



RISK ASSESSMENT

Name of academy: Lightcliffe Academy

Date of assessment: 03/06/20

Assessment carried out by: P. Cooper, Executive Principal

Date of review: 10/06/20

Activity/Task: Managing Coronavirus

As part of our planning for the Coronavirus (COVID-19) we want to take further preventative and protective action to support all employees, pupils, and visitors, whilst continuing to provide limited education within our workplace.

RISK: Contracting Coronavirus (COVID-19) – Initial symptoms include high temperature and/or a new and continuous cough and/or loss of taste and smell.

In preparation for wider opening of schools following Lockdown (1 June 2020 earliest); Lightcliffe Academy continues to review preventative and protective action to support all employees and pupils, in particular those with increased vulnerability to the impact of the virus as advised by Public Health England. This will include individuals who are 'clinically vulnerable,' staff who are pregnant or over 70 years of age, along with others who, through research and data, have been shown to be disproportionately affected by COVID-19 (e.g. individuals from a BAME background) who shall receive a supplementary individual risk assessment.

PRIOR TO SCHOOL RE-OPENING (PLANNING AND PREPARATION PHASE)

| What are the hazards? | Who might be harmed? | Control Measures | What further action is necessary? | Action by who? | Action by when? | Done |
|---|----------------------------------|---|--|--------------------------------|-----------------|--------|
| Building is unsafe and unfit to re-open | Staff, pupils, parents, visitors | Site inspected to ascertain any: <ul style="list-style-type: none"> • damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the closure • damage to the building and fixtures and fittings • damage to grounds fencing, trees etc... • rodent activity and/or infestations - commissioning of pest control may be required | Site Superintendent to inspect all areas listed prior to staff and students entering the premises and arrange for any issues to be rectified prior to a decision being made about opening. Meeting to take place with Principal and Site Superintendent to | Site Superintendent/Principal | 8/6/20 | 8/6/20 |
| | | | | Site Superintendent /Principal | 8/6/20 | 8/6/20 |



RISK ASSESSMENT

| | | | | | | |
|--|--|---|---|---|---------------|---------------|
| | | <p>Operational checks (to ensure good working order) have been carried out on:</p> <ul style="list-style-type: none"> • Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms. • fire-door mechanisms • emergency lighting • gas supplies including science laboratories and kitchens • kitchen equipment • ventilation systems including LEV in kitchens and classrooms • water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy • water systems to look for leaks and ensure there is provision of hot water • windows, doors and gates including electronic gates and doors • Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments. • equipment used on site e.g floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements). <p>Statutory Inspections are up to date for :</p> <ul style="list-style-type: none"> • Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months); | <p>ensure that the building is safe.</p> <p>All operational checks listed to have been made by the site superintendent and the information presented to the Principal prior to a reopening of the building.</p> | <p>Site Superintendent /Principal</p> | <p>8/6/20</p> | <p>8/6/20</p> |
|--|--|---|---|---|---------------|---------------|



RISK ASSESSMENT

| | | | | | | |
|--|--|---|---|----------------------------|---------------|---------------|
| | | <ul style="list-style-type: none"> • Pressure systems (if the scheduled inspections have not taken place in the last 12 months); • LEV (if the scheduled inspections have not taken place in the last 14 months); • Gas Appliances (if the scheduled inspections have not taken place in the last 12 months); Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years); • PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines) • Asbestos Management Plan (if the plan has not been re-assessed in the last 12 months); • Sports Equipment (if the scheduled inspections have not taken place in the last 12 months); • Tree surveys (if the scheduled inspections have not taken place in the last 12 months); <p>Cleaning of the premises</p> <ul style="list-style-type: none"> • Thorough cleaning is not required if no-one has been into the premises during the time of closure. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces. • If the school has been partially opened, then a full deep clean of the premises | <p>Evidence of up to date assessments presented to the Principal prior to reopening.</p> | <p>Site Superintendent</p> | <p>8/6/20</p> | <p>8/6/20</p> |
| | | <ul style="list-style-type: none"> • Thorough cleaning is not required if no-one has been into the premises during the time of closure. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces. • If the school has been partially opened, then a full deep clean of the premises | <p>Site superintendent to arrange cleaning of any areas of the site that have been accessed within 3 days of reopening. Information</p> | <p>Site Superintendent</p> | <p>8/6/20</p> | <p>8/6/20</p> |



RISK ASSESSMENT

| | | | | | | |
|--|--|--|--|-------------------------------|--------|--------|
| | | <p>should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening.</p> <p>Supplies</p> <ul style="list-style-type: none"> Ensuring you have adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks. Ensuring you have adequate supplies of cleaning materials and any identified PPE. <p>Fire Safety : contractor testing of the fire alarm (if this has not taken place in the last 6 months), fire extinguisher maintenance (if this has not taken place in the last 12 months), emergency lighting (if this has not taken place in the last 12 months), sprinkler systems (school weekly test & contractor 12 monthly tests), smoke exhaust and smoke curtains (contractor testing if it has not taken place in the last 12 months or in line with manufacturer's guidance on testing).</p> <ul style="list-style-type: none"> Key holder list to be reviewed and any new key holders to be given guidance/familiarisation training. | <p>to come from staff sign-in sheet.</p> <p>Audit of supplies done and additional supplies ordered in advance of a reopening</p> <p>Supplies of cleaning and hygiene materials to be maintained and replenished as necessary</p> <p>Principal to meet with Site Superintendent to check certificates</p> | Principal/Site Superintendent | 8/6/20 | 8/6/20 |
|--|--|--|--|-------------------------------|--------|--------|



RISK ASSESSMENT

| | | | | | | |
|---|---------------|---|---|------------------------|-------------------------|---------|
| Shortage of available staff impacts upon ability to re-open / remain open / maintain sustainable provision. | Staff, pupils | <ul style="list-style-type: none"> Audit of available staff undertaken to enable rotas, ratios, medical, SEN and first aid needs etc. to be assessed. Additional PPA built into the timetable to enable remote learning of pupils not attending school to continue. The position of staff who have carer and childcare responsibilities will be considered and suitable arrangements made to support them in their return to work. | <p>Staff survey done via surveymonkey</p> <p>Plan to be put in place should a first aider become ill.</p> | Principal | 18/05/20 | 8/6/20 |
| | | <ul style="list-style-type: none"> Plan for phased re-opening of the school in place to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. | <p>CPD plan in place to support staff prior to students entering the academy. Full audit of educational supplies done and orders made.</p> | Principal | 4/6/20 | 8//6/20 |
| | | <ul style="list-style-type: none"> Contact parents / carers of relevant pupils and to ascertain who will be coming into school / be available for work so that rotas, ratios, medical, SEN and first aid needs etc can be assessed. This will include assessing any pupil needs / issues already identified on an individual pupil risk assessment that may affect their ability to return or require further adjustments to be made. | <p>Survey to be sent out. Information collated and plans made to meet with pupils on 1:1 or small group basis to assess need. Individual support plans to be written and uploaded to CPOMS.</p> | Principal/Associate VP | 18/5/20 – 10/6/20 | Ongoing |



