vulnerable pupils are advised not to attend school at this time. • Pupils/children who are required to quarantine having recently visited a country outside the common travel area must not come into school
		Visitors contracting COVID-19	<ul style="list-style-type: none"> • All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process. • Details of any specific local procedures are communicated to all visitors before they come to site. • Reception risk assessment was updated for March 2021 • Parents are advised to drop children off alone, i.e. not to come with partners or family and not to congregate at the school entrance. • Contractors attending while school is operational are notified that the school is operational and their access requirements reviewed on a case by case basis. <ul style="list-style-type: none"> ○ All contractors require TH/KC permission to be on site and will follow social distancing and any other health and safety guidance required. ○ All contractors to sign in/out at main reception and be informed of social distancing and any other related measures in place in school for when they are working. • Central office staff visiting schools are eligible for inclusion in asymptomatic testing but this is not a condition of entry and all normal infection control practices will still be followed.
Asymptomatic Testing Programme	Staff, Pupils	Additional measures required to support testing that is carried out in a school that is an asymptomatic testing site (ATS), i.e. not tests that are carried out at home by either staff or pupils	<ul style="list-style-type: none"> • All testing is carried out in strict adherence to the procedures contained in the <i>“NHS How to Guide: Rapid Testing in Schools and Colleges”</i> (the ‘How to Guide’) • Training – The school has followed the <i>‘How to guide’</i>. All staff involved in the programme have completed the online training relevant to their assigned role(s) and have been signed off as competent by using the competency assessment templates provided by DfE/PHE. • Premises – The area Main Sports Hall has been set up in compliance with the <i>‘How to guide’</i> The school has made provision for all materials required as detailed in the same. Testing areas are cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already covered in other existing school risk assessments. • Signage – the testing area has been clearly demarcated to support flow and to prevent unauthorised entry. • Logistics – <ul style="list-style-type: none"> ○ Students and staff will wait in the atrium in two separate class queues if in larger numbers or in sports hall corridor socially distanced at 2M apart while waiting to be registered for testing. Markings will be in place

- Students/Staff will be called up to one of the registration desks, wearing a mask and will be asked to sanitise hands and if they have any symptoms. If they have symptoms the procedure for a positive test will be followed. Student and staff consents will be checked prior to commencing testing.
 - Once guided through the registration process the team leader will direct a test subject to a free testing bay. Privacy screens will be in place for test subjects.
 - The student or staff member will be supported by the testing assistant to undertake the self-swabbing test and then the area will be cleaned down. Test Subjects will remain 2M from staff at all times and 1M from students in their own bubble.
 - The student will leave/staff member will leave following the one-way system out of sports hall and back in through PE entrance or supervised to go offsite for initial tests from 8th March. They will leave with their testing card and receive email/SMS notification of the result later.
 - The test will be processed as per guidance and logged on test and trace and the school systems and logged locally on the school testing database for internal test and trace processes.
 - PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff are trained in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the ‘How to guide’
 - Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school’s existing manual handling procedures.
 - Waste – Healthcare waste contracts have been established and the Premises Manager will ensure that waste streams are not contaminated and that all waste is removed from site in a timely manner.
 - Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the ‘How to guide’ and the linked training modules.
 - First Aid – the school will ensure that access to first aid provision is possible whenever asymptomatic testing is being carried out.
 - Monitoring – the school’s Quality Lead/Team Leader verifies the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained.
 - Assisted Testing – tests will be self-administered under direction of the testing team. Where additional assistance is required verbal assistance in multiple formats will be offered. In cases where this still does not work the school will liaise with the parents/carers to support testing separately.
 - Self-Testing, students and families who wish to undertake home testing must first have had three assisted tests in school.
- Results
- Participants may return to work or class while awaiting their result. (Other than the first of the initial 3 tests on return)
 - Anyone in receipt of a positive LFD test result needs to self-isolate for 10 full days after the test. They do not need to take a confirmatory PCR test and must follow all guidance for confirmed positive case.
 - Those undertaking home tests must report their results to Test and Trace and the school and in the case of a positive result, self-isolate and arrange a PCR confirmation test.
 - 2 identical barcodes are provided to subject at check in and one used on our registration card
 - The subject registers (or is supported to register) their details to a unique ID barcode before conducting the test
 - Barcodes are attached by trained staff at the sample collection bay

