



The de Ferrers Trust

Risk Assessment Form: COVID-19 Full Re-opening September 2020

Date of Assessment: 7th July 2020			Academy Settings planning for full return for all students from partial closure – parties affected: all staff, students, families, Leadership Team, Principals and Trust Central Team.						
Name: Michelle Oliphant			Job Title: Principal						
Signature:			Person (S) involved: All members of ALT						
Ref	<u>Identified potential hazards:</u>	<u>Risk Factor</u> L S RS			<u>Control Measures</u>	<u>Residual Risk</u> L S RS			<u>Person(s) responsible and specific actions</u>
1	Policies and procedures not being followed leading to incidents	2	2	4	<ul style="list-style-type: none"> All students, staff and volunteers are aware of all relevant policies and procedures covering Health and Safety, Infection Control and First Aid All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' - DfE Guidance for full opening: Schools (published 2nd July 2020) Please follow this link to additional guidance documents The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment. The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE 	1	2	2	<p>BOM: sharing of policies, training Principal: communication with staff and parents.</p> <p>Health & Safety Policy, Infection Control Policy, sharing of Infection control RA, 'Reporting of Covid-19 in your setting' document</p> <p>All staff 'Infection control training' completed, First Aiders training completed ALT/Principal</p> <p>Principal/BOM</p>

				<ul style="list-style-type: none"> - NHS - Department of Health and Social Care - PHE - The school's local health protection team (HPT) <ul style="list-style-type: none"> ● volunteers are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email and whole staff reopening virtual meeting and Inset Days. ● All students and parents are made aware of any infection control procedures and social distancing arrangements for when the school reopens via letter. ● The BOM/Trust conducts a review of all supplier arrangements to ensure they are appropriate for the school reopening to more students ● All essential visitors to the Academy are booked into site in advance. Visitors will sign in using inventory. 				<p>VPC/BOM: Updated signage</p> <p>Principal/VPP</p> <p>BOM</p> <p>SRM/BOM</p>	
2	Insufficient premises management prior to full reopening of schools leading to potential hazards	1	3	3	<ul style="list-style-type: none"> ● The Site Manager checks all areas of the school grounds, including car parks and walkways, for any potential hazards. ● The site manager checks all security systems for integrity and that they are in working order. ● External signage is visible to show that access to the school premises is restricted. ● Any hazards found during checks on the premises are reported to the Principal as soon as possible and issues are resolved prior to school reopening to more students. ● The current advice is that all schools should fully reopen from the Autumn term. Should this change, the Principal will implement the guided tier responses in line with local and national advice. ● 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 includes zoning plans for year group or class bubbles as appropriate. ● The site manager arranges for any changes to the premises to be made to account for current social distancing measures. 	1	2	2	<p>SRM</p> <p>SRM/BOM</p> <p>Principal</p>

					<ul style="list-style-type: none"> • The Business Office Manager and Academy Leadership Team make suitable amendments to the Lockdown Policy. • Procedures are in place for students/staff who need assistance to evacuate the building. • Staff have received Fire Awareness Training. Marshalls are identified and trained. • Signage is up to date and fire prevention and safety equipment is on site. • Alarm points and the fire logbook checks are completed regularly. 				Principal/BOM and ALT SRM
4	Lack of hygiene provision and effective	2	4	8	<ul style="list-style-type: none"> • E. See section below. • Personal areas and classrooms should be kept clear from clutter and personal items to ensure this process of cleaning is effective • Cleaning wipes will be provided for staff. The need to wipe down surfaces will be communicated to staff via email and staff briefing. • The necessary areas of the school are deep cleaned before reopening, where required, with suitable cleaning agents and equipment and in line with COSHH procedures. • Hand sanitisers. • 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 • All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. • Adequate amounts of suitable cleaning agents are available. eg. Chlorine tablets used by the cleaners and sanitiser and wipes for staff. • 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 	1	4	4	Principal/ ALT/All Staff Principal/VPC BOM/SRM/VPC Risk assessment for Hand Sanitiser All Staff SRM BOM/SRM

					<p>required for general teaching or supervision. PPE will be available for staff attending to students with COVID-19 symptoms).</p> <ul style="list-style-type: none"> 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. Staff and students are directed to use the labelled bins to dispose of facemasks. 				Principal/ALT/All staff
5	Site staff absence (including cleaners)	3	4	12	<ul style="list-style-type: none"> Where the cleaning is contracted out, replacement staff should be requested from the relevant cleaning company. If the site cannot be cleaned or maintained due to lack of staff, the school should seek advice from the Trust before making a decision to temporarily close on health and safety grounds. Text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover. 	3	3	9	VPP/BOM/SRM
6	Lack of infection control and social distancing resulting in cases of covid-19	2	4	8	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. All staff to complete infection control training. Training record held by HR Where necessary, school transport is restricted to essential use only. where practical, Students using school transport will be encouraged to practise infection control and social distancing measures 	1	4	4	Principal ALT/BOM/All Staff BOM/HR ALT – VPC

