Risk Assessment – Covid-19 Summer Term 2021		08 06 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> <li>carried out by support staff which is not expli</li> <li>Safe working in education, childcare and child childcare-and-childrens-social-care</li> <li>NHS - Test and Trace – How it works (20 May)</li> <li>DfE Face Coverings in Education (24 May)</li> <li>Guidance for contacts of people with confirm</li> <li>Guidance for households with possible or core</li> <li>Guidance for those asked to self-isolate https been-in-contact-with-a-person-who-has-coroe</li> <li>PHE - COVID-19: cleaning in non-healthcare self-isolate https been-in-contact-with-a-person-who-has-coroe</li> <li>PHE - COVID-19: cleaning in non-healthcare self-isolate https been-in-contact-with-a-person-who-has-coroe</li> <li>MEAPE - Coronavirus guidance re science, desired https://doi.org/10.1006/j.com/pai/self-isolate/pa</li></ul>	ettings during the coronavirusettings during the coronavirusettings during the coronavirusettings during the coronavirusettings during the coronavirusetting and Contact Coronaviruset (14 May) has been coronavirused to the coronaviruset (14 May) has been coronaviruset (14 May) has been coronaviruset (15 May) has been coronavirused (16 May) has been coronavirused (17 May) has been coronavirused (18 May) has been	s (COVID-19) outbreak (24 May) s (COVID-19) outbreak (20May) Centres (18 May) Note: this guidance covers office safety such as that n-focussed DfE guidance. ttps://www.gov.uk/government/publications/safe-working-in-education- with them Click here (26 April) (19 May) oronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-		

#### E note

### **Details – System Of Controls**

Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.

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

- 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 face coverings in schools (Recommendations have changed from 17<sup>th</sup> May)
- 3) Clean hands thoroughly more often than usual

Are Control Measures (Y, N, N/A)?

- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 6) Minimise contact between groups of children where possible (early years) and minimise contact between individuals and maintain social distancing wherever possible (primary and secondary)
- 7) Keep occupied spaces well ventilated
- 8) Where necessary, wear appropriate personal protective equipment (PPE)
- 9) Promote and engage in asymptomatic testing, where available.
- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community notifying government agencies as appropriate
- 12) Contain any outbreak by following local health protection team advice
- Numbers 1 7 are in place in all the time.
- Numbers 8 and 9 are carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment.
- Numbers 10 to 12 are followed in every case where they are relevant.

(Some of the areas of the risk assessment are suspended under National lockdown: Stay at Home guidance with school only open for keyworker and vulnerable students)

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
			Shielding advice is being paused nationally from 31 March and all CEV pupils and staff should attend school/work unless under specialist care or advised not to attend by their GP.	Yes	Yes
			• Staff absence procedure enhanced so that SLT review reasons for staff absence daily for any likely COVID- 19 required actions.	Yes	Yes
		• Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a PCR COVID-19 test. Their household members are required to self-isolate for 10 days.	Yes	Yes	
Infection	Staff, Staff contracting	• To support the home testing process, the school have been provided with a supply of home testing kits. LFD home tests should have results confirmed by PCR test.	Yes	Yes	
Control	Pupils, Visitors	COVID-19	If the test result is positive:	Yes	Yes
(people)	VISICOIS		<ul> <li>The staff member remains off for 10 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 persist beyond this</li> </ul>	Yes Yes	Yes
			time.  o The staff member must engage with the NHS Test and Trace programme.	Yes	Yes
			<ul> <li>The staff member must notify the school immediately.</li> </ul>		
			<ul> <li>The school contact their local Health Protection Team for advice on any further action required in school.</li> </ul>	Yes	Yes

	<ul> <li>The school will review the case against the Group guidance on COVID-19 and ARMS to establish if it was likely that the infection was contracted as a result of occupational exposure.</li> </ul>	Yes	Yes
	• If the test is returned negative the staff member can return to school when they feel well enough to do so.		
	<ul> <li>Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. Under the Test and Trace programme there is an expectation that the symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms.</li> </ul>	Yes	Yes
	• Staff will be required to quarantine following government guidance if they have visited a country outside the common travel area.	Yes	Yes
	• Staff will continue to wear face coverings inside the school in transit, communal areas and offices where it is not possible to maintain 2M social distance. Staff will wear face coverings in classrooms week commencing 6 <sup>th</sup> June. This will be reviewed on 11 <sup>th</sup> June 2021.	Yes	Yes
	<ul> <li>Any pupil with symptoms of Covid-19 should not attend school for 10 full days from the onset of symptoms and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately that they are self-isolating and if a positive or negative result is obtained.</li> </ul>	Yes	Yes
	• To support the testing process, the school have been provided with a supply of home testing kits. LFD home tests should have results confirmed by PCR test.	Yes	Yes
	• Where a positive result is obtained, the school will contact the DFE helpline for advice on any further action required. Via DFE hotline from 18 09 2020. WSCC public health team will also be informed.	Yes	Yes
	• A negative PCR result means the pupil can return to school if they are no longer displaying symptoms.	Yes	Yes
Pupils contracting COVID-19	• 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 (except where the school is involved in the national mass testing programme). Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this PCR test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms.	Yes	Yes
	<ul> <li>Shielding advice is being paused nationally from 31 March and all CEV pupils and staff should attend school/work unless under specialist care or advised not to attend by their GP.</li> </ul>	Yes	Yes
	<ul> <li>System in place to track student self-isolation with attendance team notifying student services and pastoral to ensure follow up happens until the suspected case actions are complete. SLT Hi Vis will be called to classroom to check on any concerns in regard to student self-isolation periods if register system highlights they should not be in class.</li> </ul>	Yes	Yes Yes
	<ul> <li>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</li> </ul>		
	<ul> <li>Vaccines and teething may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless coronavirus (COVID-19) is suspected. Student services will liaise with parents following vaccinations where symptoms are likely to be in response to vaccination.</li> </ul>	Yes	Yes

