



Risk Assessment Form: COVID-19 - 5th January 2021 - Risk Assessment Review

Date of Assessment: 5th January 2021		Basis for this Risk Assessment: Academy setting's revised planning for operations following changes to government guidance 5 th January 2020. On 5th January 2021, the Government declared a National Lockdown with the area being placed under Tier 4 restrictions. The government states in its new national restrictions from 5th January 2021, that Schools should remain open to vulnerable children and the children of <u>critical workers</u> only. Public vocational exams and assessments scheduled to take place in January will go ahead as planned. All other children and students will learn remotely until February half term and must remain at home. They will access their learning via remote provision. The current restrictions state that shielding advice is currently in place in tier 4 areas, and so all staff and students deemed Clinically Extremely Vulnerable are advised not to attend the Academy. The Government is asking schools to engage in the national testing programme, which will enable weekly testing for staff and daily close contact testing for those staff and students attending.				
Name: Michelle Oliphant		Job Title: Principal				
Signature: <i>MJ Oliphant</i>		Person(s) involved: Staff, Students, Contractors, Visitors				
<u>Ref</u>	<u>Identified potential hazards:</u>	<u>Risk Factor</u> <u>LS</u> <u>RS</u>	<u>Control Measures</u>	<u>Residual Risk</u> <u>LS</u> <u>RS</u>		<u>Person(s) responsible and specific actions</u> <u>Review measures November 2020</u> <u>Review measures January 2021</u>