				<ul style="list-style-type: none"> ● G should be communicated to students and parents that students should sit in year groups on school buses maintaining their social distance when waiting for the bus and when seated. They should clean their hands before boarding. However, schools and academies are not in a position to enforce this recommendation. ● Masks should be used by all students using school transport unless they have a medical reason not to. ● Masks should be used by all students using school transport unless they have a medical reason not to. ● ● Within school, staff and students are strongly advised to wear masks when transitioning corridors within the building and when greeting students at classroom doors. Staff and students will be expected to provide their own masks. The Academy will hold a supply on site for distribution as required for soiled, damaged and unsafe masks. ● Staff and students may choose to wear during social periods at break and lunch. ● It is compulsory that staff wear a facemask when meeting visitors. It is recommended that meetings are kept to less than 15 minutes. ● It is not encouraged that they be worn within classrooms - individual requests will be considered. ● Individual concerns around SEND and or disabilities will be supported. ● Bins will be provided for the disposal of single use paper masks along with hand sanitation facilities and these will be safely disposed of. ● Students and parents will be advised on the correct wearing, removal, disposal and storage of face masks. Follow the link to WHO video: mask wearing. ● - via a shared PowerPoint presentation to staff, students and parents. ● All visitors are required to wear a facial mask and adhere to the Academy H&S procedures. 			<p>Principal/VPP</p> <p>SENCO</p> <p>SRM</p> <p>Principal</p> <p>SRM/BOM Principal/ALT</p>
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				<ul style="list-style-type: none"> • Visual aids are used to display appropriate recommendations regarding social distancing and infection control measures. • 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. • Adequate amounts of antibacterial soap, tissues and bins are available in the relevant areas. • Catch it, bin it, kill it promoted to staff, students and parents as part of safe respiratory hygiene. • 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. cleaning materials. • Fogger machine used for the deep cleaning of heavy use rooms. • Any reopening plans are in line with the relevant local and national advice. • • Staggered start, break, lunch and end times to the day will enable distancing of year group bubbles. • Each year group bubble will be allocated specific toilets. Where possible the sharing of toilets across year groups at the same time will be avoided. Where sharing of toilets is necessary they will be used at separate break times and cleaned between year groups. 				<p>SRM</p> <p>Principal/VPP</p> <p>VPC</p> <p>Principal/BOM/SRM/VPC</p> <p>SRM/BOM</p> <p>Principal/VPP/All staff SRM/BOM</p>
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				<p>toilet arrangements: Y7 and Y8 - World studies block toilets Y9 - Y9 Maths corridor toilets Y10 - Science, Sport and Technology (SST) Building toilets Y11 - Maths corridor toilets</p> <ul style="list-style-type: none"> • Each year group will be allocated an outside break area. • Students will be expected to bring their own equipment to school and students in years 9, 10 and 11 will use iPad wherever possible. iPad styluses will be purchased for all students in year 9, 10 and 11 (year 11s who were issued these in June are expected to bring these to school). • 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. • Year 7 and 8 students will be issued with their own personal equipment for use within school and their own workbooks which will be stored in personal trays • –practical lessons–in (Art, DT, Drama, PE, Music or Science) will ensure that there is minimum physical contact and sharing of equipment. In performing subjects, students and teachers are encouraged to not raise their voice. Accompanying background music should be low to avoid shouting. This will be reviewed at the end of term 1(half term) and again at the end of term 2 (Christmas) following the publication of CLEAPSS guidance. • In music, students should sit back to back if singing or playing an instrument. • All rooms should be well ventilated. 				<p>Principal and ALT</p> <p>SRM</p> <p>Principal and ALT</p>
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				<ul style="list-style-type: none"> Outdoor sports should be prioritised and follow Government guidance on principles - only team sports that are approved on the list are permitted. Large indoor spaces may be used maximising natural ventilation. The academy will follow advice from all recognised sporting and national bodies. <p>In all areas</p> <ul style="list-style-type: none"> Staff should adhere to the 2m distancing at the front of the class and avoid close face to face contact. To prevent cross contamination between year group bubbles, the canteen will not be used by students. Hot takeaway meals will be ordered weekly via google forms and delivered to classrooms by the catering team at the start of each staggered lunch break. There will be no food provided at break. Each year group will be allocated two classrooms for eating. In Years 7 to 9, there will be a consistent seating plan that all classes will use (alphabetically by surname). In Years 10 & 11, staff must record their own seating plan. Lunch rooms will be open for 15 mins. Due to COSHH regulations Science Labs, Art Class rooms and DT workshops must not be used for eating at any time (CLEAPSS guidance states that this isn't a recommendation this is law) For a wet lunch, students will help clean the room. Staff will encourage good hygiene practice. Classrooms will be 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 2M from students. 2M marks to be placed at the front of classrooms. Teachers and support staff will be advised not to be involved in close face to face discussions with students (or other staff). There will be some SEND exemptions. 				<p>VPC/TLPM/BOM</p> <p>VPC</p> <p>VPC/TLPM</p> <p>VPP/APTL</p> <p>APTL/VPC/DLs/SENCO</p> <p>SENCO</p> <p>VPC/APTL/DLs</p> <p>VPC/APTL</p>
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				<ul style="list-style-type: none"> • 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, keep a 1M distance and limit this time to less than 15 minutes where possible • Students will be placed in year group bubbles and where possible class bubbles. • In years 7 and 8 students will remain in class bubbles and remain in the same room and place (wherever possible) for all lessons other than ICT, PE and library lessons. Each child will be allocated a seat and teachers will move classrooms. • In year 9 students will have two different class bubbles, core and creative arts groups. They will have allocated seats for each room they use. • In year 10 and 11, students will remain in year group bubbles but will need to mix across the year groups to enable setting in core subjects and to attend option lessons. • Students who are changing rooms will be asked to use hand sanitiser when entering a new classroom • 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. • Each year group bubble will have their own entry and exit points in and out of the school site. . • One-way systems will be in place and marked where necessary. • 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. . • All uneaten food should be disposed of in lidded bins (staff should wipe down lids and wash hands after use) 				<p>VPC/TLs/DLs</p> <p>All Staff</p> <p>ALT/TLs/DLs</p> <p>VPC/Principal/BOM</p> <p>VPC/TLPM</p> <p>Principal/VPC/DLs</p>
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				<ul style="list-style-type: none"> ● Staff are advised not to make drinks for each other and should take it in turns to use kitchen facilities, unless working closely together is a requirement of their work ● 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 ● Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles ● Kettles, urns, worktop etc in communal areas should be wiped before and after use with the wipes provided ● Toilets areas are only (wherever possible) used by 1 member of staff at a time and staff follow social distancing if queuing. ● Staff will be reminded of infection control measures such as closing toilet lids before flushing as per infection control training. ● Staff should socially distance (2M) from colleagues whenever possible and where they need to be closer than 2M they should try to remain 1M from each other. Staff should not remain within 2M of each other for longer than 15 minutes. This will be particularly important for staff who are vulnerable or critically vulnerable. ● Strict 2m Social distancing is no longer a requirement for students within year group or class bubbles but they should be encouraged to practice distancing where possible. This strategy should be clearly communicated to students, staff and volunteers. ● Seating plans should be produced for each group Bubble and a plan given to the member of staff overseeing the Student records for any changes made to the seating plan will need to be communicated to this person at the time. ● Use of the PLC will be limited to one year group bubble per day on a rotation. 				<p style="text-align: center;">SENCO/VPC</p>
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					<ul style="list-style-type: none"> • A room/rooms will be allocated at the back of the PLC area and accessed by the rear door for students with SEND/EHCPs from year groups requiring additional support during the school day. These rooms will be cleaned by support staff between students from mixed bubbles. For students with additional needs the mixing of year group bubbles is permitted. • 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. • A new behaviour policy addendum will be in place to address infringements - communicated as part of letter and initial virtual assemblies and and meetings between advisors and students. The behaviour management policy will include appropriate sanctions for students who can't follow social distancing/zoning guidelines. for social distancing including the use of zoning bubbles and has been written and an addendum to the behaviour policy too. • Risk assessments/Risk mitigation plans will be written for students who fall into the vulnerable categories or who live with adults who are critically vulnerable • Students attending alternative provision will be expected to commit to fully adhering to the centre specific Risk Assessment. • https://schoolsnet.derbyshire.gov.uk/site-elements/documents/administration/test-and-trace-information-for-parents-and-carers.pdf 				Principal Principal/VPP Principal/ALT/All staff SENCO/VPC
7	Limited access to learning for all students	3	2	6	<ul style="list-style-type: none"> • The expectation is that all young people will return to full time education • Curriculum leaders at all levels will develop subject specific curriculum plans in partnership with Trust leaders and their counterparts across the de Ferrers Trust that take account for gaps in knowledge as a result of the extended school closures. 	1	2	2	APA/ALT Principal and APTL Principal, VPC and APTL