			<ul> <li>Students will be required to quarantine following government guidance if they have visited a country outside the common travel area.</li> <li>Following cluster outbreak of Delta Covid variant face coverings will continue to be worn at all times while within the academy building, in transit, in classrooms, in communal areas and while queuing outside to enter the academy for the week commencing 6<sup>th</sup> June 2021.</li> </ul>	Yes	Yes
			<ul> <li>Visitors will be restricted to those that are necessary and where online meetings would not be suitable.</li> </ul>	Yes	Yes
			<ul> <li>All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. The academy uses the national QR code system to log visitors for lettings and out of hours external events.</li> </ul>	Yes	Yes
			Reception risk assessment was updated for March 2021	Yes	Yes
			<ul> <li>Details of local procedures communicated to all visitors before they come to site. Visitors should continue to wear face coverings.</li> </ul>	Yes	Yes
			Parents advised to drop children off alone, i.e. not to come with partners or family	Yes	Yes
		Visitors contracting COVID-19	• Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis.	163	163
			<ul> <li>All contractors require TH/Premises Team permission to be on site and will follow social distancing and any other health and safety guidance required.</li> </ul>	Yes	Yes
			<ul> <li>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.</li> </ul>	Yes	Yes
			<ul> <li>Following cluster outbreak of Delta Covid variant face coverings will continue to be worn at all times while within the academy building, in transit, in classrooms, in communal areas and while queuing outside to enter the academy for the week commencing 6<sup>th</sup> June 2021.</li> </ul>		
		Additional measures required to support the	All testing to be carried out in strict adherence to the procedures contained in the "NHS How to Guide:     Rapid Testing in Schools and Colleges".	Yes	Yes
Asymptomatic	Ctoff	routine weekly and daily contacts testing programme from January 2021.	• Training – The school have followed the "NHS Training Guide for Rapid Testing in Schools and Colleges". All staff involved in the mass testing programme have completed the online training programme relevant to their assigned role(s) and have been signed off as competent by the using the competency assessment templates provided by DfE/PHE.	Yes	Yes
Testing	Staff, Pupils	Home testing will commence for staff from 15 <sup>th</sup> March and students from 22 <sup>nd</sup> March	<ul> <li>Premises – The student services area has been set up in compliance with the "NHS How to Guide Rapid Testing in Schools and Colleges". The school have made provision for all materials required as detailed in the same. Testing areas will be cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already managed covered in other existing school risk assessments.</li> </ul>	Yes	Yes
				Yes	Yes

		There will be limited on site supported test facility from 29 <sup>th</sup> March	PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff will be training in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the "NHS How to Guide: Rapid Testing in Schools and Colleges"	Yes Yes	Vos
			• 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.	res	Yes Yes
			<ul> <li>Waste – Clinical waste contracts have been established and Premises Manager will ensure that waste streams are not contaminated.</li> </ul>	Yes	Yes
			Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the <i>How to</i>	Yes	Yes
			Guide and the linked training modules. WB or a member of Premises team will supervise the cleaning.  Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance	Yes	Yes
			<ul> <li>Home testing kits will be provided from 22<sup>nd</sup> March to students and staff. New guidance on carrying these out is included in the 7 kit packs.</li> </ul>	Yes	Yes
			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	Yes Yes	Yes Yes
			school will liaise with the parents/carers to support testing separately.	163	163
			Results	Yes	Yes
			<ul> <li>For home tests from 22 March 2021 anyone in receipt of a positive result on an in school or home taken test needs to self-isolate, they need to take a confirmatory PCR test and must follow all guidance for confirmed positive case. The PCR test will be definitive. Test and trace processes will be undertaken provisionally based on the result of a positive lateral flow test.</li> </ul>	Tes	163
			<ul> <li>Pupil/staff member sent home and instructed to order a PCR test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed.</li> </ul>	Yes	Yes
			• Pupil isolated in secure area, The E1 office next to student services, E2 is the reserve quarantine areas. See student services/reception risk assessment. If awaiting collection in line with government guidelines door should be closed.	Yes	Yes
Suspected / confirmed	Staff/ pupils	Potential contamination of surfaces and for person	<ul> <li>Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic.</li> </ul>	Yes	Yes
case in school		to person spread	<ul> <li>A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handing suspected cases where 2m separation cannot be maintained. See student services/reception risk assessment</li> </ul>	Yes	Yes
			<ul> <li>Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance <u>COVID-19: cleaning</u> of non-healthcare settings</li> </ul>	Yes	Yes
			Procedure in place for student suspected of having Covid-19 symptoms		

				Yes	Yes
			<ul> <li>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 re-briefed on this in September.</li> </ul>		
			Student services member of staff to attend in PPE kit.		
			<ul> <li>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.</li> </ul>		
			<ul> <li>PPE and any other disposable material used will be double bagged and binned safely after use.</li> <li>Stored in safe area for 72 hours securely before disposal</li> </ul>		
			<ul> <li>Staff will provide water if they need some, students will not be able to touch the drinking fountain.</li> </ul>		
			Parent/carer will be contacted immediately and asked to collect student		
			<ul> <li>Other members of their household (including any siblings) should self-isolate for 10 days from 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 will also have to isolate.</li> </ul>		
			E1 to undergo a deep clean. Other possible contaminated surfaces to be cleaned.		
			<ul> <li>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</li> </ul>		
			SLT on call to be notified		
			All staff who may cover in First Aid/Student Services to be trained to understand this procedure.	Yes	Yes
			<ul> <li>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</li> </ul>		
			guidance.	Yes	Yes Yes
			SLT all trained in internal track and trace process in event of confirmed case.  School will collete all information on hubbles (groups (seating plans and other class contacts to	Yes	Yes
			<ul> <li>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.</li> </ul>		
				Yes	Yes
			Good Hand and Respiratory Hygiene (key principles to be applied)		
Infection Control	Staff, Pupils,	Operational practices in place to minimise the risk	<ul> <li>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 on before entering school. Anti- bac gel dispensers also available at every major entrance to the building and in every classroom.</li> </ul>	Yes	Yes
(practices)	Visitors	of the spread of infection	<ul> <li>Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when using changing rooms, and before eating (at a minimum)</li> </ul>	Yes	Yes

