



The de Ferrers Trust

Risk Assessment Form: COVID-19 Full Re-opening March 2021

Date of Assessment: 1st March 2021			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: <i>MB Oliphant.</i>			Person (S) involved: All members of Academy Leadership Team						
Ref	Identified potential hazards:	Risk Factor			Control Measures	Residual Risk			Person(s) responsible and specific actions
		L	S	RS		L	S	RS	
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) <p>Please follow this link to additional guidance documents</p> <ul style="list-style-type: none"> The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment. 	1	2	2	Business Office Manager: sharing of policies, training Principal: communication with staff and parents. Vice Principal: to place key information on CPOMS and ensure staff sign to say that they have refreshed / updated their knowledge Business Office Manager and Assistant Principal ensure any new starters have completed statutory induction in relation to policies procedures and practices to include: Covid Risk Assessment measures Health & Safety operational procedures Infection control Manual handling

				<ul style="list-style-type: none"> • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE - The school's local Health Protection Team (HPT) • 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 Business office Manager /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. Visitors to the setting will be restricted to only those that are absolutely necessary and reviewed at each Government announcement. Essential works are taking place and these will continue. 				Principal/Business Office Manager Principal Assemblies / information to parents Business Office Manager Site Resource Manager/Business Office Manager	
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 Resource Manager checks all areas of the school grounds, including carparks and walkways, for any potential hazards. • The Site Resource 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 open from Monday 8th March following a negative Covid test. The Academy will implement a staggered return to allow for testing of all students and staff. 	1	2	2	Site Resource Manager Site Resource Manager / Business Office Manager Business Office Manager and Testing Team

					<ul style="list-style-type: none"> • The Business Office Manager ensures that any mandatory inspections for lifts, stairlifts and automatic doors are up-to-date and arranges any required inspections as soon as possible. • The relevant staff check that all phone and broadband connectivity is in working order. • Staff and visitors will sign into the site using Inventory to stop physical touch points. 				
3	Fire safety checks and evacuation routes inaccessible or unsuitable due to current situation	2	4	8	<ul style="list-style-type: none"> • The site team checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. • Staff and students reminded of new evacuation plans • Drill completed by 19th March 2021 • The school has an adequate system of knowing who is on site when the school is open. • The Principal identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and students. Masks to be worn during line ups which include fire drills as social distancing not possible • The Business Office Manager and Academy Leadership Team make suitable amendments to the lockdown policy. • Fire Evac procedures revised and are in place for students/staff who need assistance to evacuate the building. • Staff have received Fire Awareness training. • Marshalls are reminded of their role and expectations. • Signage is up to date and fire prevention and safety equipment is on site. • Alarm points and the fire log book checks are completed regularly. • All fire doors should be closed, not wedged open. ventilation should be maintained through open windows. 	1	4	4	<p>Site Resources Manager</p> <p>Vice Principal</p> <p>Principal, Site Resources Manager, Business Office Manager</p> <p>Vice Principal (Curriculum)/HR Assistant Principal (Teaching and Learning)</p> <p>Principal/Business Office Manager and Academy Leadership Team</p> <p>Site Resources Manager</p>

4	Lack of hygiene provision and effective infection control measures	2	4	8	<ul style="list-style-type: none"> • 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 are restocked and checked. These are to be used on entry and exit from a classroom. • 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 will be available for staff attending to students with COVID-19 symptoms). Masks are recommended for teachers within the classroom where 2m social distancing cannot be maintained. • 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. 	1	4	4	<p>Principal/ Academy Leadership Team/All Staff</p> <p>Principal/Vice Principal (Curriculum)</p> <p>Business Office Manager/ Site Resources Manager Vice Principal (Curriculum) Risk assessment for Hand Sanitiser All Staff</p> <p>Site Resources Manager</p> <p>Business Office Manager/ Site Resources Manager</p> <p>Principal/ Academy Leadership Team /All staff</p>
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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	Vice Principal (Pastoral)/ Business Office Manager / Site Resources Manager Principal
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 new 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 - the academy will offer a socially distanced space for all students using the bus. Students must use this space. It should be communicated to students and parents as a reminder that students should sit in year groups on school busses 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. 	1	4	4	Academy Leadership Team / Business Office Manager /All Staff Business Office Manager /HR Academy Leadership Team – Vice Principal (Curriculum)