RISK ASSESSMENT

| | | | | | | |
|---|----------------------|--|---|-----------------------------------|-----------------------------|--|
| | | | | | | |
| <p>Clinically extremely vulnerable and clinically vulnerable staff and pupils</p> | <p>Staff, pupils</p> | <p>Clinically Extremely Vulnerable persons. Staff and pupils who are classed as clinically extremely vulnerable (including staff over 28 weeks pregnant) should not come into school and should continue to shield themselves. If a staff member who is clinically extremely vulnerable wishes to return to work they can only do so if a detailed risk assessment has been carried out with them e.g a Covid-19 WASP assessment, and it is assessed as safe for them to return with strict control measures in place.</p> <ul style="list-style-type: none"> Living with a clinically extremely vulnerable person – if a pupil or staff member lives with someone who is clinically extremely vulnerable they should only be in school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing or staff working with those children. If stringent social distancing cannot be adhered to, those pupils and staff should continue to learn / work from home. | <p>This advice to be communicated to staff within this group by the Principal.</p> <p>Principal to assess whether it is necessary for staff in this group to enter the building. If a decision is made by the principal that they should attend the site, clear and strict social distancing measures should be in place.</p> | <p>Principal</p> <p>Principal</p> | <p>9/6/20</p> <p>9/6/20</p> | |



RISK ASSESSMENT

| | | | | | | |
|--|--|--|---|---|------------------------------|--|
| | | <p>Clinically vulnerable persons</p> <ul style="list-style-type: none"> <u>Staff</u> - Clinically vulnerable staff (including staff who are pregnant) who are at higher risk of severe illness have been advised by the Government to take extra care in observing social distancing and they should work from home where possible e.g by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) staff cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If clinically vulnerable staff are on site settings must carefully assess and discuss with them whether this involves an acceptable level of risk via the use of an employee risk assessment. <u>Identification and risk assessment of BAME staff</u> Risk assessment should be carried out for all BAME staff, so that a personalised risk mitigation plan can be put in place for them. This requires an open and collaborative one to one conversation between the staff member and line manager, aided by the HR. | <p>A clear plan for home working to be implemented by line managers and communicated to relevant staff.</p> <p>All clinically vulnerable people will work from home. For colleagues who want to come into the school, a full risk assessment is to be completed and signed by the school and employee.</p> <p>Any staff working from home will receive calls from management on a weekly basis to check on well-being.</p> <p>Use of BAMEed risk assessment tool with individual members of staff to assess risk and agree strategies</p> | <p>Relevant line manager</p> <p>Principal</p> | <p>9/6/20</p> <p>15/5/20</p> | |
|--|--|--|---|---|------------------------------|--|



RISK ASSESSMENT

| | | | | | | |
|--|---------------|---|---|--|------------------------------|--|
| | | <p>Measures to reduce exposure to risk must be implemented as a priority to protect the lives of staff</p> <ul style="list-style-type: none"> • <u>Pupils</u> - a small minority of children will fall into this category, and schools should work with parents to follow medical advice if their child is in this category. An IPRA will be required for that pupil if they are to come on site. • Living with someone who is clinically vulnerable – pupil or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting providing the risks have been assessed and discussed with them / their parents / carers about whether this involves an acceptable level of risk. | <p>Parents to be contacted and an agreed way of working established, following relevant medical advice. To be followed up to parents in writing.</p> <p>Principal to assess whether it is necessary for staff in this group to enter the building. If a decision is made by the principal that they should attend the site, clear and strict social distancing measures should be in place.</p> | <p>Assistant Principal /Safeguarding lead</p> <p>Principal</p> | <p>9/6/20</p> <p>5/6/20</p> | |
| Up-to-date information on pupil data is not available leading to incidents occurring | Pupils, staff | <ul style="list-style-type: none"> • Obtain up to date medical, allergy and emergency contact details from pupils prior to coming back on site wherever possible. • Re-assess if Individual Recovery Plans or Pastoral Support Plans are needed or need to be altered given the altered | <p>Letter to be sent to all parents requesting up to date information.</p> <p>To happen during 1:1 meetings. Timetable to be drawn up to ensure</p> | <p>Office Manager</p> <p>Associate Vice Principal/ Safeguarding lead</p> | <p>9/6/20</p> <p>10/6/20</p> | |



RISK ASSESSMENT

| | | | | | | |
|---|----------------------|---|--|---|-------------------------------|--|
| | | <p>nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc.</p> <ul style="list-style-type: none"> • Staff allocated to each pupil group made aware of any medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and the location of devices such as epi pins and inhalers. • Food allergies / intolerances information shared with catering staff for children they may not already be aware of. | <p>key students meet with the relevant staff and all information saved on CPOMS.</p> <p>Audit of information to ensure it is up to date. Staff signposted to the relevant information.</p> | <p>Office Manager</p> <p>Office Manager</p> | <p>10/6/20</p> <p>10/6/20</p> | |
| <p>Shared resources and planned activities result in spread of infection.</p> | <p>Staff, pupils</p> | <ul style="list-style-type: none"> • Unnecessary items removed from classrooms and other learning environments where there is space to store it elsewhere • All teacher desks in classrooms to be used must be clear. • Soft furnishings and equipment that is hard to clean (such as those with intricate parts) removed from classrooms and learning environment. (If this is not possible due to space constraints, plastic sheeting to be used to cover loose items) | <p>Site superintendent to ensure that this is done for all classrooms used for teaching.</p> <p>Pupils should have individual items in school e.g. stationary equipment and they should not share these items with other pupils.</p> <p>Pupils will be limited as to what they can bring in from home – this to be explained before re-opening of the school.</p> | <p>Site Superintendent</p> <p>Site Superintendent</p> | <p>8/6/20</p> <p>8/6/20</p> | |