	Practices built into school behaviour culture. Signage advocating more frequent handwashing to		
	be installed in various locations around the premises and at all entrance points.	Yes	Yes
	Catch-it, bin-it, kill-it, promoted throughout school. New bins to be installed in each toilet section	103	163
	of the school.	Yes	Yes
	School provides tissues and sufficient bins to support disposal of waste. New bins installed for	163	163
	wipes in toilet areas.	Vos	Vas
	<ul> <li>School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant.</li> </ul>	Yes	Yes
	• Face coverings are required for those >11 yrs using public transport – will require control on entry.	Yes	Yes
	<ul> <li>Following change in government guidance from 17<sup>th</sup> May students are no longer required to wear</li> </ul>	Yes	Yes
	a face covering in classrooms and communal areas of the school. We strongly encourage students		
	to choose to continue to wear a face covering in communal areas and classrooms. The wearing of	Yes	Yes
	face coverings will no longer be enforced via the behaviour and uniform policies. (This may change in response to a school cluster or rise in local/national infection rates)	Yes	Yes
	<ul> <li>The school will hold a small supply of disposable face coverings</li> </ul>		
	Students and staff are briefed in the safe use of face coverings		
	Grouping (key principles to be applied)		
	The school will do all we can to minimise contacts and mixing while still delivering the curriculum.	Yes	Yes
	Aim to reduce contact between staff and pupils where possible	Yes	Yes
	Two sides to how this is managed, distancing where possible, and bubbles/groups.		
	• Students in KS3, will be in whole year 'group bubbles'. At KS3 students will generally remain in	Yes	Yes
	single class for nearly all of their lessons, for MFL/PE classes there will be some movement creating		
	timetable band bubbles (a/b&c/d bubbles) Where possible to make smaller groups within while		
	still delivering the curriculum, this will be done.		
	Students in KS4, will be in whole year 'group bubbles'. At KS4 students will generally remain in	Yes	Yes
	single classroom for many of their lessons, for options/specialist classes there will be some movement creating options band bubbles. Where possible to make smaller groups within while		
	still delivering the curriculum, this will be done.		
	Students in KS5, will be in whole sixth form 'group bubble'. At KS5 students will move to their	Yes	Yes
	classes for nearly all of their lessons, the recreational spaces of sixth form will be divided by year		
	groups 12/13 to provide separate year group bubbles.		
	Year Group bubble model will continue be followed for keyworker provision in school during	Yes	Yes
	lockdown with some adaptations to break time spaces.		. 33
	<ul> <li>Groups will be kept apart as much as possible by use of separate entrance/exits, limited</li> </ul>	Yes	Yes
	movement, allocated toilet facilities and staggered breaks and lunches and exits from the building.	103	103
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In shared environments/equipment cleaning frequencies will be increased. Subject leaders will	Yes	Yes
identify cleaning requirements for their subjects.	. 55	103
Older children (KS4 and KS5) encouraged to keep distance in their groups where possible. The school will operate a no touching policy. (Students to be updated on induction days)	Yes	Yes
Children in KS3 will be encouraged to keep their distance where possible but it is understood that this is more difficult for the younger children in KS3.	Yes	Yes
reflected in the academy model.	Yes	Yes
Siblings can and will be in different groups.	Yes	
All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible.	Yes	Yes
To enable the tracing process to be work effectively, schools will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as,	Yes	Yes
o 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)		
o proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual		
o 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)	Yes	Yes
All lessons will be registered as per normal academy routines to keep complete and comprehensive record of groupings and bubbles.	Yes	Yes
There will need to a reliable way of identifying which group an individual is part of so that breaches of these groups can be identified.	Yes	Yes
Students in all year groups to have full induction in new safety and operational requirements of the school on their first day. This will be reinforced regularly over the first few days and weeks.	Yes	Yes
See also pastoral, ILS and subject specific risk assessments. Induction details sent to parents and students.		
Local Bubble Areas	Yes	Yes
Year 7 Second Floor Doyle and Wells and Kipling in mini-bubbles		. 30
Year 8 Ground Floor Doyle and Kipling		
o Year 9 First and Second Floor Wells		
<ul> <li>Year 10 First and second floor Kipling</li> </ul>		

	o Year 11 First and second floor Doyle		
	<ul> <li>Year 12/13 Various classrooms and sixth form areas including library – study/social space for year 12 and current common study/common room year 13</li> </ul>		
	Measures within Classrooms – (key principles applied)		
	Secondaries –		
	<ul> <li>Staff remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties where possible. Tape/lines to mark 2M zone for teachers' reference from desk and whiteboard. Staff training given on classroom management.</li> </ul>	Yes	Yes
	<ul> <li>Additional markings in place for teaching assistants to ensure they can keep 2M social distance from students and other staff.</li> </ul>	Yes	Yes
	<ul> <li>Pupils sitting side by side and facing forwards where possible. Classrooms to be rearranged to accommodate this.</li> </ul>	Yes	Yes
	<ul> <li>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</li> </ul>	Yes	Yes
	<ul> <li>Avoid face to face contact and limit time spent within 1m of anyone where possible.</li> </ul>	Yes	Yes
	<ul> <li>Education and care support for those with complex needs to be provided as normal within the guidance. Staff briefed on these processes and students with complex needs to be supported with changes that are in place due to the updated guidance.</li> </ul>	Yes	Yes
	<ul> <li>Classrooms with air conditioning 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</li> </ul>	Yes	Yes
	All classrooms to have anti-bac gel dispensers, student equipment list updated for	Yes	Yes
	personal bottle of hand sanitiser.	Yes	Yes
	<ul> <li>All classrooms to have cleaning materials and wipes available for equipment and surfaces</li> </ul>	Yes	Yes
	<ul> <li>Most class seating plans to be set centrally (except specialist subject areas) and provided to teachers via Mint Class. Students will nearly always stay at same desk/table and</li> </ul>	Yes	Yes
	cleaning/disinfecting will be in place if not.	Yes	Yes
	Provide teacher and student set of wipes for each classroom, teacher set marked	Yes	Yes
	<ul> <li>Consistent routine for staff moving classrooms including hygiene elements to be developed and trained before students return</li> </ul>		
	To ensure occupied spaces are well ventilated windows and doors will be used to provide	Yes	Yes
	fresh air periodically or continuously depending on the temperature outside. Students	Yes	Yes
	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	Yes	Yes
Covid 10 (Summar Tarm 2021) Bisk Assassment V/2	member of SLT. This is to be read in conjunction with the uniform policy.		