				<ul style="list-style-type: none"> • Within the school building, staff and students are expected to wear masks when transitioning corridors within the building and when greeting students at classroom doors. They should be worn by all parties when social distancing is not possible including in classrooms, corridors, queues and internal social areas. Outdoors, we expect all staff and students to maintain and observe social distancing particularly if masks have been removed. • Staff and students may choose to remove their mask during social periods at break and lunch if outside and social distancing can be maintained. Masks may also be removed indoors where clear social distancing can be observed and is maintained. (Some individuals are exempt from wearing face coverings and staff and students should remain sensitive to those needs) • Teachers and support staff are advised not to be involved in close contact with students (or other staff). • Individual concerns around SEND and or disabilities will be supported. 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. • It is compulsory that staff wear a facemask when meeting visitors. It is recommended that meetings are kept to less than 15 minutes. • 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. • All staff and students to adhere to 2m social distancing wherever possible - all students seated 1 M apart in classrooms, with allocated seating plans. • Staff should remain in their boxes and not circulate around the room unless absolutely necessary. 				<p>Principal/ Vice Principal (Pastoral)</p> <p>SENCO</p> <p>Site Resources Manager</p> <p>Principal</p> <p>Site Resources Manager / Business Office Manager Principal/ Academy Leadership Team</p>
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				<ul style="list-style-type: none"> ● The Government guidance states where the 2m distance can firmly be maintained i.e. student to teacher - a teacher may choose to remove their mask. The boxes may allow this in most rooms. However, it is our recommendation that masks be worn and will be reviewed at Easter. ● Students in KS3 all have set allocated seats, which must be used daily and recorded by the teacher. This should be shared on the Curriculum Google Area for identification of close contacts if required. KS4 classes may be changed, but all changes must be reflected on the seating plans and uploaded onto the Curriculum Drive. ● If students are indoors for lunch - the same information should be recorded, and saved in the register, uploaded to the Google Drive. ● 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 reminded on the correct wearing, removal, disposal and storage of face masks. . Follow the link to WHO video: mask wearing. via repeating the 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. ● 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. 				<p>Site Resources Manager</p> <p>Principal/Vice Principal (Pastoral)</p> <p>Vice Principal (Curriculum)</p> <p>Principal/ Business Office Manager / Site Resources Manager /VPC</p> <p>Site Resources Manager / Business Office Manager</p> <p>Principal/Vice Principal (Pastoral)/All staff Site Resources Manager / Business Office Manager</p> <p>Principal and Academy Leadership Team</p>
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			<ul style="list-style-type: none"> ● Catch it , bin it, kill it promoted to staff, students and parents as part of safe respiratory hygiene. ● Leaning 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. ● Any reopening plans are in line with the relevant local and national advice. ● Staggered start, break, lunch and end times to the day will remain in place to enable distancing of year group bubbles. ● 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. Staff are to ensure the 2m social distancing is maintained as part of their practice. Other areas have been identified for suitable use during staff PPA time. ● 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. Toilet arrangements: Y7 and Y9 - World studies block toilets Y8 - Y11 Maths corridor toilets Y10 - Science, Sport and Technology (SST) Building toilets ● Some specialist lessons will begin for KS3 where there is sufficient time and resources to clean 			<p>Site Resources Manager</p> <p>Principal and Academy Leadership Team</p> <p>Head of Music</p> <p>Assistant Principal and Head of PE</p> <p>Assistant Principal and Head of PE</p>
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				<p>between rooms.</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 iPads 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. • 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 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. • Outdoor sports should be prioritised and follow Government guidance on principles - only team sports that are approved on the list –are permitted and the Head of PE should follow the National guidance and specific guidance from Governing Bodies • Large indoor spaces may be used maximising natural ventilation. • The academy will follow advice from all recognised sporting and national bodies. 				<p>Vice Principal (Curriculum)/TLPM/Business office Manager</p> <p>Vice Principal (Curriculum)</p> <p>Vice Principal (Curriculum) TLPM</p> <p>Vice Principal (pastoral) / Assistant Principal (Teaching and Learning)</p> <p>Assistant Principal (Teaching and Learning)/Vice Principal (Curriculum)/DLs/SENCO</p> <p>SENCO</p>
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				<ul style="list-style-type: none"> Students may arrive in their PE kit on days they have PE and change into uniform after the lesson unless it is Pd 5 when they may remain in their PE kit. <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 be timetabled for specific year groups. 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. Seating plans will be taken of students using this indoor space. 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. 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. 				<p>Vice Principal (Curriculum)/ Assistant Principal (Teaching and Learning) /DLs</p> <p>Vice Principal (Curriculum)/Assistant Principal (Teaching and Learning)</p> <p>Vice Principal (Curriculum) TLs/DLs</p> <p>All Staff</p> <p>Academy Leadership Team/TLs/DLs</p> <p>Vice Principal (Curriculum)//Principal/Business Office Manager</p> <p>Vice Principal (Curriculum)/TLPM</p> <p>Principal/ Vice Principal (Curriculum) DLs</p>
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| | | | | <ul style="list-style-type: none"> • 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 • 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 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. • Within office space, the 2m social distancing must be observed at all times. Some staff may need to relocate for a short period of time. • 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) • Staff will only use their own cup, cutlery, plates etc and will be responsible for washing, drying and | | | |
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				<p>storing these themselves. Staff should wipe down any shared facilities following personal use with wipes provided.</p> <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. • 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. • 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 				<p>SENCO/ Vice Principal (Curriculum)</p> <p>Principal</p> <p>Principal/ Vice Principal (Pastoral)</p> <p>Principal/Academy Leadership Team/All staff</p> <p>SENCO/ Vice Principal (Curriculum)</p>
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					<p>cleaned by support staff between students from mixed bubbles. For students with additional needs the mixing of year group bubbles is permitted.</p> <ul style="list-style-type: none"> • Where students, staff or volunteers cannot 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 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 				
7	Limited access to learning for all pupils	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. • 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, 	1	2	2	<p>Assistant Principal (Attendance)/Academy Leadership Team</p> <p>Principal and Assistant Principal (Teaching and Learning)</p>