RISK ASSESSMENT

| | | | | | | |
|---|-----------------------------------|---|--|---|----------------------|--|
| | | | | | | |
| Poor communication with pupils, parents, staff, visitors and contractors. | Pupils, staff, parents, visitors, | <ul style="list-style-type: none"> • Clear communication shared with parents / carers regarding the schools plan so they understand what can be safely offered to their child. • Signs displayed at all entrances to the academy and within classrooms / staffrooms to ensure persons coming onto the school grounds and into the building are informed they must not attend if they are displaying any symptoms of Covid-19, that they must use hand sanitiser / wash hands on entry and to follow the 'catch it, bin it, kill it' guidance. | <p>Letter detailing plan to be shared with parents.</p> <p>Principal to meet with site superintendent to clearly communicate this. Trust signage to be displayed.</p> <p>Information to be shared with pupils on the expectations and routines in place upon their return to school.</p> <p>Code of Conduct to be issued prior to pupils returning to school to ensure expectations are clear.</p> | Principal Principal/ Site Superintendent | 8/6/20 8/6/20 | |



RISK ASSESSMENT

| | | | | | | |
|-----------|------------------|---|---|----------------|---------|--|
| Wellbeing | Staff, Pupils | Staff: <ul style="list-style-type: none"> Staff consulted with and involved in the setting up of individual school plans and systems as far as possible Managing coronavirus risk assessment shared with all staff Familiarisation time, training time and practice time provided both online and in small cohorts in school to include training on revised behaviour systems. Staff rotas in place to help manage staff wellbeing and concerns. Additional PPA provided to manage workload of staff. Weekly staff meetings undertaken with staff on site and regular telephone communication held with staff who are not present to maintain contact and assist wellbeing. Mental Health First Aiders / Champion identified Staff informed about support available to them Individuals who are clinically 'extremely vulnerable from Covid-19' should not physically come to work and should work from home if possible. Individuals at moderate risk (clinically vulnerable) should work from home if possible and/or where required to work in school, should follow social distancing guidance and the whole school risk | <p>School plans and risk assessment shared with all staff prior to reopening.</p> | Principal | 9/6/20 | |
| | | | <p>'Return' schedule to include familiarisation/online training time prior to students returning. Rotas to take into account staff survey feedback.</p> | Vice Principal | 4/6/20 | |
| | | | <p>Weekly staff ZOOM meeting for other staff. 2 staff from the academy to be identified and booked onto a Mental Health First Aid course on 17th and 19th June.</p> | Principal | 15/6/20 | |
| | | | <p>Staff survey to be conducted and Principal to communicate this advice clearly to employees prior to reopening</p> <p>Individual risk assessment meetings</p> | Principal | 1/6/20 | |
| | | | | | 5/6/20 | |



RISK ASSESSMENT

| | | | | | | |
|--|--|---|---|----------------------------|--------------------------------|--|
| | | <p>assessments put in place, plus, their individual risk assessment if applicable.</p> <ul style="list-style-type: none"> • Individuals with symptoms of coronavirus, or having been in contact with persons with confirmed coronavirus must follow the latest guidance with regards to self-isolation. • Anyone becoming unwell with a new continuous cough or a high temperature in the workplace will be sent home and advised to follow the stay at home guidance. • If advised that anyone recently on site has tested positive for COVID-19 – a member of the Senior Leadership Team shall contact the Public Health Authority to discuss the case, identify all other individuals who have been at risk of exposure (so far as is reasonably practicable), and will take advice on any further actions or precautions that should be taken. | <p>with HR for any clinically vulnerable staff who are on site.</p> | <p>Principal/HR</p> | | |
| | | <ul style="list-style-type: none"> • PPE shall be made available for First Aiders • Employees who wish to wear a face covering will be allowed to do so. | <p>Order made for PPE</p> | <p>Vice Principal/HR</p> | | |
| | | <ul style="list-style-type: none"> • Weekly 'all staff' zoom briefing delivered and hosted by the Principal and other members of Senior Leadership to provide ongoing clarity and unity. | | <p>Site Superintendent</p> | <p>18/05/20</p> | |
| | | | | <p>Principal</p> | <p>Ongoing as per calendar</p> | |



RISK ASSESSMENT

| | | | | | | |
|--|--|--|--|---|--|--|
| | | <ul style="list-style-type: none"> Virtual Well-being weeks to continue as scheduled First aid provision will be available on site at all times. Employees have access to counselling on a self-referral basis. Line Managers will maintain regular contact with their team members, both on site and working from home, and will operate a virtual 'open door policy' for anyone needing additional support. An induction online session shall be issued to all new employees prior to commencement; including COVID-19 control measures and any other relevant current policies, protocols and procedures. Up-to-date corporate communications are followed as per Public Health England (PHE) advice. Staff are encouraged to give consideration to stress and anxiety | <p>HR (in school) to refer</p> <p>HR to send reminder out to staff. Principal to remind staff of this in weekly briefing. Spot check of minutes to be done.</p> <p>Principal to pass this information to staff in a timely manner</p> <p>Principal to remind staff of this via email and briefing.</p> | <p>AP – Head of Post 16</p> <p>Associate VP/Safeguarding lead/Office manager</p> <p>School HR</p> <p>HR Admin</p> <p>Vice Principal</p> <p>Principal</p> <p>Principal</p> | <p>8/6/20</p> <p>9/6/20</p> <p>ongoing</p> <p>Ongoing as it is updated</p> <p>8/6/20</p> <p>5/6/20 - ongoing</p> | |
|--|--|--|--|---|--|--|



RISK ASSESSMENT

| | | | | | | |
|---|----------------------------------|---|---|--|---------|---------|
| | | <p>increasing susceptibility to infection e.g. lack of sleep, becoming run down, etc.</p> <ul style="list-style-type: none"> Employees are encouraged to take advantage of support networks and services available including their Line Manager, Human Resources and colleagues. Well ventilated rooms (with fresh air where possible), regular exposure to natural sunlight, and if possible, time spent outside are recommended. <p>Pupils:</p> <ul style="list-style-type: none"> All pupils in Years 10 and 12 will be invited to a 1:1 meeting with a key member of staff during summer term to establish a 'Personal Recovery Plan (PRP)' | | <p>HR</p> <p>All staff</p> <p>Vice Principal</p> | 9/6/20 | |
| Fire Safety, evacuation and Invacuation | Staff, pupils, parents, visitors | <ul style="list-style-type: none"> Consider if the fire evacuation routes need to be altered to take into account the changed use of the site. Consider if muster points / practices need to be altered so staff and pupils can be 2m apart and that separate groups do not mix Consider if you need to re-allocate fire warden roles. | Students to be reminded of evacuation and invacuation procedures. Reminder of muster points and the importance of staying 2m apart to, at and from the muster points. | Assistant Principal (Community and Partnership) /Site superintendent | 15/6/20 | 15/6/20 |