Measures Elsewhere (key principles applied)		
Groups to be kept apart where possible. Separate entrances for each year group, teach students to P1 via safest routes and to breaks and exits. Staggered breaks over P2 in second outdoor spaces, food served from both serveries. Cleaning to occur between bubble go Staggered times for movement will limit class groups in different bubbles passing each live in parson assemblies will only be held in year hubble groups or partial year group.	eparate roups. other.	Yes
<ul> <li>Live in-person assemblies will only be held in year bubble groups or partial year group one group at a time in most suitable locations in the school. The vast majority of assen multi-year group school assemblies will be broadcast to classrooms remotely.</li> </ul>	Voc	Yes
Timetable to keep groups apart and minimise movement around the site as much as p	ossible. Yes	Yes
Following change in government guidance from 17th May students are no longer requal face covering in classrooms and communal areas of the school. We strongly encourat to choose to continue to wear a face covering in communal areas and classrooms. The face coverings will no longer be enforced via the behaviour and uniform policies. (This in response to a school cluster or rise in local/national infection rates)	ge students wearing of may change	Yes
Passing the odd person in corridor remains low risk, there will be some one-way and g     in place and revised signage and training to be provided. Keep left transit routes to be     with signage and student and staff induction processes.	·	Yes Yes
Revised fire evacuation procedure in place with year group assembly points (though in the risk from fire takes precedence over COVID concerns).	a real fire Yes	Yes
Staggered break and lunch, to minimise mixing of groups with cleaning of dining hall so between groups.	urfaces Yes	Yes
<ul> <li>Seats and pods within atrium and other social spaces will have maximum capacities dis enforced by duty staff to prevent overcrowding and unnecessary close contact.</li> </ul>	splayed and Yes	Yes
<ul> <li>Transit points and times managed and controlled by teaching and duty staff with guida all student bubble groups.</li> </ul>	_	
2M social distancing in staff spaces has been considered and adaptations made. Staff rother staff only areas such as offices have maximum capacity signs and furniture has been to support effective social distancing. Refer to BEIS guidance on		

Anti-bac stations in all classrooms and on all entrance/exit points	Yes	Yes
Toilets will be assigned per year group bubbles, all toilets are now gender neut sanitary bins. All toilets will have clear signage.	ral and contain Yes	Yes
Staff can wear face visors instead of masks where a valid exemption applies.		
Measures for Arrival and Departure (key principles applied)		
<ul> <li>Different entrances and assembly point for year group bubbles and staggered to prevent groups mixing where possible, but without reducing the amount of teat</li> </ul>		Yes
Communicate arrangements to parents and agree a process for drop off and containing at the school gates.	ollection to prevent Yes	Yes
Entrance to school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be from 8 until 8.30am only unless in invited to earlier of the school will be a school will be earlier of the school w	club. Yes	Yes
<ul> <li>Year 7 will wash hands and assemble in new build</li> </ul>		163
<ul> <li>Year 8 will wash hands and enter building via sports hall door in amphassemble in sports hall.</li> </ul>	litheatre and	
o Year 9 will wash hands and enter via PE corridor and assemble in the i	red seats area.	
<ul> <li>Year 10 will wash hands at front of school (Sinks to left of reception) a</li> <li>building and assemble in the main hall.</li> </ul>	and enter the	
<ul> <li>Year 11 will wash their hands and enter the building via main student assemble in the atrium.</li> </ul>	entrance and	
<ul> <li>Year 12/13 will wash their hands and enter via main reception and assarea.</li> </ul>	semble in sixth form	
Exit from School will be from 2.35pm to 2.45pm through separate exits. Masks	to be worn until	
students are outside.	Yes	Yes
Years 7 and 8 will be walked to their designated exits by their teachers.	s at 2.35pm	
<ul> <li>Year 9 will be walked to their designated exits by their teachers at 2.4</li> </ul>	0pm	
<ul> <li>Years 10 and 11 will be released from their classes to their designated</li> </ul>		
o Years 12 and 13 can leave when their lessons are complete via main re	eception.	

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<ul> <li>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.</li> </ul>	Yes Yes	Yes Yes
<ul> <li>Bins are provided for those arriving wearing face coverings, including safe disposal and wash hands before going to class (note point 2 on the system of control 'Clean hands more often than usual' which accepts alcohol based hand sanitiser as a suitable substitute for soap and water.</li> </ul>	. 23	. 03
<ul> <li>Bike sheds will operate one-way system and queuing system on exit supported by supervision and staggered exit times.</li> </ul>	Yes	Yes
Additional duties at start and end of the school day.	Yes	Yes
Other Considerations (key principles applied)		
<ul> <li>Specific assessment for those with SEND needs to help with adjustments. Risk assessments from June to be updated as soon as possible in new term in line of new guidance and opening plans. Parents advised to contact the academy if they have any concerns.</li> </ul>	Yes	Yes
<ul> <li>Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal, logging contacts with students accurately. Aim to minimise use of multiple supply staff where possible. All peripatetic staff and agency teachers and external staff to be agreed by SLT in advance of service resumption.</li> </ul>	Yes	Yes
<ul> <li>Continue with robust processes for contractors and other visitors to site so that they can distance as much as possible. Explain local processes to them before arrival. Keep a record of all visitors</li> </ul>	Yes	Yes
Dual registered children can attend, but the two settings should liaise to agree controls.	Yes	Yes
Equipment —  Descriptions of page and page illustrations and individual.	Yes	Yes
<ul> <li>Personal items, e.g. pens and pencils recommended to remain individual</li> <li>Classroom resources – can be used freely within the bubble/group, but subject to regular</li> </ul>	Yes	Yes
cleaning	. 65	. 55
<ul> <li>Resources shared between bubble groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items).</li> </ul>	Yes	Yes
<ul> <li>Outdoor play equipment and seating will be cleaned more regularly (Outdoor gym equipment will be closed for use for now until further notice)</li> </ul>	Yes	Yes
<ul> <li>Pupils should limit the amount of equipment they bring to school, bringing only what is required and specified by the school/their teacher. Equipment list extended and shared with parents.</li> </ul>	Yes	Yes