			<ul style="list-style-type: none"> ○ Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station. Test devices will be marked with the test result with marker pen and can be used to verify result if required. ● Positive Results – Team leader will advise SLT hi vis who will follow school self-isolation procedures and start the internal school test and trace process. ● Void Tests – System in place for calling test subjects back to retest managed by the team leader. ● From 8th March all students will be offered three assisted lateral flow tests (Max 3-5 days apart)
<p>Suspected / confirmed case in school</p>	<p>Staff/ pupils</p>	<p>Potential contamination of surfaces and for person to person spread</p>	<ul style="list-style-type: none"> ● Pupil/staff member sent home and instructed to arrange a COVID-19 test. The school may provide a PCR test kit where doing so may increase the likelihood of a test being completed. ● Pupils with symptoms are isolated in a dedicated room with an open window. Where this is not possible, they are kept at least 2m away from all other persons. ● If a bathroom is required while awaiting collection this will be cleaned and disinfected immediately after use using normal cleaning products ● Cleaning and disinfection of the area is carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings ● Symptomatic pupils should either be collected by a family member or walk, cycle or scoot home. Where transport is required the school will have regard to the principles contained in Safe Working in Education Childcare and Children’s Social Care Settings ● Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if the symptomatic person subsequently tests positive, they develop symptoms, they are instructed to do so by Test and Trace or PHE, or they test positive from an LFD test as part of a community or worker programme. ● PPE, i.e. disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection is supplied for providing care to suspected cases but is only required where 2m separation cannot be maintained. ● The following procedure is in place for students suspected of having Covid-19 symptoms <ul style="list-style-type: none"> ● Staff member/teacher to remove student with symptoms from class to an empty area like the corridor and call or send for student services team member who will escort them directly to E1. All staff to be re-briefed on this in March. ● Student services member of staff to attend in PPE kit. ● Suspected or identified cases will be asked to sit in meeting room E1 by first aid room. They will not move from there other than to go to reception toilet. If they use the toilet, this will be cleaned and disinfected before opening up for others to use. Door will remain closed and student monitored to check they are not in distress. ● PPE and any other disposable material used will be double bagged and binned safely after use. Stored in safe area for 72 hours securely before disposal ● Staff will provide water if they need some, students will not be able to touch the drinking fountain. ● Parent/carer will be contacted immediately and asked to collect student ● Other members of their household (including any siblings) should self-isolate for 10 days from day after when the symptomatic person first had symptoms. Siblings or those living in household of someone sent home from the school will also be sent home to be tested and will also have to isolate.

			<ul style="list-style-type: none"> • E1 to undergo a deep clean. Other possible contaminated surfaces to be cleaned. • Staff member, if well enough, will be allowed to go home. Alternatively, an adult live in family member will be asked to collect or a taxi will be arranged for staff member to be taken home • SLT on call to be notified • All staff who may cover in First Aid/Student Services to be trained to understand this procedure. • Procedure in place to identify close contacts of confirmed cases and to have them escorted quickly and safely from site quickly and in conjunction with parents and following DFE/PHE guidance. • SLT all trained in internal track and trace process in event of confirmed case. • School will collate all information on bubbles/groups/seating plans and other close contacts to inform decision making about who needs to self-isolate should a positive result be obtained.
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Face Coverings</u></p> <ul style="list-style-type: none"> • <u>Secondary</u> <ul style="list-style-type: none"> ○ Adults and pupils will wear face coverings when moving around the premises, in corridors and communal areas, and in classrooms and areas where social distancing cannot be reliably practised (subject to any exemptions and not during exercise or strenuous activity) Face coverings are not required outside the building while on school grounds. ○ Visors can be worn with a face covering if additional protection is desired but not as an alternative to a face covering (subject to any exemptions). • <u>All</u> <ul style="list-style-type: none"> ○ Face coverings are required by law for those >11yrs using public transport. The school supports safe disposal and hand hygiene practices for those arriving with these ○ The school holds a small supply of disposable face coverings ○ Pupils, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene
			<p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> • Soap and running water or alcohol-based hand sanitiser to be readily available. All major entrance points to the school to have a double set of sinks to wash hands in before entering school. Anti-bac gel dispensers also available at every major entrance to the building and in every classroom. • Hands are cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom. • Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary • ‘Catch-it, bin-it, kill-it’, promoted throughout school. • The school provides tissues and sufficient bins to support disposal of waste. • The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant.