RISK ASSESSMENT

| | | | | | | |
|----------|---------------|--|---|---|---|---------|
| | | <ul style="list-style-type: none"> • Ensure staff know how to use fire extinguishers, where callpoints are etc. • Practice new procedures as soon as possible after opening • If changes are made to the current Fire Evacuation Management Plan and staff re-trained this should be added to your Fire Risk Assessment as an interim measure and a sheet attached marked "Interim Amendments to procedures in relation to COVID-19". | <p>Staff signposted to Emergency Plan as a reminder.</p> <p>At least 2 firewardens on site each day. Additional firewardens identified if necessary and iHasco training completed.</p> <p>Fire evacuation drill to take place.</p> <p>Principal to meet with Site Superintendent and ensure that any amendments are added to Fire Risk Assessment</p> | <p>Assistant Principal (Community and Partnership)</p> <p>Principal/Site Superintendent</p> | <p>15/6/20</p> <p>15/6/20</p> <p>9/6/20</p> | |
| Catering | Staff, pupils | <ul style="list-style-type: none"> • Catering staff informed of any changes to entry / exit points, fire safety procedures, safeguarding etc. • Alterations to food options for students have been discussed with catering staff. • Catering staff will remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen. | All points addressed by the Catering Manager following a meeting with the Principal. | Catering Manager | 15/6/20 | 10/6/20 |



RISK ASSESSMENT

| | | | | | | |
|--|--|---|--|---|-------------------------------|--|
| | | <ul style="list-style-type: none"> Catering staff should observe the rules of social distancing and hygiene whilst on site. Catering staff may be wearing face masks due to constraints of social distancing and food hygiene. | <p>Snack (eg flapjack/biscuit) in sealed package produced and delivered to classrooms on desks during break time. Dining room not used at this point.Ensure liaison with First Aid lead re allergies</p> <p>Kitchen area will have a sanitisation programme in place.</p> | <p>Catering Manager</p> <p>Office manager</p> | <p>15/6/20</p> <p>15/6/20</p> | |
|--|--|---|--|---|-------------------------------|--|

MANAGING THE SCHOOL FOLLOWING RE-OPENING

| | | | | | | |
|---|------------------------|---|--|-----------|---------|--|
| Contact and mixing of groups of children and adults | Staff, pupils, parents | <ul style="list-style-type: none"> Gradual phased return of pupils for 'some face to face support' planned as per government Maximum pupil capacity limited to eligible students during June, no more than 25% of Year 10 and 12 to be in at any one time. Children divided into small groups (max 10) with group sizes determined on the capacity of the rooms available. Children remain in the same group at all times each day and are not mixed throughout the day or on subsequent days. Students will use the same desks throughout the day. Year 10 and 12 attend School Mon-Fri until lunch. All lessons will be 1 hour to minimise | Plan drawn up by Principal/Vice Principal, following guidance from the Government, LEA and Trust. Principal to communicate the plan to staff, students and parents prior to reopening. | Principal | 10/6/20 | |
|---|------------------------|---|--|-----------|---------|--|



RISK ASSESSMENT

| | | | | | | |
|--|--|---|---|---------------------|--|--|
| | | <p>movement around the building. Students stay in same seat all day, every day. Only 6 classrooms used – all classrooms to enable social distancing to take place.</p> <ul style="list-style-type: none"> • Student and staff entrances separate. 4 student groups – each to enter/exit the building through separate entrances. Building plans can be utilised to plan and mark on any entry or exit routes to provide a visual document for staff, pupils and parents / carers. School registers could be taken upon entry to prevent any unauthorised entry from pupils, particularly if staff are unfamiliar with the pupils they are working with. • Designated teaching room and use of outdoor areas will be communicated in advance to reduce movement around building. • Tutor time/assemblies shall only be delivered via live or pre-recorded video link if required. • Mixing of pupils and staff members between groups shall be avoided so far as is reasonably practicable to prevent potential cross-contamination and aid tracking and tracing if required. • Any pupil activities where 2 metres social distancing would be difficult to maintain shall not be included on the temporary phased return timetable (i.e. Physical Education). • Pupils access the classroom / area of setting through a specified door. | <p>Building plan to be shared with all staff, with zones marked</p> <p>Online assembly rota and resources compiled</p> <p>Marked teacher 2metre zone to be introduced at front of the class</p> | <p>Associate VP</p> | <p>8/6/20</p> <p>12/6/20</p> <p>15/6/20</p> <p>4/6/20</p> <p>11/6/20</p> | |
|--|--|---|---|---------------------|--|--|



RISK ASSESSMENT

| | | | | | | |
|--|--|---|---|--|--|--|
| | | <ul style="list-style-type: none"> • 2 metre markers to be placed on entrances into school and all corridors. • Limits to number of children using the toilet facilities at any one time. 1 student at a time. • Minimised contact with all individuals by publicising and enforcing 2 metres apart guidance. 5 student groups will have access to different toilets (specific toilet for each group). • Each of the 6 teaching groups will be restricted to a specific separate areas of the academy. Break time to take place in these areas. Students may remain in the classroom at break, supervised by SLT/Pastoral staff or go outside for fresh air in designated zone. • Every effort shall be made to reduce the number of other individuals each person comes in to contact with, using 'fixed' teams or 'partnering' (each person shall work with only a select few others). • Pupils and staff maintain social distancing when outside and stay within their discrete learning group. Groups will not mix outside. | <p>Individual risk assessments produced for identified students</p> <p>Signage/markers to be in place so that 1-way route/expected distancing is clear to all</p> <p>Staff briefed on this. Duty staff at designated toilets all day on rota to manage social distancing.</p> <p>Part of schedule set out by Vice Principal/ AP D & P</p> | <p>Associate VP/Safeguarding lead</p> <p>Site Superintendent</p> <p>Associate Vice Principal/Assistant Principal D & P</p> <p>Vice Principal</p> <p>Associate Vice Principal/APs</p> | <p>10/6/20</p> <p>1/6/20</p> <p>8/6/20</p> | |
|--|--|---|---|--|--|--|