					<ul style="list-style-type: none"> • In addition to developing a full-time recovery curriculum, curriculum leaders will also develop a minimum 4 week blended learning curriculum and also a minimum 4 week full time home learning curriculum, in case of future local or national lockdowns being implemented. • The Principal works with the ICT technicians to ensure enough ICT devices, e.g. all students in years 9 (iPads should be launched for year 9 as soon as possible), 10 and 11 to have iPads and iPad styluses • The Principal liaises with the relevant personnel to ensure adequate provision is in place for all students to be able to work effectively in school within year group and class zonal bubbles, e.g. learning support. Those with EHC plans may need to be 'taught' outside of original groups • The Principal and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all students if any groups need to return to learning remotely. • Laptops available for vulnerable students. • Students not in years with iPads should work in subject exercise books or subject workbooks which they will need to bring to each lesson. The importance of students having the correct equipment and books for lessons should be communicated in letters/emails to parents, assemblies and advisory time. 				<p>Principal, ITM, VPC/APTL</p> <p>Principal/VPC/APTL</p> <p>SENCO/ Principal</p> <p>Principal/VPP/APTL</p> <p>VPP/TLPM/APA</p> <p>APTL/ VPP</p>
8	Reduced safeguarding ability due to students being away from school and staff should a class, year group bubble or the whole school need to self-isolate or return to lock down	3	3	9	<ul style="list-style-type: none"> • The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying. • The DSL ensures that adequate pastoral care is in place to support students and staff who require it. • The DSL ensures the relevant staff have the appropriate training to support students and staff who require pastoral care. Previously completed during lockdown period • As many students as possible contacted on a regular basis AND ALL vulnerable students weekly 	2	3	6	<p>DSL/VPP</p> <p>VPP and HoY</p> <p>VPP</p>