1	Policies and procedures not being followed leading to incidents	2	2	<p>4</p> <p>All students, staff and volunteers are aware of all relevant policies and procedures covering <i>Health and Safety, Infection Control and First Aid</i></p> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● <i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</i> ● <i>The Health Protection (Notification) Regulations 2010</i> ● <i>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</i> ● <i>DfE and PHE (2021) 'COVID-19: guidance for educational settings'</i> ● <i>DfE Guidance for Schools (published 30th December 2020)</i> <p>The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment.</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> ● <i>DfE</i> ● <i>NHS</i> ● <i>Department of Health and Social Care - PHE</i> ● <i>The school's local authority health protection team (HPT)</i> <p>All staff and volunteers are made aware of any infection control procedures and social distancing arrangements following this revision via email and whole Staff Briefing via virtual meeting.</p> <p>All students and parents are made aware of any</p>	1	2	2		<p>Business Office Manager: sharing of policies, training</p> <p>Principal: communication with staff and parents.</p> <p>Principal/Business Office Manager: Review measures: H&S Covid 19 message through Staff Bulletin, Parent Newsletter & assemblies</p> <p>All staff and students on site to be reminded weekly on policies and procedures to be followed in the Bulletin, through remote briefings - supported by direct input by DoL and Academy Leadership Team.</p> <p>Health & Safety Policy, Infection Control Policy, Sharing of Infection Control RA, 'Reporting of Covid-19 in your setting' document</p> <p>Business Office Manager - all staff 'Infection control training' completed, First Aiders training completed</p> <p>Academy Leadership Team/Principal - This revision will be shared in the information for staff</p>
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			<p>infection control procedures and social distancing arrangements via letter.</p> <p>The Business Office Manager/Trust, conducts a review of all supplier arrangements to ensure they are appropriate.</p> <p>All visitors to the setting will be restricted to only those that are absolutely necessary during the lockdown period from 5th January 2021. Essential works are taking place and these will continue.</p> <p>All visitors to the site are to be booked in to the site in advance, with prior permission of the Principal. All other communication to be via email or telephone.</p>				<p>drive - communicated by Staff Briefing and email.</p> <p>Principal - This revision will be shared with parents via the Academy website</p> <p>Site Resources Manager (Mark Brian)- This revision will be shared with contractors via RAMs and Hazard Exchange documentation</p>
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2	Insufficient premises management leading to potential hazards	1	3	<p>3</p> <p>The Site Resources Manager checks all areas of the school grounds, including carparks and walkways, for any potential hazards.</p> <p>The Site Resources Manager checks all security systems for integrity and that they are in working order.</p> <p>External signage is visible to show that access to the school premises is restricted.</p> <p>Additional signage purchased and installed as required.</p> <p>Any hazards found during checks on the premises are reported to the Principal as soon as possible and issues are resolved as soon as possible.</p> <p>The Principal identifies which areas of the school may be used for different school activities and communicates this to staff, students and volunteers accordingly. This will include further zoning plans for year group or class bubbles where appropriate.</p> <p>The Site Resources Manager arranges for any further changes to the premises to be made to account for current social distancing measures.</p> <p>The Site Resources Manager checks that all mandatory inspections of gas equipment are up-to-date, and arranges any required inspections as soon as possible.</p> <p>The Site Resources Manager ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required</p>	1	2	2		<p>Site Resources Manager - Signs to be replenished and displayed supporting national guidance on Hands, Face Space.</p> <ul style="list-style-type: none"> ● Catch it Bin it, .Kill it ● Social distancing requirements ● Hand hygiene <p>Principal - Rooms for bubbles identified, layout established that meets guidance. Health and Safety measures strictly adhered to with regular daily checks to ensure all mitigation of concern actioned.</p> <p>Site Resources Manager - Rooms ventilated immediately upon opening site and daily checks to ensure fittings and Health & Safety adhered to.</p> <p>Business Office Manager - ensure deep clearing of these identified rooms daily for Cleaning Contractor</p> <p>Site Resources Manager As the Academy is operationally open, all checks to be completed</p>
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			<p>inspections as soon as possible.</p> <p>The Site Resources Manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents.</p> <p>Heating and cooling systems checked and operational.</p> <p>The Site Resources Manager ensures all water storage and supply systems are maintained in line with the legionella L8 ACOP and documented temperature and flushing checks are completed as per the guidance.</p> <p>The Site Resources Manager ensures that any mandatory inspections for lifts, stair lifts and automatic doors are up-to-date and arranges any required inspections as required.</p> <p>The relevant staff check that all phone and broadband connectivity is in working order.</p>						<p>as per normal operational schedule.</p>
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3	Fire safety checks and evacuation routes inaccessible or unsuitable due to current situation	2	4	<p>8</p> <p>The site team checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order.</p> <p>Academy Leadership Team and Business Office Manager ensure that the operational Fire Evacuation Procedure is reviewed and applicable to any changes in people movement or access, e.g. site zoning for different year groups.</p> <p>The school has an adequate system of knowing who is on site when the school is open.</p> <p>The Principal identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and students. .</p> <p>Fire drills are undertaken and recorded. In an emergency, social distancing may not be possible.</p> <p>An additional addendum to the Fire Evacuation will be in place.</p> <p>The Academy Leadership Team make suitable amendments to the Lockdown Policy.</p> <p>Personal Emergency Evacuation Plans (PEEPs) are in place for students/staff who need assistance to evacuate the building.</p> <p>Staff have received Fire Awareness Training.</p>	1	4	4		<p>Site Resources Manager</p> <p>Business Office Manager /Site Resources Manager/ Principal</p> <p>Vice Principal (Curriculum) /HR staff - INVENTORY</p> <p>Academy to operate a walk through and full fire drill to ensure operational awareness for students and staff on site.</p> <p>Business Office Manager - to assign key roles during this period of time. Update evacuation document to reflect current positions and share with staff.</p> <p>SENDCO/HR</p>