RISK ASSESSMENT

| | | | | | | |
|--|--|---|--|--|--|--|
| | | <ul style="list-style-type: none"> If other members of staff need to speak to / visit a different area e.g. SLT/main office they will avoid entering into the room wherever possible e.g. they will stand in the doorway, as entering the area will affect occupancy. Administration of emergency first aid is an exception to this. A minimum number of staff should be timetabled for face-to-face teaching and staff should continue to work from home if not required in the building. <p>Vulnerable and Critical Worker children:</p> <ul style="list-style-type: none"> In-school provision for vulnerable children and those of 'critical workers' shall continue, in the Jubilee Centre to eliminate risk of mixing with Year 10 and 12 students. These students to use the Jubilee Centre toilets. <p>Remote working:</p> <ul style="list-style-type: none"> School-based staffing shall continue to be reviewed. As per current government guidance, emphasis shall remain on working from home where possible, whilst continuing to ensure a safe and secure environment for any pupils attending school. <p>Signing in/entry/reception:</p> <ul style="list-style-type: none"> Sign-in/out for staff only shall be through the front sports centre entrance to reduce the risk of 'contact' and 'mixing'. | <p>Audit of need to be reviewed and staffing rota put together.</p> <p>Regular contact/updates from Principal/VP regarding expectations of remote working and to check on wellbeing.</p> <p>Office manager to ensure that all points regarding reception are met. Communication to/ from</p> | <p>Safeguarding Lead/ AP D & P</p> <p>Principal/Vice Principal</p> <p>Office manager Principal</p> | <p>8/6/20</p> <p>15/6/20</p> <p>15/6/20</p> <p>15/6/20</p> | |
|--|--|---|--|--|--|--|



RISK ASSESSMENT

| | | | | | | | |
|--|--|---|---|--|---------------------------------------|-----------------------------|--|
| | | <ul style="list-style-type: none"> • Staff sign-in/out shall be via a contact-free ID card reader to reduce risk of cross-contamination • Visitors to the school site shall be limited to <u>essential only</u> (including contractors) and shall be electronically signed-in/out by the schools Receptionist. • Screen surround in place for the Reception desk to help protect both the Receptionist and visitors to the desk. • Parents/carers visits, if essential, shall be limited to one adult per household but shall not be permitted to enter the school grounds unless for a pre-planned appointment. • Sixth form pupils only to use the main Reception entrance/exit. • <u>All</u> individuals handling postage/parcel deliveries <u>must</u> follow the existing risk assessments and safe systems of working in place – if in doubt, advice must be sought from the Office Manager <p>Pedestrian movement:</p> <ul style="list-style-type: none"> • Offices/teaching rooms/halls etc. shall be accessed via the shortest available route. • Segregation where required, with floor-mounted social distancing markers are in place. • COVID-19 safety and handwashing signage/posters are displayed in key areas around site. • Staff supervision shall be in place to ensure that additional COVID-19 protocols are met | <p>parents to come through letter/use of 'Contact us' school email system/telephone</p> <p>Signage to be in place by Site Superintendent.</p> <p>Staff on designated duty points during this time to ensure that social</p> | | <p>Site Superintendent</p> <p>SLT</p> | <p>5/6/20</p> <p>8/6/20</p> | |
|--|--|---|---|--|---------------------------------------|-----------------------------|--|



RISK ASSESSMENT

| | | | | | | |
|--|--|---|--|---|----------------|--|
| | | <p>whilst moving around school site (including break times).</p> <ul style="list-style-type: none"> Supervision staff shall maintain 2 metres distancing (minimum) from pupils at all times and shall provide only verbal reminders of expectation. Supervision staff shall be stationed in well-ventilated areas, so far as is reasonably practicable. <p>Break times:</p> <ul style="list-style-type: none"> Each of the 6 groups to have break time in their own specific designated space away from other groups in order to maintain social distancing. SLT to supervise and ensure social distancing. No team games such as football to ensure social distancing. Sports Hall will be used in inclement weather with a staggered rota to reduce numbers <p>Car parking:</p> <ul style="list-style-type: none"> Any staff using the car parks must observe 2 metres social distancing when entering and exiting the car. Parents must not bring cars onto school site and drop off/collect students outside the school grounds and observe social distancing.. <p>Offices:</p> <ul style="list-style-type: none"> Office availability shall be limited/reduced to one occupant only, so far as is reasonably | <p>distancing rules are adhered to. Senior Leaders to ensure that staff are in suitably safe/ventilated areas whilst on duty.</p> <p>To be communicated to students by Associate VP/AP. SLT duty rota to be put in place</p> <p>Communicated to all staff and parents via email/letter</p> | <p>Associate VP</p> <p>Principal/All staff/site superintendent</p> <p>Principal/all staff</p> | <p>15/6/20</p> | |
|--|--|---|--|---|----------------|--|



RISK ASSESSMENT

| | | | | | | |
|--|--|---|---|--|--|--|
| | | <p>practicable, ensuring 2 metres social distancing be maintained at all times.</p> <ul style="list-style-type: none"> • Office workspaces and equipment <u>should not</u> be shared with other staff members - <u>all</u> equipment and/or surfaces shall be disinfected daily. Small equipment to be locked away if possible. Desks and work areas will be designated to specific employees. • Hard to clean items shall be removed from offices. • All contact surfaces in offices will be disinfected every evening. • Offices should be locked when not in use if possible. • All employees are encouraged to open windows/doors to increase ventilation, where possible. • Work shall be completed electronically wherever possible to reduce paper and quantity of contact items. • Employees shall eliminate, or reduce as far as possible, transportation of shared resources between home and school, along with any exchange between individuals. • If sharing of an office is essential/unavoidable: use shall be staggered to reduce total occupancy and ensure social distancing can be maintained. <ul style="list-style-type: none"> ▪ Layouts of <u>all</u> shared seated areas have been reviewed to ensure a 2 metres minimum spacing between seats. ▪ Employees must plan how to safely clean the equipment between each user. | <p>All points relating to office safety will be communicated to staff by the principal. It is then their responsibility to adhere to these guidelines. Areas of school will be closed off and therefore access to office space will be limited. Staff must be clear which areas of designated working areas and which areas/rooms/offices cannot be accessed.</p> | | | |
|--|--|---|---|--|--|--|



