

Risk Assessment – COVID-19 (v2.3)		5th January 2021	High Hazels Academy
Responsible Person	Asma Maqsood-Shah - Headteacher		
Other Persons Involved	Wendy Gourlay – Business Manager, SLT, Staff		
Guidance Material Considered	<ul style="list-style-type: none"> DfE – Guidance for Full Opening – Schools (30 December) DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (30 December) DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (31 December) DfE – Face coverings in education (27 November) BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (21 December). NHS - Test and Trace – How it works (14 December) PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) CLEAPSS - COVID-19 guidance re science, design and technology AfPE – Coronavirus guidance and support re school sport OEAP – Coronavirus guidance re educational visits Music Mark – Guidance for Schools and Music Providers DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal 		

Details		
<p>Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) Where recommended, the use face coverings in schools 3) Clean hands thoroughly more often than usual 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 6) Minimise contact between groups of children where possible (early years) and minimise contact between individuals and maintain social distancing wherever possible (primary and secondary) 7) Where necessary, wear appropriate personal protective equipment (PPE) 8) Keep occupied spaces well ventilated 9) Engage with the NHS Test and Trace process 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community notifying government agencies as appropriate 11) Contain any outbreak by following local health protection team advice <ul style="list-style-type: none"> Numbers 1, 3, 4 and 5 and number 8 are in place in all the time. 		<p>Are Control Measures in place</p> <p>YES</p>

<ul style="list-style-type: none"> Numbers 2 and 6 are carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment. Number 7 applies only in specific circumstances. Numbers 9 to 11 are followed in every case where they are relevant. 					
Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> An individual RA is available for those who feel they may be at higher risk from infection. Clinically extremely vulnerable (CEV) staff in Tier 4 areas are not required to come to work and are supported to work from home. CEV staff in Tier 3 areas are supported to work flexibly where possible. Any staff who are not required in school and can continue to work from home will continue to do so. Health screening of staff carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file. Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate for 10 days. To support the testing process, the school have been provided with a supply of home testing kits If the test result is positive: <ul style="list-style-type: none"> The staff member remains off for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. The staff member must engage with the NHS Test and Trace programme. The staff member must notify the school immediately. The school contact their local Health Protection Team or DfE helpline for advice on any further action required in school. The school will review the case against the Group guidance on COVID-19 and ARMS to establish if it was likely that the infection was contracted as a result of occupational exposure. If the test is returned negative the staff member can return to school when they feel well enough to do so. Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. Under the Test and Trace programme there is an expectation that the symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. 	Yes	Yes
		Pupils contracting COVID-19	<ul style="list-style-type: none"> Any pupil with symptoms of COVID-19 should not attend school for 10 full days from the onset of symptoms and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. To support the testing process, the school have been provided with a supply of home testing kits. 	Yes	Yes

			<ul style="list-style-type: none"> Where a positive result is obtained, the school will contact the DfE helpline or local Health Protection Team for advice on any further action required. A negative result means the pupil can return to school. Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. Clinically extremely vulnerable students should not attend if the school is in a Tier 4 area. CEV student can continue to attend as normal at all other Tiers except if in receipt of clinical instruction to shield. 		
		Visitors contracting COVID-19	<ul style="list-style-type: none"> All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. Schools can use the QR code system to log visitors if they wish. Details of local procedures communicated to all visitors before they come to site. Parents advised to drop children off alone, i.e. not to come with partners or family Contractors attending while school is operational to be notified that the school is operational, and their access requirements reviewed on a case by case basis. General visitors are allowed to be admitted to the school at the discretion of the head teacher. Those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. They will be expected to leave contact details with the school office for the purpose of test, track and trace. To comply with GDPR personal details will be destroyed after twenty-one days. Deliveries of any type will not be permitted between the hours of 8am – 10am and 2pm – 4pm Deliveries of supplies will be managed at the main entrance to the school, using the intercom system to communicate with the receptionist or site manager. There are separate entrances to the kitchen from outdoors. 	Yes	Yes
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. Pupil isolated in secure area office opposite main office if awaiting collection in line with government guidelines. Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic themselves or should they subsequently be identified as a 'close contact' where the original suspected is confirmed as positive. 	Yes	Yes