Cleaning

- A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn for routine cleaning.
- Academy to retain the use of additional cleaning supervisor and additional infection control cleaners to support the premises and cleaning teams
- Cleaning following confirmed/suspected case carried out in accordance with PHE guidance [COVID-19: cleaning of non-healthcare settings](#)
- Where cleaning is contracted out the school maintains a record of what enhanced processes have been implemented. Frequency to be increased with focus on all hand-contact surfaces in line with normal procedures and cleaning risk assessment. Frequency schedule in place and under daily and weekly review.

Grouping and Measures Within Classrooms

Secondary

- Consistent grouping practised as much as possible
- Mixing between groups is minimised and secondary pupils are encouraged to maintain social distancing within groups
- Mixing in wider groups for specialist subjects, interventions, wraparound care, or on transport is managed
- All staff can operate across multiple classes and year groups but will practise social distancing where possible.
- A record is made of group/bubble composition and any close contact that takes place between children and staff in different groups to enable the tracing process to work effectively. Records of any close contact that takes place between children and staff in different groups will be recorded. Close contact is defined as,
 - 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
- System to be established in all key areas to allow recording of interactions where 2M social distancing could not be undertaken. (Logged on Sims – student initiatives, staff all briefed on this)
- In secondaries, staff endeavour to remain at the front of the class, 2m away from each other and children
- Pupils sit side by side and facing forwards where possible.
- Education and care support for those with complex needs is provided as normal.
- Groups will be kept apart as much as possible by use of separate entrance/exits, limited movement, allocated toilet facilities and staggered breaks and lunches and exits from the building.
- Students will primarily use the same desk space for each lesson. Where students move to new room and use new desk it will be sanitised before use. Wipes and sprays available in all classrooms
- Classrooms with air conditioning and air handling will have this on in fresh air mode with temperature capped so the environment is not too cold. Fans will not be used in classrooms, windows and doors will be open wherever possible. Students and staff can wear

additional warm clothing such as hoodies, jumpers and coats if an area becomes a bit cold because of the ventilation. This is at the discretion of the teacher or member of SLT. This is to be read in conjunction with the current uniform policy.

Wrap-around provision/extra-curricular activities

- Only provided for vulnerable children, young people or,
- Other children, where the provision is:
 - reasonably necessary to enable their parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group
 - being used by electively home educating parents as part of their existing arrangements for their child to receive a suitable full-time education
 - being used as part of their efforts to obtain a regulated qualification, meet the entry requirements for an education institution, or to undertake exams and assessments
- Children are kept in the same groups as during the normal day. If this is not possible groups are limited to 15 and efforts are made to keep these groups consistent at each session

Measures Elsewhere

- Groups to be kept apart where possible. Separate entrances for each year group, teachers to walk students to P1 via safest routes.
- Staggered breaks and lunches in separate outdoor spaces, food served from both serveries. Cleaning to occur between bubble groups. Staggered times for movement will limit class groups in different bubbles passing each other.
- Seats and pods within atrium and other student social spaces will have maximum capacities displayed and enforced by duty staff to prevent overcrowding and unnecessary close contact . (6 per table/POD)
- Groups are kept apart where possible. Live in-person assemblies will only be held in year bubble groups or partial year group bubbles, one group at a time in most suitable locations in the school. The vast majority of assemblies like multi-year group school assemblies will be broadcast to classrooms remotely.
- Timetabling reviewed to keep groups apart and minimise movement around the site as much as possible.
- Staff spaces are reviewed against the guidance on [Office and Contact Centres](#) to support distancing and hygiene. Max capacities are in place and face coverings used.
- Staff room use is minimised except where social distancing and enhanced cleaning can be reliably practised.
- Transit points and times managed and controlled by teaching and duty staff with guidance given to all student bubble groups.
- Entrance to school will be from 8 until 8.30am only unless invited to earlier club.
 - Year 7 will wash hands and assemble in new build
 - Year 8 will wash hands and enter building via sports hall door in amphitheatre and assemble in sports hall.
 - Year 9 will wash hands and enter via PE corridor and assemble in the red seats area.
 - Year 10 will wash hands at front of school (Sinks to left of reception) and enter the building and assemble in the main hall.
 - Year 11 will wash their hands and enter the building via main student entrance and assemble in the atrium.