					<p>in case of future local or national lockdowns being implemented.</p> <ul style="list-style-type: none"> • The Principal works with the ICT technicians to ensure enough ICT devices, • 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, Vice Principal (Curriculum) and Assistant Principal (Teaching and Learning)</p> <p>Assistant Principal (Teaching and Learning)/ Vice Principal (Pastoral)</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 	2	3	6	<p>DSL/Vice Principal (Pastoral)</p> <p>Vice Principal (Pastoral) and HoY</p>
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. 	1	2	2	<p>Principal - AMT</p> <p>PA</p> <p>PA</p>

				<ul style="list-style-type: none"> • Parents are informed via letter about the relevant information regarding reopening the school, including staggered times of the day, testing arrangements, pick-up and drop-off arrangements entrance into the school site, and lunch arrangements. • Academy to communicate regarding the initiation and implementation of 3 lateral flow tests to support identification of asymptomatic cases and refer positive tests for PCR testing. • Communicate procedures in line with separate testing policy and Risk Assessment. • Parents to be reminded of procedures following positive cases, where school must be informed. • Academy to inform parents of positive cases within the academy. • Staff and volunteers are informed via virtual meetings about the relevant information regarding full time reopening from March 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. • The Business Office Manager communicates with suppliers regarding reopening the school and 				<p>Principal/PA</p> <p>HR</p> <p>Principal/Vice Principal (Pastoral)/HR</p> <p>Principal/ Vice Principal (Pastoral)//HR</p> <p>Principal/ Vice Principal (Pastoral)//HR</p> <p>Principal/ Vice Principal (Pastoral)/</p> <p>Principal</p> <p>Business Office Manager</p> <p>Principal</p>
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				<p>reinstating or suspending the supply of any required goods.</p> <ul style="list-style-type: none"> ● The Business Office Manager communicates with the cleaning providers to limit risk as above. ● 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 when the school reopens (some meetings may continue to take place virtually. This is likely to be at the discretion of the principal). ● 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 returning ● The relevant staff complete individual student RAs for students deemed more vulnerable. These must be communicated to all relevant stakeholders within the school. ● Staff and volunteers notify the Principal and their Line Manager if they fall into the vulnerable or critically vulnerable category: <ul style="list-style-type: none"> - Have an impaired immune system. - Have a medical condition that means they are more vulnerable to infections or becoming seriously ill due to coronavirus. - Are aged 70 or over. - Are pregnant and coming up to their third trimester - Have a diagnosed medical condition that may lead to increased health risks. - Have received a letter advising them to shield ● Line Managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place via a personalised Risk Assessment. 				<p>SENDCO</p> <p>Principal/HR</p> <p>All Staff and Academy Leadership Team</p> <p>Academy Leadership Team /HR via RA</p> <p>Principal</p> <p>Principal SENCo - via Risk Mitigation Review</p>
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				<ul style="list-style-type: none"> • The Academy Leadership Team considers requests made by staff who wish to make changes to their working environment. • 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, CEV students are advised not to attend the Academy in line with Government guidance. . • 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/DSL/Vice Principal (Pastoral)	
10	Returning staff member or pupil contracting covid-19 as a result of the government opening schools to all pupils	2	4	8	<ul style="list-style-type: none"> • Individuals reminded not to attend site if displaying symptoms or someone in their household is. • Reduce mixing within education or childcare setting by • 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) • 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 and no closer than 1M. If teachers need to be closer to other staff of students this should be for no longer 	1	4	4	<p>Academy Leadership Team</p> <p>Vice Principal (Curriculum)</p> <p>VPCD/TLPM</p> <p>Site Resources Manager</p> <p>Vice Principal (Curriculum) TLPM</p> <p>Vice Principal (Curriculum) /TLPM</p> <p>Vice Principal (Curriculum) /HOY11</p> <p>Vice Principal (Curriculum) /TLP</p>