			<ul style="list-style-type: none"> A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings School to collate information on bubbles/groups and other close contacts to inform decision making about who needs to self-isolate should a positive result be obtained. Pro-forma available on United Hub. Any pupils with symptoms are escorted to the allocated area Headteacher immediately informed of child being unwell with suspected Covid-19 Parents/Carers contacted and asked to collect immediately (2 emergency numbers held by school) Child's well-being and status observed from a safe distance when possible following the guidance outlined in 'guidance for full opening document' Guidance received from Sheffield Public Health Department detailing local arrangements. Copy given to all staff. Double bagged receptacle in situ. All PPE to be removed afterwards following government guidance and stored in a specified container in an external area away from the public RD notified immediately of any confirmed cases in school 		
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> Soap and running water or 'alcohol based' hand sanitiser to be readily available Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum) Skin friendly cleansing wipes used for those who need assistance in cleaning hands Practices built into school behaviour culture. Catch-it, bin-it, kill-it, promoted throughout school. School provides tissues and sufficient bins to support disposal of waste. School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. Face coverings required by law for those >11yrs using public transport Face coverings will be promoted in common parts in areas where local COVID alert level is high or very high The school will hold a small supply of disposable face coverings Students and staff are briefed in the safe use of face coverings <p>Details of local arrangements:</p> <ul style="list-style-type: none"> Face masks available from Business Managers office Every class has a basket filled with PPE equipment 	Yes	Yes
			<p><u>Grouping (key principles to be applied)</u></p> <ul style="list-style-type: none"> Schools to do all they can to minimise contacts and mixing while still delivering the curriculum. 		

			<ul style="list-style-type: none"> • Aim to reduce contact between staff and pupils • Two sides to this, distancing, and bubbles/groups. Blended approach likely in all settings. • Focus likely to be on groups for younger children, and distancing for older children. • Early years settings no longer have limits on group size (from 20 July). • Keep groups apart as much as possible. • In shared environments/equipment increase cleaning frequencies. • Mixing in wider groups for specialist subjects, wraparound care, or on transport is permitted. • The larger the group, the more robust the other controls need to be. • No expectation that young children distance within their groups. • Partial fulfilment of these aims acknowledged as being of benefit. • Siblings can be in different groups. • All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible. • To enable the tracing process to be work effectively, schools will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as, <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ travelling in a small vehicle, like a car, with an infected person • There will need to a reliable way of identifying which group an individual is part of so that breaches of these groups can be identified. • Break times will be staggered within year group bubbles and allocated to their own area of the playground. • Pupil lunches will be staggered as per timetable. Children will eat in their year group bubbles in the dining hall. Each sitting will consist of one, year group appropriately socially distanced all forward facing. • Staff lunches will be staggered according to timetables. 		
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			<p>over their child at the main gate. Parents will wait on the designated markings at home time from 3.15pm until 3.30pm, staggered in fifteen-minute intervals to collect their child.</p> <ul style="list-style-type: none"> • Year 5 arrive at FS2 gate and line up on Junior Top Yard, staggered from 8.30am to 8.45am in fifteen-minute intervals. Parents wait at FS2 gate, on 2m designated markings until the children have been collected by a staff member. Parents will leave immediately after handing their child at the FS2 gate. Parents will wait on designated markings at home time from 3pm – 3.15pm, staggered in fifteen-minute intervals to collect their child. • Year 6 arrive at main gate and line up on Junior Bottom Yard, staggered from 8.30am to 8.45am in fifteen-minute intervals. on 2m designated markings until the children have been collected by a staff member. Parents will leave immediately after handing their child at the Main Gate. Parents will wait on designated markings at home time from 3.30pm – 3.40pm, staggered in fifteen-minute intervals to collect their child. • This section will be updated on Friday 8th January when key worker/vulnerable group numbers are finalised. 		
			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> • Specific assessment for those with SEND needs to help with adjustments. • Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal. • Consider contractors and other visitors to site so that they can distance as much as possible. Explain local processes to them before arrival. Keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE). • Dual registered children can attend, but the two settings should liaise to agree controls. • Equipment – <ul style="list-style-type: none"> ○ Personal items, each child will be given a resource pack containing, pens, pencils, colours, ruler, rubber, highlighter, white board pen and white board ○ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning ○ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). ○ Outdoor play equipment cleaned more regularly (refer to the previous point) ○ Pupils should limit the amount of equipment they bring to school ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. • Early years - 		