			Resources can be taken home where it contributes to education and development and	Yes	Yes
			subject to the same rules re cleaning and rotation as above.		
			<ul> <li>Use of lockers will greatly restricted initially to minimise movement and maintain bubble integrity.</li> <li>To be reviewed at end of September. Currently only for sixth form and staff.</li> </ul>	Yes	Yes
			Dedicated school transport (key principles applied)		
			Is not public transport and so 2m or 1m+ social distancing won't apply in Autumn term.	N/A	
			<ul> <li>Principles outlined above should be carried over, with emphasis on maintaining groups where possible</li> </ul>		
			<ul> <li>If maintaining groups is not possible then some form of distancing should be implemented, and perhaps the wearing of face coverings (though younger children may have difficulty with this).</li> </ul>		
			DfE to publish further guidance for LA provided transport.		
			<ul> <li>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.</li> </ul>	Yes	Yes
			Public Transport (key principles applied)		
			Take steps to depress demand at peak times (Staggered start & finish times)	Yes	Yes
			Promote walking/cycling to school if possible	Yes	Yes
			<ul> <li>Face coverings are required on public transport for all over 11 years old. Schools need to plan for how to manage safe arrival of these students (See above)</li> </ul>	Yes	Yes
			School to update parents of any changes in public transport provision they are notified about.	Yes	Yes
		Changes to or	Any unnecessary furniture removed to aid distancing between groups	Yes	Yes
		introduction of physical	One way/Give way systems implemented in corridors and on stairwells		
		control measure to minimise the risk of the spread of infection	<ul> <li>Inner stairwells will remain one way, Wells up and Kipling down. End stairwells will become give way zone as will sixth form and PE stairs. Markings in place</li> </ul>	Yes	Yes
		spread of infection	Keep left markings on other stairwells	Yes	Yes
Infection	Staff,		Keep left floor markings in all corridors with floor signage	Yes	Yes
Control	Pupils,		New lines centre of all corridors with added Keep Left signs	Yes	Yes
(premises)	Visitors		Year 7, 8 will use end stairwells	Yes	Yes
			Year 9 will use rear Wells stairwells		
			<ul> <li>Year 10 will use atrium stairs (except at end of day where they exit via Kipling end stairwells)</li> </ul>		
			<ul> <li>Year 11 will use atrium and Ginger Rogers stairs and exit via main student entrance/exit.</li> </ul>		
			Break and playground space will be allocated to separate bubbles at different times according to staggered break/lunch model.	Yes	Yes

		Staff rooms and areas or other areas where adult may congregate will be demarcated. Max capacities in staff spaces will be updated for November 2020 and new guidance. Staff will be trained on all new procedures and requirements at November 2020 staff meeting.	Yes	Yes
		Review access to print rooms/photocopiers ideally limiting to two people in admin team. See admin risk assessment for further details.	Yes	Yes
		HVAC system switched to fresh air mode. Air con controlled rooms to have temperatures increased to not be too cold. Windows and doors will be open wherever possible to increase fresh air. Controls engineer to	Yes	Yes
		be consulted on best configurations of systems for full reopening. In cooler weather windows will be	Yes	Yes
		opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space.	Yes Yes	Yes Yes
		Occupancy for lifts revised to two persons, staff to wear masks in transit.		
		Windows opened where possible, where temperature allows it, and without creating undue risks.	Yes	Yes
		Non-fire doors propped open to remove need for hand contact		
		<ul> <li>Removal of soft furnishings and soft toys or toys that are hard to clean where appropriate.</li> </ul>	Yes	Yes
		<ul> <li>Where multiple staff have to occupy a single office and 2m separation is not possible:</li> </ul>		
		Work back-to-back		
		<ul> <li>Install screens between workstations (Main office, reception, Kipling ELT office, pastoral offices)</li> </ul>	Yes	Yes
		<ul> <li>Developing a rota so that staff don't have to work together</li> </ul>	InProgress	Yes
		<ul> <li>Max capacities of staff office and social spaces to be updated after January 2021</li> </ul>	Yes	Yes
		<ul> <li>Prohibit shared workstations if robust cleaning cannot be ensured between users, cleaning equipment,</li> </ul>	Yes	Yes
		wipes etc to be available for staff to clean workstations in advance of using.	Yes	Yes
		Complete and display the <i>Covid-19 Secure in 2020</i> poster (after this RA complete)	Yes	Yes
		Catering Area, new glazed screens to be installed in catering area	Yes	Yes
		Catering Area – New build new glazed screens to be installed in catering area	Yes	Yes
		Catering Areas – Need new social distancing screens for catering staff	Yes	Yes
		Academy to move to contactless card system for students and staff from September 2020      December 2020	Yes	Yes
		<ul> <li>Procedures in place for accessing food, one-way system in and out arrows to show the way. No students and staff to touch food preparation areas, food handed to them and napkin wrapped cutlery.</li> </ul>		
		Atrium – new food collection and serving systems for September 2020 based on one year group		
		access at a time.	Yes	Yes
		<ul> <li>New Build Servery – new food collection and serving systems for September 2020 based on one</li> </ul>	Yes	Yes
		year group access at a time.		
		Students to sit in allocated bubble area.	Yes	Yes
		Caterlink staff trained and aware of risk assessment and school social distancing policies.		
		See separate Academy Catering area risk assessment and Caterlink risk assessment . Updated for January 2021.	Yes	Yes
Į.	1	1		1