- Year 12/13 will wash their hands and enter via main reception and assemble in sixth form area.
- Exit from School will be from 2.35pm to 2.45pm through separate exits. Masks to be worn until students are outside.
 - Years 7 and 8 will leave via designated exits at 2.35pm
 - Years 9 will leave via designated exit at 2.40pm
 - Years 10 and 11 will be released from their classes to their designated exits at 2.45pm
 - Years 12 and 13 can leave when their lessons are complete via main reception.
- Students staying after 2.45pm will have designated areas to wait for their activities, green slip detentions will be held in the main hall and students separated into different bubbles with 2M social distancing between bubbles.

Other Considerations

- Specific assessments are carried out for those with SEND needs to help with adjustments as necessary
- Supply/peripatetic teachers can move between schools but will minimise contact and socially distance as much as possible.
- Specialist staff e.g. therapists work as normal.
- Parents are informed of the processes in place for drop-off and collection, including discouraging gathering at the school gates
- Dual registered children can attend, but the two settings will liaise to agree controls.
- Equipment:
 - Personal items, e.g. pens and pencils will remain individual and be cleaned between users where this isn't possible
 - Classroom resources are used freely within the bubble/group, but are subject to regular cleaning
 - Resources shared between groups are cleaned frequently, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items).
 - Outdoor play equipment is cleaned more frequently
 - Pupils are advised to limit the amount of equipment they bring to school
 - Resources can be taken home by pupils and staff and are subject to the same rules re cleaning and rotation as above.
- Use of lockers will be greatly restricted initially to minimise movement and maintain bubble integrity. To be reviewed at end of April. Currently only for sixth form and staff.

			<p><u>Dedicated school transport</u></p> <ul style="list-style-type: none"> • Consistent grouping applied where possible • No one with symptoms or a close contact is to travel • Social distancing practised as far as possible • Children sit within their groups/bubbles as far as possible • Ventilation of fresh air maximised • Hands cleaned before boarding and again on disembarking • School vehicles cleaned more frequently • Those over 11 years old must wear face coverings <p><u>Public Transport</u></p> <ul style="list-style-type: none"> • Steps are taken to depress demand at peak times (Stagger start/finish times) • Walking, cycling, scooting to and from school are all promoted • Face coverings are required by law on public transport for all over 11 years old. • If minibus is used then all students and staff will wear masks at all times. Separate year groups will be use different seats in the bus. Minibus will be subject to regular infection control cleaning. <p><u>Boarding Schools</u></p> <p><u>N/A</u></p>
<p>Infection Control (premises)</p>	<p>Staff, Pupils, Visitors</p>	<p>Changes to or introduction of physical control measure to minimise the risk of the spread of infection</p>	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups • Demarcation of playground spaces, classrooms and offices where social distancing controls are difficult to manage • Room capacities considered to ensure spaces cannot become suddenly overloaded by persons from different groups e.g. print rooms, lifts • The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to 'fresh air' mode where possible. Single room systems continue to operate as normal • Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room • Non-fire doors are propped open to support ventilation and to remove need for hand contact • One way systems implemented in some corridors and on stairwells