			<ul style="list-style-type: none"> ○ soft furnishings should be removed and where toys are shared these should be disinfected between users. ○ Parents can settle their children but need to abide by any local rules re face-coverings and the setting's visitor procedures. Their time on site and contact with others should be limited. ○ Supervised toothbrushing can be carried out using the dry-brush method. 		
			<u>Dedicated school transport (key principles applied)</u> <ul style="list-style-type: none"> • Is not public transport and groupings tend to be consistent therefore reducing the risks • No one with symptoms to travel, or if they live with someone with symptoms • Social distancing should be practised as far as possible. • Children should sit within their groups/bubbles as far as possible. • Ventilation of fresh air maximised • Hands cleaned before boarding and again on disembarking • School vehicles cleaned more regularly • Those over 11yrs to be encouraged to wear face coverings 	N/A	N/A
			<u>Public Transport (key principles applied)</u> <ul style="list-style-type: none"> • Take steps to depress demand at peak times (Stagger start/finish times) • Promote walking/cycling to school if possible • Face coverings are required on public transport for all over 11 years old. Schools need to plan for how to manage safe arrival of these students (See above) 	Yes	Yes
			<u>Boarding Schools</u> <ul style="list-style-type: none"> • The School has signed up to the BSA COVID-SAFE Charter • The school has completed the BSA Boarding House reopening checklist and implemented all actions arising from it. • Guardians and Parents have been informed about the school arrangements • Arrangements are in place for the management of suspected and confirmed cases in boarding accommodation. 	N/A	N/A
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups • One-way system implemented in corridors and on stairwells - markings have been applied to the floor and One-Way arrows displayed around school 	Yes	Yes

		<p>minimise the risk of the spread of infection</p> <ul style="list-style-type: none"> • Demarcating playground space to help with group management? Playgrounds have been demarcated to help with group management and to prevent the mixing of year group bubbles • Demarcating staff rooms or other areas where adult may congregate have been demarcated for social distancing purposes. Staff lunches have been staggered and timetabled. Soft furnished chairs removed and replaced with additional dining table and chairs to allow social distancing and cleaning. Windows open for ventilation. • Review access to print rooms/photocopiers ideally limiting to one person. Only one person is permitted to collect papers from the photocopier stations and social distancing must be adhered to. Copiers must be cleaned after use. • Occupied spaces are kept well ventilated insofar as ventilation systems allow and whilst maintaining a suitable teaching and working environment • Reduce occupancy for lifts – lift only allows 1 person at a time. • Windows opened where possible, where temperature allows it, and without creating undue risks. • Non-fire doors propped open to remove need for hand contact • Removal of soft furnishings and soft toys or toys that are hard to clean. Sofas, soft chairs, cuddly toys and cushions removed. <p>Where multiple staff have to occupy a single office (AHTs and PPA room) and 2m separation is not possible.</p> <ul style="list-style-type: none"> • Work back-to-back (AHT office BM and EM) • Install screens between workstations (Pastoral office) • Developing a rota so that staff don't have to work together • Prohibit shared workstations if robust cleaning cannot be ensured between users • Additional cleaning materials made available to staff in their toilet facility areas. • Site Manager and Cleaning Supervisor to conduct daily quality assurance checks of cleaning standards and to rectify any areas immediately, before school opens for the day. • Staff trained how to change the paper towel and soap dispensers throughout school • New Lidded bins provided throughout school. Bins will be regularly checked and emptied by cleaning staff in each class bubble, to avoid over filling. • BEIS guidance for Offices and Contact Centres referred to in reviewing non-student areas, e.g. school office, staff room etc. • Complete and display the <i>Covid-19 Secure in 2020</i> poster 		
Asymptomatic Testing Programme	Staff, Pupils	<p>Additional measures required to support the routine weekly and daily contacts testing programme from January 2021.</p> <ul style="list-style-type: none"> • All testing to be carried out in strict adherence to the procedures contained in the <i>"NHS How to Guide: Rapid Testing in Schools and Colleges"</i>. • Training – The school have followed the <i>"NHS Training Guide for Rapid Testing in Schools and Colleges"</i>. All staff involved in the mass testing programme have completed the online training programme relevant to their assigned role(s) and have been signed off as competent by the using the competency assessment templates provided by DfE/PHE. 		