				<p>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. Seat sanitizer has been added to toilets for personal use as required. • Noting that some children and young people will need additional support to follow these measures - additional signage to support will be visible. <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. • 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 • On PE days students will be asked to attend school in their PE kits and to bring their school uniform in a bag to change into following their PE lesson. This will 		<p>Business Office Manager /Catering/TLPM</p> <p>Site Resources Manager / Business Office Manager /All staff</p> <p>Principal/ALT/All staff</p> <p>Vice Principal (Curriculum) /TLPM</p> <p>Vice Principal (Pastoral)</p> <p>Vice Principal (Curriculum) / duty staff</p> <p>SENCo/ Vice Principal (Pastoral)</p> <p>Vice Principal (Curriculum) /APTL/PE Staff</p> <p>APTL/PE Staff/ Business Office Manager Site Resources Manager</p>
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				<p>enable time for deep cleaning of changing rooms between year groups (see cleaning schedule)</p> <p>For shared rooms:</p> <ul style="list-style-type: none"> Year group bubbles in place to facilitate use of shared rooms/areas, areas can be shared by whole year group bubbles as long as different groups do not mix and adequate cleaning between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance stagger the use of staff rooms and offices to limit occupancy, socially distanced seating in these areas and restricted time usage <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. Students should have their own basic equipment to use each day in school. This includes pens, pencils, pencil sharpener, eraser, ruler, coloured pencils, highlighters and a glue stick. 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). We will use iPads in lessons wherever possible and appropriate to limit the use of exercise books. Shared materials and surfaces should be cleaned and disinfected more frequently. The sharing of exercise books is permitted across year groups bubble but wherever possible departments will be investing in digital textbooks that can be loaded onto iPads using apps. Where physical textbooks are used they should be wiped down between students and rested for 72 hours if used across year group bubbles The collection of exercise books for marking is permitted but teachers are reminded to follow hand washing/sanitising procedures and to not touch their 				<p>Vice Principal (Curriculum) / Site Resources Manager / Business Office Manager /Site cleaners</p> <p>Vice Principal (Curriculum) /APTL/PE Staff</p> <p>Vice Principal (Curriculum) / Site Resources Manager / Business Office Manager</p> <p>Principal/ Vice Principal (Pastoral)</p> <p>Vice Principal (Pastoral)/APTL/HoY</p>
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13	Risk of exposure to any other staff members	2	4	8	<ul style="list-style-type: none"> ● Follow government advice on social distancing in the workplace Good hygiene advice for all employees <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 Social distancing advice for all employees <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 	1	4	4	
14	Suspected staff or student Covid-19 case due to displaying symptoms	2	4	8	<ul style="list-style-type: none"> ● All rooms used by that student or member of staff are closed for enhanced cleaning. ● Room should be secured with appropriate signage 'Closed for Cleaning' and cleaners should wait a minimum of 30 minutes before commencing the enhanced cleaning. ● PPE should be worn when carrying out cleaning following suspected cases. ● Areas where the individual has passed through and spent minimal time (corridors etc) are cleaned thoroughly, as normal. ● See guidance for suspected or confirm case here 	1	4	4	Site Resources Manager
15	Requirement for first aid provision increasing the risk of infection to first aiders	3	4	12	<ul style="list-style-type: none"> ● Ensure that there is a designated first aider on site each day. ● Provide first aider with enhanced PPE (face mask, face visor, disposable gloves, disposable aprons) to enable them to safely deal with first aid matters. 	2	4	8	Principal/Vice Principal (curriculum) Business Office Manager
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 student 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 Vice Principal (Pastoral /HOY/Form Tutors Vice Principal (curriculum) /ASTL/DLs ASTL Vice Principal (curriculum) /HR All staff Business Office Manager
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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

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.