<p>Delivery of 'higher risk' subjects</p>	<p>Staff, Pupils</p>	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p>	<ul style="list-style-type: none"> • Subject leads continually review their departmental risk assessments against sector specific guidance for the planned activities and update these accordingly. <ul style="list-style-type: none"> ○ CLEAPSS guidance referred to in planning science, D&T and Art ○ AfPE and national governing body guidance referred to in planning physical activities ○ Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama <p>Music and Drama</p> <ul style="list-style-type: none"> • Consistent groupings are maintained wherever possible • Singing and wind instrument playing takes place in in larger rooms with players, singers, and any other persons 2m apart, and with ventilation maximised. Where possible outdoors if the weather permits. • Choirs and ensembles will only take place where social distancing and high levels of natural airflow can be maintained • Wind players positioned so that air is not blown into another player • Backing tracks/accompanying music operated with volume levels as low as possible. • Microphones used where possible and amplification is required; if shared they are cleaned between each user • Performances with an audience to not take place at this time. • Robust handwashing practised, before and after handling equipment/instruments • Any shared equipment is cleaned regularly and always between users <p>Physical Activity</p> <ul style="list-style-type: none"> • Consistent groupings maintained • Equipment thoroughly cleaned between groups • Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised • Use of external facilities is risk assessed on a case-by-case basis • Team sports only carried out where NGB has published guidance on how this can be carried out safely and with this guidance implemented • Inter-school sport to not take place • Physical activity is encouraged at break and lunch time where it can be carried out within existing groups and with any shared equipment cleaned after use <p>Educational Visits</p> <ul style="list-style-type: none"> • Secondary – Trips will not take place at this time.
<p>Anxiety, stress and worry</p>	<p>Staff, pupils</p>	<p>Those coming to work or school may be anxious,</p>	<ul style="list-style-type: none"> • The workforce and any Union reps have been involved in the development of this risk assessment and associated control measures • This risk assessment and its findings have been shared with staff and published on the school website.

	(parents indirectly)	worried or stressed	<ul style="list-style-type: none"> Staff have access to Group's occupational health and counselling service Publish the findings of this risk assessment on the school website.
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs No specific PPE is required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). PPE and guidance to be agreed with staff involved in advance of students returning. (students attending with intimate care needs, staff to follow normal process with PPE)
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> Risk assessment developed in collaboration with staff and Union reps and shared with all parties All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner Transgressions will be escalated through existing behaviour/disciplinary arrangements Students – behaviour policy updated to deal with minor and major transgressions. Reviewed again for Jan 2021. Serious or repeated safety related behaviour incidents to lead to exclusion and return to home learning if appropriate.
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes included in CEO's Heads Bulletins Regular key guidance updates issued by Group H&S Manager Headteacher to ensure that all relevant guidance is followed and communicated to staff Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly The LGB is kept informed on changes in guidance and school approach
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> Extra-curricular provision/wraparound care is carried out in line with the principles outlined in this risk assessment Fire safety procedures have been amended to support COVID-19 infection control arrangements Staff training schedule monitored and any slippage identified and managed
Temporary Home Workers	Staff	Staff working from home having DSE issues, accidents or suffering wellbeing or stress issues	<p>DSE</p> <ul style="list-style-type: none"> Staff are allowed to take home peripherals and chairs from office Guidance on setting up a suitable workstation provided on HSE website Additional equipment needs are reviewed on a case-by-case basis <p>First Aid/Accidents</p> <ul style="list-style-type: none"> Any accidents to be logged onto ARMS and line manager to be notified

Wellbeing/Stress

- Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section
- Managers to maintain regular contact with their employees, preferably by video link.

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Check with UL if schools are going to receive home testing kits to distribute to staff/students as appropriate.		04 09 2020	TH/Premises
Installation of sinks and anti bac stations on year group entrances		03 09 2020	TH/Premises
Installation of new bins in toilet areas, all toilets made gender neutral and allocated to bubbles appropriately		03 09 2020	TH/Premises
Purchased spray atomising guns for quick disinfecting		03 09 2020	TH/Premises
Purchase and installation of anti-bac gel dispensers in every classroom and disinfectant spray and tissues			
Review use of music practice rooms as staff single occupancy work spaces		01 09 2020	TH/Premises
Installation of more screens and barriers and staff offices where 2M social distancing is not possible.		01 09 2020	TH/Premises
Sub Risk Assessments need to be updated before September 3rd 2020 (Ongoing reviews thereafter)			
Catering	12/01/2021	12/01/2021	TH/Caterlink/Andy
Pastoral	04/09/2020	15 09 2020	LS/HOS
Inclusion	04/09/2020	15 09 2020	MDS/ME
Finance & HR	04/09/2020	15 09 2020	MW/SS
Admin	04/09/2020	15 09 2020	MW/TH
Student Services	04/09/2020	15 09 2020	MW/TH/JS
Reception	04/09/2020	31 08 2020	TH / MW
Gateway	04/09/2020	In progress	MDS/NW
ICT Support	04/09/2020	13/09/2020	TH/TT
Premises	04/09/2020	18/09/2020	TH
PE	04/09/2020	18 09 2020	JC/SP
Dance	04/09/2020	18/09/2020	KB/SP
Art	04/09/2020	18/09/2020	SB