RISK ASSESSMENT

| | | | | | | |
|--|--|---|--|---------------------------------|--------------------------------------|--|
| | | <ul style="list-style-type: none"> ▪ Employees shall sit side by side (2 metres apart, <u>not</u> face to face). <p>Meeting rooms:</p> <ul style="list-style-type: none"> • Face to face communications should be kept to an absolute minimum. Remote technology (i.e. phone/internet) should be used in replacement wherever possible. • If holding a face to face meeting is essential/unavoidable: <ul style="list-style-type: none"> ▪ the number of participants shall be limited to as few as possible. ▪ a minimum of 2 metres social distancing shall continue to be maintained at all times. ▪ it will be ensured that face to face interactions last for as short a duration as possible. <p>Staff room:</p> <ul style="list-style-type: none"> • Use and layout of staff room to ensure social distancing can be maintained. • Layouts of all shared seated areas have been reviewed to ensure a 2 metres minimum spacing between seats • Signage displayed on staff room doors i.e. 4 persons max at any one time, on both doors. • Unnecessary and hard to clean items have been removed. • Wherever possible, staff room shall be kept well ventilated. | <p>All points relating to meeting room safety will be communicated to staff by the principal. It is then their responsibility to adhere to these guidelines.</p> <p>All staff responsible for adhering to guidelines re use of staff room and social areas</p> | <p>Vice Principal/All staff</p> | <p>15/6/20-ongoing</p> <p>1/6/20</p> | |
|--|--|---|--|---------------------------------|--------------------------------------|--|



RISK ASSESSMENT

| | | | | | | |
|-----------|----------|---|---|--|----------|--|
| | | <ul style="list-style-type: none"> • Employees shall not share equipment so far as is reasonably practicable. If unavoidable: • Employees shall soap wash (20 seconds), or sanitise, their hands both prior and after use of any kitchen equipment (i.e. kettle, toaster and microwave). • Hand soap shall be provided at all sinks and stock maintained. • Employees shall supply their own crockery and cutlery if required (i.e. personal mug, bowl, teaspoon etc.) and shall keep them in a closed bag or personal drawer/cupboard when not in use – these must not be shared with others. • Employees shall supply their own teabags, coffee, sugar etc. if required, and shall keep them in a closed bag or personal drawer/cupboard when not in use – these must not be shared with others. • Individuals shall not share consumables with others at any time. • Staff should observe social distancing in these areas. • School registers could be taken upon entry at the school gate to prevent any unauthorised entry from pupils, particularly if staff are unfamiliar with the pupils they are working with. | <p>Site Superintendent to ensure that soap is available and that windows are open for ventilation.</p> <p>To be implemented and communicated to staff by the Vice Principal/ AP C & P</p> | <p>Site Superintendent</p> <p>Vice Principal</p> | | |
| Wellbeing | Students | <ul style="list-style-type: none"> • First aid provision will be available on site at all times. • 'Pastoral Teams' will maintain regular contact with their pupils, both on site and working | First Aid kits to be checked and order made to ensure they are fully stocked. | Office Manager | 18/05/20 | |



RISK ASSESSMENT

| | | | | | | |
|--|--|---|---|--|--|--|
| | | <p>from home, and will operate a virtual 'open door policy' for anyone needing additional support.</p> <ul style="list-style-type: none"> • Up-to-date corporate communications are followed as per Public Health England (PHE) advice. • Discussions with 'Pastoral Team' staff are encouraged; relating to feelings around working from home and/or return to school. • Pupils and their parents/carers are encouraged to give consideration to stress and anxiety increasing susceptibility to infection e.g. lack of sleep, becoming run down, etc. • Well ventilated rooms (with fresh air where possible), regular exposure to natural sunlight, and if possible, time spent outside are recommended. • Pastoral teams implement regular welfare calls to pupils in self-isolation and/or requiring specific support. • Periodic walks or exercise outdoors are encouraged, whilst ensuring to maintain a minimum of 2 metres from others at all times. <p>Regular contact with extended family and friends is recommended whilst adhering to current guidance.</p> | <p>1:1 meetings to take place with identified Yr 10 students and Personal Recovery plans uploaded to CPOMS.</p> <p>Associate Vice Principal to fully brief Pastoral team. Clear schedule in place for welfare calls/visits.</p> | <p>Associate VP</p> <p>Associate VP/Safeguarding lead/AD</p> | <p>19/6/20</p> <p>8/6/20 ongoing</p> <p>4/6/20 - ongoing</p> | |
|--|--|---|---|--|--|--|



RISK ASSESSMENT

| | | | | | | |
|-----------------|-------------------------------|---|---|---------------------------------------|----------------|--|
| <p>Cleaning</p> | <p>Staff, pupils, parents</p> | <ul style="list-style-type: none"> • Increased focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) • Cleaning carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. • Dedicated provision of cleaning products (in a box so it can be moved to where required) in each classroom / work area containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap. <i>NB these should be stored out of reach of pupils.</i> • Cleaning prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and done with hot soapy water and disinfectant. • Surfaces that children and young people are touching, such as equipment, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, cleaned more regularly than normal • Areas of school that are used by more than one group of pupils e.g. hall, sports facilities are cleaned between groups (touch points and tables) • Thorough daily cleaning of all areas used takes place • Areas of school that are not in use by any groups are closed to ensure cleaning is directed appropriately • Staffing rotas in place to ensure sufficient cleaning staff available | <p>Site Superintendent to ensure that all points are met prior to reopening. A clear cleaning schedule is in place. Meeting to take place between the Principal and Site Supervisor to ensure that all points have been addressed.</p> <p>COSHH Inventory to be updated with additional cleaning products used on site during COVID 19.</p> <p>COSHH assessments to be carried out for each additional product.</p> <p>All cleaning programmes to be recorded.</p> <p>Further information for safe cleaning to be given directly to cleaning staff through site management teams.</p> | <p>Site Superintendent /Principal</p> | <p>12/6/20</p> | |
|-----------------|-------------------------------|---|---|---------------------------------------|----------------|--|