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4	Lack of hygiene provision and effective cleaning	2	4	<p data-bbox="712 116 1234 177">8 Enhanced cleaning to be undertaken where required. See section below.</p> <p data-bbox="712 220 1245 419">Cleaning wipes will be provided for staff to wipe down staff surfaces (staff desks) when they leave a classroom and enter a new one. The need to wipe down surfaces will be communicated to staff via email and staff Briefing.</p> <p data-bbox="712 462 1234 592">The necessary areas of the school are deep cleaned, where required, with suitable cleaning agents and equipment and in line with COSHH procedures.</p> <p data-bbox="712 635 1245 732">Staff are made aware of relevant COSHH product information on cleaning products and risk with hand sanitisers.</p> <p data-bbox="712 775 1263 904">All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</p>	1	4	4		<p data-bbox="1852 145 2145 676">Academy Leadership Team linked to year groups ensure all staff keep their designated areas and classrooms clear from clutter and personal items to ensure cleaning is effective. Students must leave the room and their work in a manner that allows deep cleaning to take place. Desks should not be moved, to ensure distancing from other students and staff is maintained.</p> <p data-bbox="1852 831 2152 863">Site Resources Manager</p>
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				<p>All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.</p> <p>Adequate amounts of suitable cleaning agents are available. e.g. Chlorine tablets used by the cleaners and sanitiser and wipes for staff.</p> <p>Where practicable, PPE is available to members of staff who require it to carry out their role safely, e.g. cleaners if cleaning an area used by staff or students who begin to show COVID symptoms. (PPE is not required for general teaching or supervision. PPE will be available for staff attending to students with COVID-19 symptoms).</p> <p>Provisions are made for the safe removal and disposal of disposable PPE including PPE used by students using school transport. Adequate provisions for hand washing or sanitation should be available next to or close to disposal sites and students will need to be made aware of safe removal practices.</p>					<p>Site Resources Manager to ensure signage used</p> <p>Cleaning Contractors/Business Office Manager</p>
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6	Lack of infection control and social distancing resulting in cases of COVID-19	2	4	<p>8</p> <p>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.</p> <p>All staff to complete infection control training. Training record held by HR</p> <p>Face coverings should be worn by adults and students when moving around school, outside of classrooms, such as in corridors and communal areas, and potentially the changing rooms where social distancing cannot be easily maintained. If social distancing cannot be maintained outdoors, then face coverings should be worn (some individuals are exempt from wearing face coverings and staff and students should remain sensitive to those needs)</p> <p>All staff and students to adhere to 2m social distancing - all students seated 2 M apart in classrooms. There are to be no more than 10 students in a room. Break out spaces should be used when numbers exceed this. Students must be seated 2m apart from each other.</p> <p>Where necessary, school transport is restricted to essential use only. (Currently no students accessing provision are using school or public transport).</p> <p>Bins will be provided for the disposal of single use paper masks, along with hand sanitation facilities and these will be safely disposed of.</p> <p>Students and parents will be advised on the correct removal, disposal or storage of face</p>	1	4	4		<p>Academy Leadership Team Business Office Manager/HR Staff/Students/parents/visitors Vice Principal (Curriculum) Principal/Vice Principal (Pastoral) Principal Site Resources Manager</p> <p>Principal/Vice Principal (Pastoral)</p> <p>Site Resources Manager</p> <p>Academy Leadership Team linked to year groups ensure all staff and students keep to their designated areas and check classrooms are clear from clutter and personal items to ensure cleaning is effective. Ensure students leave the room and their work in a manner that allows deep cleaning to take place. Desks should not be moved, to ensure distancing from other students and staff is maintained. Hand sanitiser to be used frequently and students encouraged to wash hands after each break and lunch time.</p>
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				<p>masks.</p> <p>Visual aids are used to display appropriate recommendations regarding social distancing and infection control measures.</p> <p>Infection control stations are set up, where necessary, providing soap and water, bins and alcohol-based hand sanitiser. Students will be advised of the risks associated with alcohol-based hand sanitiser and will be supervised when using (in classrooms and communal areas). Alcohol-based hand sanitiser will not be available in toilets, antibacterial soap in dispensers will be available instead.</p> <p>Adequate amounts of antibacterial soap, tissues and bins are available in the relevant areas.</p> <p>Cleaning regime plan produced and implemented including a programme of daily checks. In line with HSE guidance, cleaning your workplace to reduce risk from coronavirus (COVID-19). This will include all rooms and areas deep cleaned at the end of each day, sanitiser available for all and in various key positions, lidded bins, tissues in rooms, contact point cleaning throughout the day and wipes available for cleaning in interim periods. Staff will be issued with boxes of cleaning materials. Seat sanitizer has been added to toilets for personal use as required.</p> <p>Fogger machine can be used for the deep cleaning of heavy use rooms.</p> <p>Students will remain in year group bubbles</p>				
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				<p>and each year group will be allocated their own zone of the school, which is wherever practically possible, separate to other year group bubbles.</p> <p>Staggered start, break, lunch and end times to the day will enable distancing of year group bubbles.</p> <p>Each year group bubble are allocated specific toilets. Where possible the sharing of toilets across year groups will be avoided where this is unavoidable (Year 8,9 and 11) an increased cleaning regime is in place and separate cubicles will be allocated for each year group.</p> <p>Each year group are allocated an outside break area.</p> <p>Students are expected to bring their own equipment to school and students in Years 9, 10 and 11 will use iPads wherever possible. iPad styluses are purchased for all students in Year 9 and 11.</p> <p>Use of shared school equipment including books is permitted under the guidance but should be kept to a minimum. Where sharing of equipment, including text books, does need to take place, it should be cleaned/wiped down between class bubbles within a year group and must be deep cleaned or in the case of books wiped down and rested for 48 hours (72 hours for plastics) between year group bubbles.</p> <p>Some specialist lessons will begin for KS3 where there is sufficient time and resources to clean between rooms.</p>				