		Those coming back to work or school may be	• Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance).	Yes	Yes
		anxious, worried our	o opportunities to contribute to main academy and sub risk assessments before the end of term.	Yes	Yes
		stressed	• Communicate this risk assessment and its findings to staff and potentially pupils/parents.	Yes	Yes
			<ul> <li>Live Event to be scheduled with follow up FAQ before the end of term.</li> </ul>	Yes	Yes
	Staff,		<ul> <li>Ongoing Staff meeting and staff forums to be scheduled, October/December. Staff to be consulted on risk assessment and when there are key updates.</li> </ul>	Yes	Yes
Anxiety, stress and worry	pupils (parents		<ul> <li>Website and Firefly to be kept updated over the Summer with all key information. FAQ to be updated as appropriate.</li> </ul>	Yes	Yes
	indirectly)		<ul> <li>If final plan differs in significant respects from draft plan shared before end of term all parents to be contacted with important changes.</li> </ul>	Yes	Yes
			Feed the determined approach into the communication strategy with parents, staff and students .	Yes	Yes
			Staff have access to Group's <u>occupational health and counselling service</u>	Yes	Yes
			Publish the findings of this risk assessment on the school website.	Yes	Yes
		General hygiene to	• Frequency to be increased with focus on areas used my multiple groups and hand-contact surfaces in line	Yes	Yes
		interrupt transmission from contact surfaces	with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. See revised cleaning schedule for December 2020		
			Academy to retain the use of additional cleaning supervisor to support the premises team	Yes	Yes
			All cleaning equipment checked as compliant and replaced as per guidance	Yes	Yes
			• Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing.	Yes	Yes
			• Cleaning following confirmed/suspected case in accordance with DfE guidance <u>COVID-19: cleaning of non-healthcare settings</u>	Yes	Yes
Cleaning	Staff, Pupils,		<ul> <li>Academy to meet the cleaning company representatives again to agree and revise cleaning schedule and processes for new term.</li> </ul>	Yes	Yes
	Visitors		<ul> <li>Increase daytime infection control cleaners to 3+</li> </ul>	Vaa	Vaa
			o Use of new volunteers to support with high frequency cleaning areas such as outside duty spaces	Yes Yes	Yes
			<ul> <li>New Cleaning schedule agreed for Gateway</li> </ul>	Yes	Yes Yes
			<ul> <li>New infection control and general cleaning schedules for the main academy building.</li> </ul>	Yes	Yes
			<ul> <li>Training for all staff who may clean areas such as classrooms</li> </ul>	Yes	Yes
			• If the school is looking to teaching/support staff to provide an element of cleaning then training will be required. (Undertaken 03 09 2020)		1.03
			All staff may be required to undertake minor cleaning such as	Yes	Yes
				1	

<ul> <li>Wiping down their own workstations and IT equipment before use with the cleaning</li> </ul>		1
materials provided in offices and classrooms		
<ul> <li>Some staff may be required to wipe down surfaces such as desks inbetween classes when cleaning team/premises are not available</li> </ul>		
■ Duty staff may be required to wipe down surfaces such as internal and external seats between bubble use.		
Some staff may need to clean their offices/areas after different groups of students, the should be identified in team sub risk assessments along with the level of training and it any PPE is required. Staff to have COSHH training on inset days.		
<ul> <li>Some students may be required to clean their own workstations and IT equipment before use with the cleaning materials provided in the classrooms</li> </ul>		
<ul> <li>Frequency to be increased with focus on all hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn in most cases. Frequency schedule in place and under daily and weekly review. (In progress)</li> </ul>	Yes	Yes
Hand sanitiser to be provided where there is no ready access to a sink with hot water, soap and towels.		
Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing.	Yes	Yes
<ul> <li>WB to continue to monitor cleaners with premises team</li> </ul>		
<ul> <li>Churchills and cleaning supervisor to be aware of key safety guidance. Toolbox talks for current</li> </ul>	Yes	Yes
cleaners	Yes	Yes
<ul> <li>Premises manager to ensure any new products, disinfectants and detergents have COSHH assessment.</li> </ul>	Yes	Yes
<ul> <li>Cleaning following confirmed/suspected case in accordance with DfE guidance <u>COVID-19: cleaning of notations</u> Principal to liaise with PHE to agree follow up actions required.</li> </ul>	<u>n-</u> Yes	Yes
Enhanced cleaning processes that have been implemented will be recorded and agreed with the cleaning processes.	ıg	
contractor. SA staff to monitor these cleaning changes and also ensure contractor is operating in line wi	th Yes	Yes
See Cleaning schedule and revised agreed schedule of cleaning with contractor.		
<ul> <li>Schedule for regular in day cleaning, door handles, printers, hand rails in main entrance, toilets.</li> <li>Schedule to be updated weekly depending on school use.</li> </ul>	Yes	Yes
<ul> <li>Room Cleaning schedule for rooms that students use. Daily tables, computer equipment, chairs, window handles, light switches.</li> </ul>		
<ul> <li>Student computers cleaned at end of the day, students use same computer for whole day.</li> <li>Students to be provided anti-bac wipes to clean their own IT equipment. Premises clean at end each day</li> </ul>	of	
o Rooms that have been deep cleaned and not used will be shut down as reserve spaces to go to.		
Staff should notify WB and premises if they use a room so it can be re-cleaned if used.	Yes	Yes

			Cleaning Plan/Schedule to be re-written and shared in advance of wider reopening with cleaning times (in progress)		
		Delivery of lessons such	Subject leads to review their risk assessments for the planned activities and update accordingly.	Yes	Yes
		as science, D&T, Drama	CLEAPSS guidance referred to in planning science, D&T and Art	Yes	Yes
		and PE require pupils and staff to work in close	AfPE and national governing body guidance referred to in planning school sport activities	Yes	Yes
		proximity thereby increasing the risk of	<ul> <li>Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama with suitable subject specific risk assessments developed accordingly.</li> </ul>	Yes	Yes
		infection	<ul> <li>From 17 May – indoor or outdoor performances to be carried out in line with DCMS guidance for performing arts sector.</li> </ul>	Yes	Yes
		Educational visits	Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing.	Yes	Yes
			<ul> <li>Domestic, non-residential educational visits are permitted from 12<sup>th</sup> April. Schools to refer to OEAP</li> <li>National Guidance when planning.</li> </ul>	Yes	Yes
			<ul> <li>Domestic residential educational visits can resume from 17 May. Children should be kept within their groups while on visits.</li> </ul>	Yes	Yes
			• International educational visits are advised against until 5 September at the earliest. This position to be reviewed prior to moving to Step 4 in the Roadmap	Yes	Yes
Delivery of			PE risk assessment to be updated to include arrangements for changing as per year group bubble model.	Yes	Yes
'higher risk' subjects	Staff, Pupils		<ul> <li>PE Changing to be accommodated in max 1 class of 30 per changing room (*4) A number system to be introduced on 09 11 2020 to aid internal track and trace processes.</li> </ul>	Yes	Yes
subjects			<ul> <li>3 additional single sex changing spaces, dance, fitness room and large PE store in sports hall</li> </ul>	Yes	Yes
			<ul> <li>Changing rooms &amp; toilets in them to be cleaned in-between different bubble use</li> </ul>	Yes	Yes
			<ul> <li>2M space marked out for staff member to stand social distanced from students.</li> </ul>	Yes	Yes
			<ul> <li>Some less aerobic lessons will not require students to change.</li> </ul>	Yes	Yes
			Where classes exceed maximum a queuing system would be operated	Yes Yes	Yes Yes
			Shower areas to be off limits and barriered off	163	163
			<ul> <li>Cleaning/Disinfecting will need to occur in spaces used by outside lettings.</li> </ul>	Yes	Yes
			Resources that are shared between classes or bubbles, such as sports, art and science equipment	Yes	Yes
			will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between	163	163
			use by different bubbles.	Yes	Yes
			<ul> <li>New container to allow for lets and bubble equipment to be stored separately</li> </ul>		
			From 17 <sup>th</sup> May Indoor and outdoor sport competition between schools can now take place		