RISK ASSESSMENT

| | | | | | | |
|-------------------|------------------------|--|--|----------------------------------|---------|--|
| | | <ul style="list-style-type: none"> • Cleaning staff wear disposable gloves and change these after cleaning each separate area. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely (donning and doffing of PPE) • Rooms used for isolating pupils or staff who display symptoms of Coronavirus could be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken. • IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual. | Disposable glove checks to be conducted at regular intervals to ensure there is always an adequate supply. | | | |
| Hygiene practices | Staff, pupils, parents | <ul style="list-style-type: none"> • Handwashing facilities available for each group of pupils in school. Where no sink is available, hand sanitiser is placed in each classroom / area of setting. Handwashing bowls will be provided if this is more appropriate. • Adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly using disposable paper towels. • Adults and children clean their hands on arrival at the setting, before and after eating, after sneezing or coughing, after touching faces, after learning outside, after visiting the toilet and before leaving the premises. • Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues e.g in a container like a storage box, workbox etc so it | <p>Signage up in key places. Additional Hand sanitizer ordered and placed at entrances/exits. Constant reminders of key points given to staff and students.</p> <p>cleaning products box placed in each classroom.</p> | Site Superintendent Principal | 12/6/20 | |



RISK ASSESSMENT

| | | | | | | |
|--|--|---|--|--|--|--|
| | | <p>is easy to pick up and move around the space as required. These should be stored out of reach of pupils.</p> <ul style="list-style-type: none"> • Staff are to wash hands on entry to staff room, before and after preparing food and drinks, and before leaving • Hand sanitisers placed at entrance points to the building for staff and visitors to use on entry / exit. • If sinks are not available close to or in classrooms / work areas then handwashing bowls and / or hand sanitiser must be provided. • Children are encouraged not to touch their mouth, eyes and nose • Adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Single use tissues available in all group areas and binned after use. • Bins for tissues and paper towels are emptied throughout the day. • Any waste products used by staff or pupils that start to show symptoms whilst in school will be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. <i>NB the virus cannot survive on a surface for more than 72 hours according to current guidance.</i> • Posters regarding hand washing and hygiene practises are displayed in classrooms / areas of use. | | | | |
|--|--|---|--|--|--|--|



RISK ASSESSMENT

| | | | | | | |
|---|------------------------|--|--|--------------------------------|--------|--|
| Groups of parents / children gathering on school site | Staff, pupils, parents | <ul style="list-style-type: none"> • Clarity re drop-off and collection times/places in place • Protocols for minimising adult to adult contact in place (for example, which entrance to use, how to line-up, reminder not to gather in groups). • As many access points into the school grounds as possible will be open during drop off and pick up to assist with social distancing. • Separate access and exit points into the building are allocated to different groups of pupils as close as possible to their designated classroom. • Markings / cones will be placed outside access and exit points to enable children to line up and maintain social distancing prior to being allowed into school building via specified entrance. • Where possible, at drop off and pick up times to avoid the contamination of door handles doors will be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. <i>Safeguarding and health and safety must be assessed to see if this is appropriate, especially for pupils with SEND needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.</i> | Clear guidance provided to staff, students and parents by the principal via letter and email on these points. | Principal | 8/6/20 | |
| | | | Plan in place and communicated to staff, students and parents | Principal | 8/6/20 | |
| | | | Principal to meet with Site Supervisor and ensure that this is done prior to reopening. | Site Superintendent /Principal | 8/6/20 | |
| | | | Site supervisor to prop open entrances/exit doors 2 minutes prior to opening and closing. This will prevent any safeguarding issues, particularly with some SEND students. Staff to guard doors once opened until bell – rota devised. | Site Superintendent | 8/6/20 | |



RISK ASSESSMENT

| | | | | | | |
|-----------------------|---------------|---|--|--|------------------------------|--|
| | | <ul style="list-style-type: none"> Parents and carers informed they should not come into the school building unless by prior arrangement. Posters displayed at on entrance gates to school to remind pupils and parents to maintain social distancing and not to gather in groups Assemblies will not take place | <p>Made clear in letter to parents. Signage displayed clearly in key areas.</p> <p>If a pupil is late they will be. escorted through school by a member of staff.</p> | Principal/ Site Superintendent | 8/6/20 | |
| Classroom environment | Staff, pupils | <ul style="list-style-type: none"> Pupil numbers in teaching rooms will be limited to 10. Desks and chairs shall be cleaned between timetable periods. Teaching rooms shall be deep cleaned daily. Desks arranged to maintain space between desks and chairs (ideally so pupils are 2m apart) All work from students should be submitted electronically and books/papers not collected from students. Students bring in and use their own equipment – e.g. stationery and take them home. Pupils allocated to a particular desk to reduce contact touching by other pupils. If required, pupils to be assigned individual writing equipment and stationary in a plastic wallet. . This will be taken home and students | <p>Site staff to arrange rooms to observe 2m social distancing guide. Site Supervisor to arrange cleaning rota and present to Principal.</p> <p>AP Teaching and Learning to make this clear to all staff and students via email and letter prior to opening.</p> | <p>Site Superintendent</p> <p>AP T&L/Principal</p> | <p>5/6/20</p> <p>12/6/20</p> | |



RISK ASSESSMENT

| | | | | | | |
|--|----------------------------------|--|---|---|--|--|
| | | <p>responsible for ensuring bring this in for each session they attend school.</p> <ul style="list-style-type: none"> Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors will be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Where possible, windows to classrooms, offices, staff rooms must be opened. Employees shall eliminate, or reduce as far as possible, transportation of shared resources between home and school, along with any exchange between individuals. | <p>All classroom and corridor doors to be propped open prior to lessons starting and staff instructed to leave them open. Main doors to remain closed to prevent vulnerable children absconding. Fire risk register to be amended and staff to ensure doors are closed in the event of fire evacuation.</p> <p>Marked teacher 2metre zone to be introduced at front of the class.</p> <p>Staff informed of this by the Principal. Individual staff responsibility to adhere.</p> <p>Staff informed of this by the Principal. Individual staff responsibility to adhere.</p> | <p>Site Superintendent /Principal</p> <p>Principal All Staff</p> <p>Principal All Staff</p> | <p>15/6/20</p> <p>12/6/20</p> <p>12/6/20</p> | |
| Contact with someone who is displaying symptoms of Coronavirus | Staff, pupils, parents, visitors | <p>All staff, students and parents will be informed that:</p> <ul style="list-style-type: none"> All persons who are displaying symptoms must not come into school and should follow Government guidance on self-isolating. | Informed by Principal in writing | Principal | 12/6/20 | |