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				<p>To prevent cross contamination between year group bubbles, the canteen will be used for serving food only to students in staggered lunchtimes. There will be no food provided at break.</p> <p>Each year group will be allocated two classrooms for eating. A seating plan will be taken for each lunchroom on a daily basis.</p> <p>Classrooms are arranged, so that all students face in the same direction and are sat side by side and teachers will, where possible, teach from the front and be 2m from students at all times.</p> <p>Teachers and support staff are advised not to be involved in close contact with students (or other staff).</p> <p>In specific circumstances where students need one to one support from a member of staff, this is permitted in the guidance. In these circumstances, staff should where possible to keep a 1m distance and where possible, limit the time to less than 15 minutes. If this contact is absolutely necessary, staff must wear the PPE provided.</p>					
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				<p>Students in provision, all to have allocated seats, which must be used daily and recorded by the provision lead. This should be shared on Curriculum Google Area for identification of close contacts if required.</p> <p>If students are indoors for lunch - the same information should be recorded, and saved in the register.</p> <p>Students who use the changing rooms will be asked to use hand sanitiser when entering a new classroom.</p> <p>Staggered breaks and reduced student movement will reduce contact between year group bubbles, where possible. However, unavoidable passing in corridors is deemed to be low risk in The Government guidance and will be necessary in some cases.</p> <p>The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times at lunch and break will reduce the number of staff in communal areas. We strongly advise that staff do not gather in these areas - maximum of 3 staff in the areas at any given times when using these facilities.</p> <p>Where possible staff have been allocated additional communal areas that they should use to reduce potential cross contamination touch points. Staff are recommended to use these additional areas.</p>					<p>Vice Principals/ All staff</p> <p>These specific roles and procedures to be coordinated by Academy Leadership Team leaders of provision.</p> <p>Principal All Staff</p>
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			<p>Use of the staff kitchen areas should be limited to ensure 2M social distancing. All uneaten food should be disposed of in lidded bins (staff should wipe down lids and wash hands after use).</p> <p>Staff will only use their own cup, cutlery, plates etc and will be responsible for washing, drying and storing these themselves. Staff should wipe down any shared facilities following personal use with wipes provided. Staff are advised not to make drinks for each other and should take it in turns to use kitchen facilities.</p> <p>All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together is an essential requirement of their work. Screens are provided where necessary and should be left in place.</p> <p>Staff will wash hands regularly including before and after eating, and before and after using shared equipment i.e. kettles.</p> <p>Toilet areas are only (wherever possible) used by 1 member of staff at a time, and staff follow social distancing if queuing.</p> <p>Staff will be reminded of infection control measures, such as closing toilet lids before flushing - seat sanitiser has been added to facilities and should be used prior to use.</p> <p>Social distancing should be encouraged. This</p>				Principal All staff Business Office Manager /Site Resources Manager/ Principal/Academy Leadership Team/All staff
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				strategy should be clearly communicated to students, staff, contractors and volunteers.				
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			<p>Where students, staff or volunteers can not follow any required social distancing arrangements for a particular activity, the Principal assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</p> <p>A new behaviour policy addendum is in place to address infringements - communicated as part of letter and initial virtual assemblies and meetings between advisors and students. The behaviour management policy includes appropriate sanctions for students who directly contravene the social distancing/zoning guidelines.</p> <p>A guide for social distancing including the use of zoning bubbles and has been written alongside an addendum to the behaviour policy..</p> <p>Staff, students and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and are sent home as soon as possible. Individuals will wear face coverings and be kept in the medical room or quarantine area (outside if possible) away from other people. Masks and PPE is provided and must be worn by staff attending individuals who are showing symptoms.</p>				SENDCo	Principal
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				https://schoolsnet.derbyshire.gov.uk/site-elements/documents/administration/test-and-trace-information-for-parents-and-carers.pdf					
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7	Limited access to learning for all students	3	2	6	<p>The Principal and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all not in attendance via a remote strategy.</p> <p>All students audited to ensure access to online learning.</p> <p>Digital devices provided to support continued remote learning.</p> <p>Engagement strategies in place to support progress in learning.</p> <p>All students have facilities to ensure access to learning. Issues addressed through regular review of engagement monitoring.</p>	1	2	2		<p>Principal/Assistant Principal</p> <p>Attendance</p> <p>Principal/VicePrincipals</p>
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8	Reduced safeguarding ability due to students being away from school and staff should a student, class, year group bubble or the whole school need to self-isolate or return to lockdown	3	3	9	<p>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary Covid self-isolation of students or risks from lockdown period.</p> <p>The DSL ensures that adequate pastoral care is in place to support students and staff who require it.</p> <p>The DSL ensures the relevant staff have the appropriate training to support students and staff who require pastoral care.</p> <p>As many students as possible contacted on a regular basis AND ALL vulnerable students daily.</p> <p>Staff and student bereavement is managed in line with the guidance from the Trust</p>	2	3	6		Designated Safeguarding Lead (DSL)/Vice Principal (Pastoral)