			,		
		Intimate care brings people within close	Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs	Yes	Yes
Intimate		proximity of each other thereby increasing the	No specific PPE required unless the child in question is symptomatic (see Suspected/confirmed case in school section.	Yes	Yes
Care/Higher	Staff,	risk of infection	Staff providing intimate care to use PPE as they would do normally for providing care in line with children's		
Dependency Pupils	Pupils		needs	Yes	Vas
Pupiis			<ul> <li>ILS to review attendance of these students via individual student risk assessment.</li> </ul>	res	Yes
			PPE and guidance to be agreed with staff involved in advance of students returning. (students attending)	v	.,
			with intimate care needs, staff to follow normal process with PPE)	Yes	Yes
		Persons fail to follow local rules due to lack of	Details of communications strategy and engagement with worker representatives and LGB to continue  **GRUINGER**  **GRUINGER	Yes	Yes
		awareness.	regularly		
		awareness.	Details of how staff/pupils will be trained in the new/temporary arrangements will be agreed and shared in advance of wider reopening		
			new arrangements to be shared via staff at inset and staff meetings with staff to sign off that they	Yes	Yes
Failure to	Staff,	Persons violate local rules	have read and understood the new arrangements. Weekly remote staff briefing in place. Staff		
follow local	Pupil,		forum before reopening and offer of tours with SLT.	Yes	Yes
rules	Visitors		(all staff to sign off to confirm, SLT to follow up with teams, update in briefing)		
			<ul> <li>Students – behaviour policy updated to deal with minor and major transgressions. Reviewed</li> </ul>		
			again for September 2020 if any changes required since June 2020.		
			Serious or repeated safety related behaviour incidents to lead to exclusion and return to home	Yes	Yes
			learning if appropriate.	Yes	Yes
		Loss of site staff and access to contractors	Premises compliance status to be reviewed by Business Director and Premises Manager to be reviewed prior to reopening and briefing provided to the school's Principal	Yes	Yes
Maintaining a	Pupils,	resulting in PPM and	Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible	Yes	Yes
compliant premises	Staff	other compliance checks	record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) All		
p. ccc		lapsing.	contractors to sign in.	Yes	Yes
			Enhanced water hygiene processes in place until school fully occupied.		
		Lack of awareness leads	Central office to ensure that Coronavirus pages on the Hub are kept updated	Yes	Yes
The school		to potential	Important updates/changes to be included in Jon Cole's Heads Bulletins.	Yes	Yes
lapses in	Ct. ff	contamination of the premises or an outbreak	Important updates for parents will be communicated in the weekly email or via letter/SMS	Yes	Yes
following national/	Staff, Pupil,	spreads rapidly through	Principal to ensure that all relevant guidance is followed and communicated	Yes	Yes
group	Visitors	the school and wider	Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of	Yes	Yes
guidelines and		community	Health and Social Care and PHE, and review this risk assessment accordingly		
advice			Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents.	Yes	Yes
			reference to parents.		

		Parents/Pupils updated via classrooms/email/parent text as necessary.		
			Yes	Yes
				Yes
			103	103
	Other risk assessment that aren't updated and	From May 17 <sup>th</sup> Outdoor wraparound provision can take place for all parents and for any number of children. Mixing of groups though should be minimised.	Yes	Yes
	therefore become invalid	PE clubs can restart from 22 March 2021 outdoors.		
		Records will be kept of club attendance for track and trace purposes.	V	V
		Breakfast clubs will have agreed entry and exit doors, any food will be wrapped and cleaning will occur if space is used afterwards by another year group.	Yes	Yes Yes
			Yes	Yes
		that space.	Yes	Yes
		Fire risk assessment reviewed, New main academy fire risk assessment August 2020.	Yes	Yes
		Fire safety procedures amended to support COVID-19 arrangements.	Yes	Yes
		New year group bubble assembly points	Yes	Yes
		Staff and students trained on new evacuation process, practice drills to continue	Yes	Yes
		Staff training schedule monitored and any slippage identified	Yes	Yes
		Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual	Yes	Yes
		handling, COSHH if new chemicals are brought in.	Yes	Yes
Staff,		Sub Risk Assessments need to be updated before September 7th 2020	Van	Vaa
rupiis		Catering	Yes	Yes
		Student Services		
		Reception		
		Gateway		
		Art		
		Drama – Updated to allow for external drama club April 2021		
		Photography		
		<ul> <li>Music - Updated under new guidance Nov 2020 – Peri music lessons paused until May half term 2021.</li> <li>Music lessons in A21 enabled following new music risk assessment</li> </ul>	Yes	Yes
	Staff, Pupils	that aren't updated and therefore become invalid  Staff,	Any change in information to be shared with Chair of Governors and passed on to parents by Groupcall or or Sims IN touch or Caremonkey/Operoo and staff by email  Other risk assessment that aren't updated and therefore become invalid therefore became invalid therefore became invalid became invalid therefore became invalid therefore became invalid therefore became invalid therefore became invalid the wind the	Party change in information to be shared with Chair of Governors and passed on to parents by Groupcall or or Sims IN touch or Caremonkey/Operoo and staff by email  Other risk assessment that a ren't updated and therefore become invalid  Peculus can restart from 22 March 2021 outdoors.  Records will be kept of club attendance for track and trace purposes.  Breakfast clubs will have agreed entry and exit doors, any food will be wrapped and cleaning will occur if space is used afterwards by another year group.  Staff running clubs indoors will ensure that any cleaning requirements are undertaken to allow safe use of that space.  Fire risk assessment reviewed, New main academy fire risk assessment August 2020.  Fire safety procedures amended to support COVID-19 arrangements.  New year group bubble assembly points  Staff and students trained on new evacuation process, practice drills to continue  Staff training schedule monitored and any slippage identified  Key premises risk assessments reviewed to ensure they remain valid, e.g., fire risk assessment, manual handling, COSHH if new chemicals are brought in.  Sub Risk Assessments need to be updated before September 7th 2020  Catering Pastoral Inclusion Sixth Form Finance & HR Admin Student Services Reception Gateway ICT Support Premises PE Dance Art Drama — Updated to allow for external drama club April 2021 Photography Music - Updated dunder new guidance Nov 2020 — Peri music lessons paused until May half term 2021.