					<ul style="list-style-type: none"> Staff and student bereavement is supported in line with the <u>guidance from the Trust</u> 				VPP/DSLs VPP/HR
9	Lack of effective communication to all stakeholders	2	2	4	<ul style="list-style-type: none"> The Principal liaises with the Trust about reopening the school and includes any local guidance into the reopening action plan, where required. The school's website is kept up-to-date with any information regarding reopening, e.g. dates and local arrangements. Parents are informed via letter about the relevant information regarding reopening the school, including staggered times of the day, pick-up and drop-off arrangements entrance into the school site, and lunch arrangements. Staff and volunteers are informed via virtual meeting and September inset about the relevant information regarding full time reopening from september, 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. 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. 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. Students and staff are reminded not to attend school if they display symptoms of coronavirus Staff and students are given information about the routes for testing due to suspected case. Parents are informed about track and trace arrangements that will be in place in case of a confirmed case. The Principal liaises with the Trust about full reopening plans. 	1	2	2	Principal - AMT PA Principal/ PA Principal/PA HR Principal/VPP/HR Principal/VPP/HR Principal/VPP/HR Principal/VPP Principal BOM

				<ul style="list-style-type: none"> • The Principal ensures that the school can be adequately and safely staffed when it reopens. This is constantly under review. See below. • 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. • 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 when the school reopens. 				Principal SENCo - via Risk Mitigation Review Principal/DSL/VPP	
10	Returning staff member or pupil contracting covid-19 as a result of the government opening schools to all students	2	4	8	<p>Measures repeated for ease if necessary</p> <p>Individuals reminded not to attend site if displaying symptoms or someone in their household is.</p> <p>Reduce mixing within education or childcare setting by (further details can be found in school reopening plan):</p> <ul style="list-style-type: none"> • The use of year group bubbles and zones • Staggered times to the day • Separate toilets where possible, increased clean regime where not • Separate entry and exit points into school for year group bubbles • Separate break areas • Where possible students remain in one or a limited number of class-rooms and teachers rotate • One-way circulation in place where appropriate (crossing in corridors deemed as low risk) • Take away pre-ordered hot food delivered to classrooms • Liquid alcohol hand sanitiser pumps will be located inside each classroom that and students and staff should use this when entering rooms and before and after eating. • Teachers should adhere to 2M social distancing from students and other staff members wherever possible 	1	4	4	ALT VPC VPCD/TLPM SRM VPC/TLPM VPC/TLPM VPC/HOY11 VPC/TLP BOM/Catering/TLPM SRM/BOM/All staff Principal/ALT/All staff