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9	Lack of effective communication to all stakeholders	2	2	4	<p>The Principal liaises with the Trust about the school and includes any local guidance into the closure or reopening action plans, where required.</p> <p>The school's website is kept up-to-date with any information regarding closures or reopenings e.g. reviewed Risk Assessment, dates and local arrangements.</p> <p>Parents are informed via letter about the relevant information regarding the school, including staggered times of the day, pick- up and drop-off arrangements entrance into the school site, and lunch arrangements.</p> <p>Staff and volunteers are informed via virtual meeting; including any changes to the workday, e.g. staggered starts and ends to the days, breaks and lunchtimes and social distancing/zoning plans and allocated work and social areas and toilets.</p> <p>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</p> <p>All staff, students and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</p> <p>Students and staff are reminded not to attend school if they display symptoms of coronavirus.</p> <p>Academy to communicate regarding the implementation of lateral flow tests to support</p>	1	2	2		<p>Principal</p> <p>Principal/Principal's PA /Vice Principal</p> <p>HR</p> <p>Principal/Vice Principal (Pastoral)/HR</p> <p>Principal/Vice Principal</p>
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				<p>identification of asymptomatic cases and refer positive tests for PCR testing.</p> <p>Communicate procedures in line with separate testing policy and Risk Assessment.</p> <p>Parents to be made aware of procedures following positive cases where school must be informed.</p> <p>Academy to inform parents of positive cases within the academy.</p> <p>Staff and students are given information about the routes for testing due to suspected case.</p> <p>Parents and staff are informed about test and trace arrangements that will be in place in case of a confirmed case.</p> <p>The Business Office Manager communicates with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods.</p> <p>The Business Office Manager communicates with the cleaning providers to limit risk as above.</p> <p>The Principal informs staff, volunteers, LGB and the Trust about the arrangements for meetings e.g. interviews, and how these will be carried out in line with social distancing guidance.</p> <p>All meetings should continue to take place virtually, wherever possible. All internal meetings move to Zoom or Teams at all levels, unless social distancing is over 2m and the</p>					<p>Business Office Manager Pastoral/HR</p> <p>All staff</p> <p>Principal/Designated Safeguarding Lead/ Vice Principal</p> <p>Pastoral/HR</p>
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				<p>room is sufficiently ventilated. Guidance to be given that no more than 3 staff should be in a room, at any given time to reduce risk. Face to face meetings to be held at the discretion of the Principal.</p> <p>The relevant staff liaise with the parents of students who are deemed more vulnerable to discuss infection control measures, including social distancing and the use of year group and class bubbles and year group zones to alleviate any student or parent concerns they might have about remaining in school.</p> <p>The relevant staff complete individual student RAs for students deemed more vulnerable to ensure effective control measures in place. These must be communicated to all relevant stakeholders within the school.</p> <p>The Principal ensures that the school can be adequately and safely staffed and this is constantly under review.</p> <p>The Principal and the SENCO identify students with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</p> <p>The Principal and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and students have access to psychological support.</p> <p>Students within the setting will be reminded about the importance of infection control including hand hygiene and 'Catch it, Bin it, Kill it'. Students will be reminded of the</p>						<p>Academy Leadership Team</p> <p>Academy Leadership Team</p>
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				<p>importance of hand washing after using the toilets.</p> <p>In addition to reminders in virtual assemblies and advisor time visual aids will be located around the school.</p> <p>PE lessons for all students may be offered/ only when possible.</p> <p>This should take place outside to enable social distancing and to avoid the build-up of viral load in indoor spaces.</p> <p>Where indoor spaces are used, less vigorous sporting activities will need to be taught where equipment is not shared and there is sufficient space for good ventilation.</p> <p>No outdoor equipment will be used unless previously agreed in order to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p> <p>There will be no sharing of rooms between year groups.</p> <p>Stagger the use of staff rooms and offices to limit occupancy, socially distanced seating in these areas and restricted time usage.</p> <p>Reduce the use of shared resources:</p> <ul style="list-style-type: none">• by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.					
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				<ul style="list-style-type: none"> Students should have their own basic equipment to use each day in school. This includes pens, pencils, pencil sharpener, eraser, ruler, coloured pencils, highlighters, a glue stick and headphones. <p>Students in Years 9,10 and 11 are expected to bring their iPad to school fully charged, in its protective case, with their charger and stylus (special pen).</p> <p>By seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <p>No physical text books are being used.</p> <p>All marking is to be done online.</p> <p>No practical lessons are planned at this time apart from demos from staff if necessary. This will be reviewed when additional advice is released from CLEAPSS.</p> <p>Meetings with parents/guardians where parents/guardians need to come onto site should be approved by the Principal. Where these have been approved, visitors will need to be made aware of social distancing practices, wear a face covering whenever possible and use hand sanitizer.</p> <p>Face to Face meetings should be avoided. All meetings, where possible, will be remote. No more than 3 people should occupy any space</p>						<p>All Staff</p> <p>Academy Leadership Team</p> <p>Local Authority</p> <p>Transport arrangements will remain the same as 2019/20 unless DCC along with the DfE guidelines recommend differ</p>
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and 2m social distancing must be observed at all times