Drama	04/09/2020	18/09/2020	AR/SP
Photography	04/09/2020	18/09/2020	AB
Music	04/09/2020	18/09/2020	SP
Food – updated for practical lessons	04/09/2020	02/12/2020	EC/CR
Technology	04/09/2020	18/09/2020	EC/CR
Media	04/09/2020	18/09/2020	GP
Classroom	04/09/2020	18/09/2020	TH
Science	04/09/2020	01/09/2020	KB/MM/LS/TH
ICT	04/09/2020	03/09/2020	CR/PS
English/History	04/09/2020	18/09/2020	AW/LR
Signage to be updated and changed for new requirements	04/09/2020	04/09/2020	TH/Premises
New transit system to be in place including details of one way/give ways	04/09/2020	04/09/2020	TH/Premises
Review and check attendance system can keep accurate picture of bubble/groups and inform of when self-isolations and testing processes are complete	04/09/2020	04/09/2020	JS/Attendance
Recording systems in place in all working areas of the academy where 2M social distancing cannot be met for test and trace purposes.	04/09/2020	04/09/2020	TH/Premises
New sixth form sign in system on iPads touchless if possible	04/09/2020	18/09/2020	AB/IT Support
Finalise bubble and timetable model	04/09/2020	01/09/2020	VP/CC
Plan duty systems for start/end of day and breaks.	04/09/2020	04/09/2020	MW/CJ1
Volunteer recruitment and safeguarding process for duty/cleaning/technical and learning support	04/09/2020	14/09/2020	HR Team/MW
Consider alternative duties for some support staff to support the wider reopening.	04/09/2020	04/09/2020	SLT
All classrooms to be setup with desks facing forwards and clutter removed.	04/09/2020	04/09/2020	SLT
Process implemented with staff to ensure resources are in best possible place for curriculum delivery	04/09/2020	04/09/2020	TH/Premises
Training plan formulated and in place	04/09/2020	14/09/2020	HH/SLT
Induction plan for students formulated and in place	04/09/2020	14/09/2020	LS/SLT
Parental communication plan formulated and in place	04/09/2020	09/09/2020	SLT
Cleaning schedules created and in place	04/09/2020	13/09/2020	SLT
Additional staffing, volunteer requirements in place	04/09/2020	04/09/2020	TH/Premises
New duties system agreed and in place with additional staff training	04/09/2020	04/09/2020	HR/TH
New Evacuation plans and maps for classrooms	04/09/2020	04/09/2020	MW/SLT
Staffing Rooming Space organisation	04/09/2020	04/09/2020	TH/Premises

Staffing social distancing rules in place	04/09/2020	04/09/2020	TH/Premises
Need new set of procedures for visitors and guidance to hand to them	04/09/2020	16/09/2020	TH/MW
Create new templates on Mint and allocate students to classes	04/09/2020	21/09/2020	TH/VP/MAS
New fire safe Door Openers fitted to internal doors	17/10/2020	17/10/2020	TH/Premises
Review of staff room occupancy and furniture layout	01/11/2020	01/11/2020	TH/Premises
New markings and furniture layout to support social distancing in the atrium	03/11/2020	03/11/2020	TH/Premises
New markings for Tas in classrooms	16/11/2020	16/11/2020	ILS/Premises/TH
New capacities and screens in Humanities, Science, English and MFL offices	02/01/2021	02/01/2021	TH/Premises
Asymptomatic Testing Setup as per NHS guidelines and staff trained	01 01 20201	28/01/2021	TH/JS
Asymptomatic Testing expanded to 10 bay solution with additional trained staff and volunteers	24/02/2021	02/03/2021	TH/JS
New capacities for selected offices (In progress)			

Assessment completed by:	Tim Harkins	Date:	02 03 2021	Date of next review:	08 03 2021
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