			<ul style="list-style-type: none"> Premises – The area [INSERT DETAILS] has been set up in compliance with the “<i>NHS How to Guide Rapid Testing in Schools and Colleges</i>”. The school have made provision for all materials required as detailed in the same. Testing areas will be cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already managed covered in other existing school risk assessments. Signage – the testing area has been clearly demarcated to support flow and to prevent unauthorised entry. Logistics – [INSERT BRIEF DETAILS ON HOW PARTICIPANTS WILL ARRIVE, TEST, AWAIT RESULT AND LEAVE] PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff will be training in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the “<i>NHS How to Guide: Rapid Testing in Schools and Colleges</i>” Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school’s existing manual handling procedures. Waste – Clinical waste contracts have been established and the [NAME OF RESPONSIBLE ROLE] will ensure that waste streams are not contaminated. Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the <i>How to Guide</i> and the linked training modules. First Aid – the school will ensure that access to first aid provision is possible at all times that asymptomatic testing is being carried out. Monitoring – the school’s Quality Lead/Team Leader will verify the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained. Testing – tests will be self-administered under direction of the testing team. Where additional assistance is required [INSERT DETAILS OF HOW THIS WILL WORK IN YOUR SCHOOL] <p><u>Results</u></p> <ul style="list-style-type: none"> For routine weekly testing, participants may return to work or class while awaiting their result. For daily contact testing, participants will need to be held in a holding space, with a separate space for each group of close contacts that is cleaned once each group leaves. Anyone in receipt of a positive result needs to self-isolate and take a confirmatory PCR test. Schools will be supplied with PCR kits for participants to use at home. 		
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried our stressed	<ul style="list-style-type: none"> All staff members have been involved in the formulation of the Risk Assessment and it has been shared with all stakeholders July 2020staff meeting/inset day and Governors away day in July. Staff have access to Group’s Occupational Health and counselling service. Communicate this risk assessment and its findings to staff and potentially pupils/parents. Feed the determined approach into the communication strategy. Staff have access to Group’s occupational health and counselling service Publish the findings of this risk assessment on the school website. 	Yes	Yes

			<ul style="list-style-type: none"> Headteacher briefings and shared updates with all staff. Time-table has explicit well-being lessons. (morning meeting) Headteacher weekly message to the whole school community uploaded to the website 		
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings New to post 'cleaner supervisor' and the school's caretaker will complete a daily inspection of the standard of cleaning to ensure all requirements are met fully and any issues resolved before pupils start the school day. All staff will provide an element of day to day cleaning, wiping of surfaces and resources during the day. This is in addition to the thorough cleaning provided by contracted cleaners. Staff will be trained in the use of appropriate PPE for such tasks and the use of COSHH approved substances and the safe disposal of waste. Each class has been provided with material for intermittent cleaning throughout the day. Staff made aware of COSHH/data sheets, which will be made available and must only use products made available. Cleaning materials provided in the staffroom to allow staff to clean their eating area before and after use. If the school is looking to teaching/support staff to provide an element of cleaning, then training will be required. Additional Supply cleaners employed all day to continually keep school clean 	Yes	Yes
Delivery of 'higher risk' subjects	Staff, Pupils	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> Subject leads to review their risk assessments for the planned activities and update accordingly. CLEAPSS guidance referred to in planning science, D&T and Art AfPE and national governing body guidance referred to in planning school sport activities Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama <ul style="list-style-type: none"> with suitable subject specific risk assessments developed accordingly. Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing. Inter-school sport to not take place in Tier 4 areas. Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. Sport coaches given an individual Risk assessment. External pupil support – Individual Risk Assessments in place for members of staff providing sessions and cleaning materials. 	Yes	Yes

Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). If a child, becomes unwell with symptoms of Coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. . 	Yes	Yes
Failure to follow local rules	Staff, Pupil, Visitors	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	<ul style="list-style-type: none"> Pupils will receive training during inductions within their new class on the first day back. Although all year groups (nursery to Year 6) will be classed as individual year group bubbles, wherever and whenever possible classes within the same year groups will be kept apart, during play and lunch times. Individual classes will maintain their visitor log daily. Staff will receive instructions on inset day and reminders during weekly briefings to ensure clarity of arrangements and social distancing. Letter issued to parents via school website before re-opening Autumn term to explain arrangements regarding dropping off and collecting younger pupils. No parents/carers will be admitted into the school building unless in an emergency. Deliveries via the Main Entrance with accessibility through the reception via intercom or by pre-arrangement with the site manager. Leaders have developed a new behaviour policy to reflect the current climate and increased numbers of children returning to school. The policy will be shared with all members of staff and with children and parents before the school starts. Children who are known to present a possibility of not following the rules have individual risk assessments which have been agreed with staff, parents and social workers, where appropriate. Staff working with these children will be provided with PPE equipment. Leaders will not allow any individual to compromise the Risk Assessment in place which will ensure that all staff and children remain safe whilst in school. Staff who wilfully choose not to follow the steps outlined in the Risk Assessment and wider re-opening plan, could be subject to disciplinary procedures: Similarly, children could be subject to exclusions. 	Yes	Yes
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and	<ul style="list-style-type: none"> Premises compliance status to be reviewed by Site/Facilities/Estates Manager to be reviewed prior to reopening and briefing provided to the school's Head. Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) 	Yes	Yes

		<p>other compliance checks lapsing.</p> <ul style="list-style-type: none"> Site Manager directed by SBM to ensure all mandatory compliance checks for summer holiday period are completed weekly. <p><u>Key Checks</u></p> <p>Fire</p> <ul style="list-style-type: none"> A log of who is on site Daily Fire alarm panel operability checks Daily site walks and checks on evacuation routes Weekly fire alarm call point testing Emergency lighting testing and maintenance for units located above ground level, in areas with no natural light, and in accommodation settings as a minimum e.g. boarding Annotate the fire risk assessment providing details on the changes made <p>Legionella</p> <ul style="list-style-type: none"> Do not drain down systems Maintain hot water provision and circulation Expand the weekly flushing of little used outlets to include every outlet, toilet, sink, urinal, shower etc. By maintaining throughput at all outlets, it may be possible to eliminate the need for chlorination of the system prior to reopening. Junior school outlets to be flushed and monitored weekly Annotate the legionella risk assessment providing details on the changes made. <p>Gas</p> <ul style="list-style-type: none"> Systems to remain operational to boilers and hot water generators and any other plant that is necessary Isolation of supplies to labs and prep rooms wherever possible. <p>Ventilation</p> <ul style="list-style-type: none"> Systems to remain energised and in normal operating mode Where mechanical ventilation is present, re-circulatory systems to be adjusted to full fresh air mode. Occupied rooms to have windows open, where possible. Ensure that chemical store ventilation remains operational at all times. <p>Security</p> <ul style="list-style-type: none"> Secure as much of the school as is possible. Carry out (at least) weekly inspections of unoccupied areas. <p>General</p> <ul style="list-style-type: none"> Maintain adequate first-aid provision linked to the sort of work being carried out. Training on specialist equipment or procedures with a safety critical element e.g. D&T equipment, scaffold towers 		
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			<ul style="list-style-type: none"> Head to meet weekly during term time with the site/facilities/business manager to review any premises compliance items that are becoming a concern <p>Use of premises during January lockdown</p> <ul style="list-style-type: none"> School open 8am to 3.30pm for staff Pupils on site 9am to 3pm Caretakers on site 8am to 5pm (rota to be arranged) Cleaners on site 3pm – 5pm – 3 cleaners per shift Cleaning supervisor on site – normal hours 1 x cleaner on site 9am – 5pm Teaching to take place in bubbles in Y2 classrooms Pupils to eat lunch with their bubble in their class. Infant Hall to be available for PE/exercise during bad weather All staff on site to use Woodlands for refreshments, eating lunch etc Staff to use PPA room only for photocopying only – only 1 person at a time to be copying <p>In light of new Covid –19 variant we will continue to review our RA daily over the next two weeks and then weekly with any updates from the LA, DfE/PHE and UL H& S guidance.</p>		
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes to be included in Jon Cole's Heads Bulletins. Headteacher to ensure that all relevant guidance is followed and communicated Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. Parents/Pupils updated via classrooms/email/parent text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents by Parentmail and staff by email 	Yes	Yes
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> Extra-curricular provision subject to specific risk assessment developed with reference to DFE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Fire risk assessment reviewed Fire safety procedures amended to support COVID-19 arrangements Staff training scheduled monitored and any slippage identified Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. 	Yes	Yes