Adjust transport arrangements where necessary including:

- encouraging parents and children and young people to walk, cycle or car share to their education setting where possible
- schools, parents and young people following the government guidance on how to travel safely, which will be published shortly, when planning their travel, particularly if public transport is required
- make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from the students
- taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts

Transport arrangements will remain the same as 2019/20 unless DCC along with the DfE guidelines recommend differ

11	Clinically Extremely Vulnerable employees/students exposure to Covid-19	2	4	8	<p>The guidance for CEV students and staff can be found on the Government Covid 19 website.</p> <p>Students:</p> <ul style="list-style-type: none"> The government states that those children whose doctors have confirmed that they are still Clinically Extremely Vulnerable are advised not to attend education whilst the national restrictions are in place and the academy remains in Tier 4. Students will be supported to continue their education at home; Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves should attend education; <p>Staff:</p> <ul style="list-style-type: none"> Those individuals who are clinically extremely vulnerable are advised not to attend Work whilst the national restrictions are in place and the academy remains in Tier 4. Individuals in this group will have been identified through a letter from the NHS or GP. Staff with these letters should contact HR and support can be provided, including working from home 	1	1	1		<p>Shielding employees/families and Principals/Trust/ SENCO</p> <p>HR/Employees</p>
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				<p>where possible whilst the national restrictions are in place.</p> <p>HR will review individual risk assessments in line with government guidance changes.</p> <ul style="list-style-type: none"> All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable and follow the risk assessment measures in place for any other staff members (see below). The HSE advises pregnant women to follow strict social distancing to reduce the risk of severe illness from Covid. When the employee provides either verbal or written notification that they are pregnant, the academy will complete an Individual risk assessment AND a risk assessment for New and Expectant Mothers as soon as possible to consider risks and any additional risks; and mitigation of risks. This will be reviewed at week 24. <p>From the 28 week, expectant mothers will move into the CEV category and will be advised to work from home under the new guidance. This will be discussed at the 24 week review with HR</p>	1	4	4		HR/Staff member
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12	Clinically Vulnerable employees/students exposure to covid-19	2	4	8	<p>Staff and children who are clinically vulnerable or have underlying health conditions, but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</p> <p>Risk assessments are being reviewed to determine how these staff can be further supported within school.</p> <p>Clinically vulnerable have been given medical/surgical grade face masks</p>	1	4	4		Employee/families and Principal/Trust
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13	Risk of exposure to any other staff members	2	4	8	<p>Follow government advice on social distancing in the workplace</p> <p>Good hygiene advice for all employees</p> <ul style="list-style-type: none"> ● Wash your hands often with soap and warm water ● Use tissues to wipe your nose or catch a sneeze, and then put them in the bin straight away ● Don't touch your eyes, nose or mouth if your hands aren't clean <p>Social distancing advice for all employees</p> <ul style="list-style-type: none"> ● Try to cut down the number of people you meet with on a daily basis. ● Keep your distance from people when you see them (2 metres) ● Avoid busy public venues like bars, restaurants and cinemas when open <p>Additional support measures may include but are not limited to;</p>	1	4	4		
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					<ul style="list-style-type: none"> • hand washing/sanitation built in to activities for staff member and students who are participating • advise staff and students to wear clean clothes every day • clear succession (on call person) to cover in case of any symptoms -Use radios, where possible, Staff leave the room to report or student if it is staff, Symptomatic person goes outside and on call is called to get first aider to deal with issue (using PPE), • All staff teaching will use SIMS on-call support 					
14	Suspected staff or student Covid-19 case due to displaying symptoms	2	4	8	<p>All rooms used by that student or member of staff are closed for enhanced cleaning.</p> <p>Room should be secured with appropriate signage 'Closed for Cleaning' and cleaners should wait a minimum of 30 minutes before commencing the enhanced cleaning.</p> <p>PPE should be worn when carrying out cleaning following suspected cases.</p> <p>Areas where the individual has passed through and spent minimal time (corridors etc) are cleaned thoroughly, as normal.</p> <p>See guidance for suspected or confirm case</p>	1	4	4		Site Resources Manager /cleaners
15	Requirement for first aid provision increasing the risk of infection to First Aiders	3	4	1 2	<p>Ensure that there is a designated First Aider on site each day.</p> <p>Provide First Aider with enhanced PPE (face mask, face visor, disposable gloves, disposable aprons) to help protect them to deal with first aid matters.</p>	2	4	8		Principal Business Office Manager