				<p>and no closer than 1M. If teachers need to be closer to other staff of students this should be for no longer than 15 minutes. A 2M teacher's zone will be marked in each classroom</p> <ul style="list-style-type: none"> • staggering breaks will ensure that any corridors or circulation routes used have a limited number of students using them at any time. • Students will be taught about the importance of infection control including hand hygiene and 'Catch it Bin, Kill it'. Students will be reminded of the importance of hand washing after using the toilets. In addition to reminders in virtual assemblies and advisor time visual aids will be located around the school. • Where it is necessary for toilets to be used for more than one year group staff on duty should monitor toilets to ensure that they do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. • Noting that some children and young people will need additional support to follow these measures - additional signage to support <p>Use outside space and PE:</p> <ul style="list-style-type: none"> • Regular PE lessons for all students are encouraged. Whenever possible this should take place outside to enable social distancing and to avoid the build-up of viral load in indoor spaces. Where indoor spaces are used, good ventilation should be ensured. • The Fitness Suite can be used by one class at a time. Students in year group bubbles will be provided with cleaning wipes which they should be instructed to use before and after use. Equipment must be deep cleaned using chlorine tablets or the fogger machine between year groups. • 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. Read COVID-19: cleaning of non-healthcare settings 				<p>VPC/TLPM</p> <p>VPP</p> <p>VPC/ duty staff</p> <p>SEnCo/VPP</p> <p>VPC/APTL/PE Staff</p> <p>APTL/PE Staff/BOM/SRM</p> <p>VPC/SRM/BOM/Site cleaners</p> <p>VPC/APTL/PE Staff</p> <p>VPC/SRM/BOM</p>
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				<p>will be published shortly, when planning their travel, particularly if public transport is required</p> <ul style="list-style-type: none"> • Transport arrangements will remain the same as 2019/20 unless DCC along with the DfE guidelines recommend differently. • make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus • make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers • 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 • local authorities or transport providers could consider the following: <ul style="list-style-type: none"> • guidance or training for school transport colleagues • substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers • cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out <p>communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</p>					
11	Clinically extremely vulnerable employees/students' exposure to covid-19	2	4	8	<p>Previously Shielding employees and students (including the children living with previously shielding adults) can now return to school and the workplace provided strict social distancing requirements can be met. Each case to be risk assessed on its own merit to minimise exposure and to maintain social distancing rules throughout the period defined by the government</p>	1	1	1	<p>Shielding employees/families and Principals/Trust</p> <p>HR/SENCO</p>

					<ul style="list-style-type: none"> The Academy should have a record of previously shielding employees, and children living with previously shielding adults. Individual risk assessments and/or risk mitigation plans should be put in place and clearly communicated to all relevant staff. 				HR/SENCO
12	Clinically vulnerable employees/students' exposure to covid-19	2	4	8	<p>Each case to be risk assessed on its own merit to minimise exposure and to maintain social distancing rules throughout the period defined by the government</p> <ul style="list-style-type: none"> The Academy should have a record of clinically vulnerable employees/students. Individual risk assessments and/or risk mitigation plans should be put in place and clearly communicated to all relevant staff. <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 suggested) Avoid busy public venues like bars, restaurants and cinemas 	1	4	4	Employee/families and Principal/Trust HR/SENCO HR/SENCO
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 	1	4	4	

16	Risk of exposure to covid-19 of other vulnerable groups particularly BAME who are disproportionately affected by the virus	3	3	9	<ul style="list-style-type: none"> Communicate with this group of staff and pupil families regularly Identify any underlying health conditions which may exacerbate the virus deal with the individuals on a case by case basis and risk assess in the same way as you deal with the other vulnerable employees if they are required and willing to be in school 	2	3	6	HR
17					<ul style="list-style-type: none"> All staff should request a laptop bag with a shoulder strap from IT. Where using exercise books students will be expected to carry their own books to and from lessons Year 9, 10 and 11 will be expected to work on iPads wherever possible. The use of physical textbooks should be reduced wherever possible Staff should make use of iPads where possible for marking work 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 manual handling advice in line with current academy policies 				ITM VPP/HOY/Form Tutors VPC/ASTL/DLs ASTL VPC/HR All staff BOM

I have discussed and agree to the above risk assessment and will adhere to the control measures in place.

EmployerEmployee.....

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.