			<ul style="list-style-type: none"> A revised locking and opening procedure completed during Covid-19 whereby, if both caretakers were ill the School Business Manager WG will be the third key holder. See opening and locking procedure. 		
Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> Staff allowed to take home peripherals and chairs from office Guidance on setting up a suitable workstation provided on Hub coronavirus pages Additional equipment needs to be reviewed on a case-by-case basis Laptop/lpad provided for staff required to work from home. 	Yes	Yes
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> Low-risk, office-style work. No specific controls required. Any accidents to be logged onto ARMS. 	Yes	Yes
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section Guidance provided to managers on supporting their teams and reasonable expectations during this period. Managers to maintain regular contact with their employees, preferably by video link. Furloughed staff to have keep in touch days with their line manager- N/A Staff in Isolation or long term sick will be contacted weekly by the HR officer or Business Manager for a welfare check-up/chat 	Yes	Yes

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:		Date:		Date of next review:	
Assessment completed by:	Asma Maqsood-Shah and Wendy Gourlay		27/08/2020	Date of next review:	01/09/2020
Review completed by:	Asma Maqsood-Shah and Wendy Gourlay		27/08/20	Date of next review	01/09/20
Review completed by:	SLT		01/09/2020	Date of next review:	02/09/20
Review completed by:	SLT		02/09/20	Date of next review:	07/09/20
Review completed by:	SLT		11/09/20	Date of next review:	15/09/20
Review completed by:	SLT		17/09/20	Date of next review:	21/09/2020
Review completed by:	SLT		21/09/20	Date of next review:	28/09/2020
Review completed by:	SLT		28/09/20	Date of next review:	01/10/2020
Review completed by:	Asma Maqsood-Shah and Wendy Gourlay		01/10/2020	Date of next review:	06/10/2020
Review completed by:	SLT		06/10/2020	Date of next review:	13/10/2020
Review completed by:	SLT		20/11/2020	Date of next review:	02/11/2020
Review completed by:	Asma Maqsood-Shah and Wendy Gourlay		04/11/2020	Date of next review:	17/11/2020
Review completed by:	SLT		17/11/2020	Date of next review:	25/11/2020
Review completed by:	SLT		25/11/2020	Date of next review:	01/12/2020
Review completed by:	Asma Maqsood-Shah and Wendy Gourlay		30/11/2020	Date of next review:	02/12/2020
Review completed by:	Asma Maqsood-Shah, Hawa Fazlanie, Wendy G and Reception Staff		04/01/2021	Date of next review:	05/01/2021
Review Completed by:	Asma Maqsood-Shah, SLT and Wendy Gourlay		05/01/21	Date of next review	06/01/21
Review Completed by:	Asma Maqsood-Shah, SLT and Wendy Gourlay		06/01/21	Date of next review	07/01/21

Assessment completed by:	Asma Maqsood-Shah and Wendy Gourlay	Date:	04/11/2020	Date of next review:	16/12/2020
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Guidance on completing the form

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

Risk Assessment Title and Responsible Person

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

Details

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

What are the hazards and Who is at Risk?

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

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

What harm is associated with the hazard?

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

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

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

- | | |
|---|---|
| • Eliminate or avoid the risk at its source | • Remove employees/pupils (as applicable) |
| • Reduce the risk at its source | • Reduce exposure to the risk |
| • Contain the risk | • Utilise personnel protective equipment |

Evaluation of Adequacy

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

Areas of additional control for consideration

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

Review Period

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