Display Screen Equipment (temporary home	Staff	Staff working from home not having access to a workstation fully compliant DSE	<ul> <li>Food</li> <li>Technology</li> <li>Media</li> <li>Classroom</li> <li>Science updated June 2021 to allow for booking of practical science spaces</li> <li>ICT</li> <li>Dependent on national restrictions applicable at the time, educational day visits can resume from 12 April. Domestic residential visits may be possible from 17 May.</li> <li>Staff allowed to take home peripherals and chairs from office only if working from home is agreed as only possible way. (Most equipment will now need to be returned to the academy in advance of full return)</li> <li>Guidance on setting up a suitable workstation provided on Hub coronavirus pages</li> <li>Additional equipment needs to be reviewed on a case-by-case basis</li> </ul>	Yes Yes Yes Yes	Yes Yes Yes Yes
workers)		workstations giving rise to musculoskeletal issues.	MW/LN are available to do individual assessments on any temporary workstation setups	Yes	Yes
Display Screen Equipment Usage Time	Staff Students	Increased screen time risk to physical and mental wellbeing from overuse.	<ul> <li>Lessons have been shortened to provide regular breaks for students and staff throughout the school day.</li> <li>Majority of lessons will have elements that do not require screen time</li> <li>A proportion of homework set will not be screen based, reading books will be encouraged</li> <li>Students and staff will get regular guidance and updates on managing screen time effectively.</li> </ul>	Yes Yes Yes Yes	Yes Yes Yes Yes
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul> <li>Low-risk, office-style work. No specific controls required.</li> <li>Any accidents to be logged onto ARMS.</li> </ul>	Yes Yes	Yes Yes
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul> <li>Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section</li> <li>Guidance provided to managers on supporting their teams and reasonable expectations during this period.</li> <li>Managers to maintain regular contact with their employees, preferably by video link or increasingly in person.</li> <li>Wellbeing to continue to be a focus of staff CPD and inset.</li> </ul>	Yes Yes Yes	Yes Yes Yes

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 spay 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			
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	тн
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	07 06 2021	07/06/2021	AR/SP/AP
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	тн
Science	07/06/2021	07/06/2021	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
	04/09/2020	04/09/2020	JS/Attendance
	1	1	1

Review and check attendance system can keep accurate picture of bubble/groups and inform of when self-		04/09/2020	
isolations and testing processes are complete	04/09/2020	04/09/2020	TH/Premises
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	18/09/2020	AB/IT Support
New sixth form sign in system on iPads touchless if possible	04/09/2020	01/09/2020	VP/CC
Finalise bubble and timetable model	04/09/2020	04/09/2020	MW/CJ1
Plan duty systems for start/end of day and breaks.	04/09/2020	14/09/2020	HR Team/MW
Volunteer recruitment and safeguarding process for duty/cleaning/technical and learning support	04/09/2020	04/09/2020	SLT
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	TH/Premises
Process implemented with staff to ensure resources are in best possible place for curriculum delivery	04/09/2020	14/09/2020	HH/SLT
Training plan formulated and in place	04/09/2020	14/09/2020	LS/SLT
Induction plan for students formulated and in place	04/09/2020	09/09/2020	SLT
Parental communication plan formulated and in place	04/09/2020	13/09/2020	SLT
Cleaning schedules created and in place	04/09/2020	04/09/2020	TH/Premises
Additional staffing, volunteer requirements in place	04/09/2020	04/09/2020	HR/TH
New duties system agreed and in place with additional staff training	04/09/2020	04/09/2020	MW/SLT
New Evacuation plans and maps for classrooms	04/09/2020	04/09/2020	TH/Premises
Staffing Rooming Space organisation	04/09/2020	04/09/2020	TH/Premises
Staffing social distancing rules in place	04/09/2020	16/09/2020	TH/MW
Need new set of procedures for visitors and guidance to hand to them	04/09/2020	21/09/2020	TH/VP/MAS
Create new templates on Mint and allocate students to classes	17/10/2020	17/10/2020	TH/Premises
New fire safe Door Openers fitted to internal doors	01/11/2020	01/11/2020	TH/Premises
Review of staff room occupancy and furniture layout	03/11/2020	03/11/2020	TH/Premises
New markings and furniture layout to support social distancing in the atrium	16/11/2020	16/11/2020	ILS/Premises/TH
New markings for Tas in classrooms	02/01/2021	02/01/2021	TH/Premises
New capacities and screens in Humanities, Science, English and MFL offices	01 01 20201	28/01/2021	TH/JS
Asymptomatic Testing Setup as per NHS guidelines and staff trained	29 03 2021	12 04 2021	TH/JRC/SLT
SLT Review of Face covering guidance April 2021	16 04 2021	16 04 2021	TH/JRC
Communicate change to guidance and risk assessment to parents including face coverings	14 05 2021	15 05 2021	TH/JRC
Temporary Change requiring face coverings from June 6 <sup>th</sup> 2021 communicated to parents	07 06 2021	07 06 2021	TH/JRC

Assessment completed by: Tim Harkins Date: 08 06/2021 Date of next review: 11/06/2021
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### Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

### **Risk Assessment Title and Responsible Person**

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

#### **Details**

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

#### What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and pupils consider visitors, members of the publics, volunteers and others who could be affected.

### What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

# What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk

- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

## **Evaluation of Adequacy**

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

# Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

# **Review Period**

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.