16	Risk of exposure to covid- 19 of other vulnerable groups particularly BAME	3	3	9	Communicate with this group of staff and student families regularly	2	3	6		HR/Principal
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	who are disproportionately affected by the virus				Identify any underlying health conditions which may exacerbate the virus deal with the individuals on a case by case basis and risk assess					HR/SENDCO
17	Risk to staff due to additional movement around the school site	2	3	6	All staff should request a laptop bag with shoulder strap from IT. Where using exercise books students will be expected to carry their own books to and from lessons. All teaching and marking is online. Staff with mobility issues will have their Personal Risk Assessments reviewed within the context of any new working arrangements and additional adjustments or support strategies should be put in place. Staff must make Line Managers and/or HR aware of any new or existing mobility issues that might affect them that they have not previously shared Staff should be made aware of safe manual handling advice if necessary in line with current academy policies	1	3	3		IT Vice Principal Pastoral/HOY/Advisors VPs/APs/DLs Vice Principal (Curriculum)/HR All staff Business Office Manager /HR

I have discussed and agree to the above Risk Assessment and will adhere to the control measures in place.

Employer Employee.....

Instructions for doing a Risk Assessment

Risk Factor Key				
Likelihood (L)		Severity (S)		Risk Score (RS)

3=Probable 2= Occasional 1= Remote	x	5= Catastrophic 4= Critical 3= Serious 2=Marginal 1=Negligible	=	10+ High Score 5-9 Medium Risk 1-4 Low Risk
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Each form must be completed by a competent person. They must identify every individual or group of people affected by the potential hazard. What is important is that Control Measures reduce the risk to a manageable level. i.e. 1-9

If residual risk is still 5-9 with control measures consult line management for advice before proceeding.

Score of 1-4 Preventative measures must be introduced.

Score of 5-9 Situation will need tight controls, seek professional advice or alternative if at all possible.

Score of 10+ If residual risk is above 10. Do not proceed. Find an alternative.

Record details of preventative measures, and monitor to ensure control measures are adequate. Ensure assessment is honest and realistic. If you require any assistance please contact.