RISK ASSESSMENT

| | | | | | | |
|--|--|--|--|--|--|--|
| | | <ul style="list-style-type: none"> Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating, including test and trace. All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self isolating following Government Guidance for households with family members displaying symptoms. <p>All persons who develop Covid 19 symptoms whilst on site will:</p> <ul style="list-style-type: none"> Be sent home as soon as possible and advised to follow government guidance on self-isolating (including isolating for at least 7 days) and including test and trace Whilst awaiting pick-up persons will be isolated in a separate area with a closed door (and preferably an open window). Pupils will be supervised whilst this takes place. Consider if possible the provision of an additional sterile classroom/space which could be used to move a group to where a member of that group has displayed symptoms. This may enable cleaning and disinfection of the potentially contaminated area. An IIR face mask will 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 gloves, an apron and a IIR face mask should be worn by | <p>This information will be communicated to all staff by the principal in writing. The principal will be responsible for enforcing this and ensure that staff are sent home or isolated where appropriate.</p> <p>To be communicated to all staff by the principal in writing.</p> <p>Site Superintendent to ensure that these areas are cleaned immediately.</p> <p>Designated room for isolation. Principal to inform staff of this. Site Supervisor to be informed should it be used and to arrange cleaning immediately.</p> <p>Principal to inform staff of this.</p> | <p>Principal</p> <p>Principal</p> <p>Site Superintendent</p> <p>Principal/Site Supervisor</p> <p>Principal</p> | <p>12/6/20</p> <p>12/6/20</p> <p>5/6/20 – ongoing</p> <p>12/6/20 – ongoing</p> | |
|--|--|--|--|--|--|--|



RISK ASSESSMENT

| | | | | | | |
|--|--|--|--|--|----------------------------------|--|
| | | <p>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.</p> <p>When a person displaying symptoms has left the site:</p> <ul style="list-style-type: none"> • Any member of staff who has helped someone who was unwell does not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. The member of staff will be asked to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • An ongoing risk assessment of what transpired during contact (what personal contact in what space, coughing, fluids proximity, PPE or not etc) with the symptomatic person will be carried out. Any member of staff feeling they may have been exposed might expect to be able to leave site, consider self-isolation and testing with all implications for their family/domestic situation following on. • Core areas that those staff or pupils have been in will be cleaned with standard cleaners / disinfectants. • A separate sanitary facility will be provided for individuals who display symptoms. These facilities will be cleaned and disinfected using standard cleaning products before being used | | | <p>12/6/20 - ongoing</p> | |
|--|--|--|--|--|----------------------------------|--|



RISK ASSESSMENT

| | | | | | | |
|--|--|---|--|------------------|----------------------------------|--|
| | | <p>by anyone else as will any areas they have been isolated in.</p> <p>If the initial student, young person or staff member with symptoms tests negative they will be advised:</p> <ul style="list-style-type: none"> • they can return to their setting and the fellow household members can end their self-isolation. <p>Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self -isolating until 14 days after symptoms have started. Fellow household members can end their self-isolation</p> <p>If the test is positive:</p> <ul style="list-style-type: none"> • The rest of the group they have been working with will be sent home and advised to self-isolate for 14 days. <i>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</i> | <p>Principal to inform all staff of this in writing. Principal to then ensure that all staff involved are sent home to self-isolate.</p> | <p>Principal</p> | <p>12/6/20 – ongoing</p> | |
|--|--|---|--|------------------|----------------------------------|--|



RISK ASSESSMENT

| | | | | | | |
|--|---|--|---|---|-------------------------------|--|
| <p>Visitors and contractors to school.</p> | <p>Staff, pupils, parents, visitors</p> | <ul style="list-style-type: none"> • Posters displayed at on entrance gates to school to remind visitors to maintain social distancing. • Suppliers, contractors and visitors as far as possible will be informed of the times the school is open and the procedures for accessing the site. • Visitors and contractors will be informed they must not attend if they are displaying any symptoms of Covid 19, that they must use hand sanitiser / wash hands on entry and must follow the 'catch it, bin it, kill it' guidance. • Visitors and contractors asked to adhere to social distancing guidelines when they enter building. • Hand sanitisers placed at entrance points to the building for visitors to use on entry. • Contractor visits minimised to essential visits only e.g to carry out statutory testing, repair work or building works. • Contractors asked to provide their own risk assessments and to discuss additional needs with the school prior to visiting. • Visitors and contractors advised to carry out regular handwashing and sanitising, especially on arrival at the school and throughout their time on site. • If contractors need supervising this will be done following social distancing guidelines. • If visitors or contractors display any symptoms whilst on site they will be asked to leave immediately and any areas / equipment they have been working in / on will be isolated for | <p>The Site Superintendent will ensure that all of these points are addressed. A meeting will take place before reopening between the Principal and Site Supervisor and the points will be used as a checklist.</p> <p>Admin and Site staff to liaise with the Principal before any visitor is allowed onto the site. The Principal will make the final decision on this.</p> <p>Signage to be displayed on external doors requesting unexpected visitors to not enter and to phone or email school office.</p> <p>Limited number of visitors allowed on site at any one time</p> | <p>Site Superintendent /Principal</p> <p>Admin staff/Site staff/Principal</p> | <p>12/6/20</p> <p>12/6/20</p> | |
|--|---|--|---|---|-------------------------------|--|



RISK ASSESSMENT

| | | | | | | |
|--|--|--|--|--|--|--|
| | | <p>72 hours or thoroughly cleaned prior to admitting other persons / being used.</p> <ul style="list-style-type: none"> • If contractors are on site for long periods of time a separate toilet facility could be identified for their sole use and cleaned after their work has ceased and before being used by the school again. If this can't be established then inform contractors of the "If You Use It – Wipe It" principle. School will still follow procedures for controlling access / security whilst visitors and contractors are on site. • Lettings, visitors and on site meetings with external individuals / groups will cease unless they can only be conducted face to face and are vital / necessary. • A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by the school again. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle. • If they are for vital / necessary educational / health purposes e.g private nurseries, multi-agency meetings, mental health sessions, meetings with parent / carers they will only go ahead if social distancing and hygiene rules can be adhered to. | <p>Any essential meetings will take place in a well ventilated room.</p> <p>Procedure to be put in place for accepting deliveries.</p> | | | |
|--|--|--|--|--|--|--|



RISK ASSESSMENT

| | | | | | | |
|-----------------------------|----------------------------------|---|--|--|---|--|
| Communication between staff | Staff, pupils, parents, visitors | <ul style="list-style-type: none"> It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones or walkie-talkies are used to minimise movement between groups. If staff need to communicate outside their groups they should observe social distancing. In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for safer working and the school's acceptable use policy regarding the use of their own phones. | | Associate VP/safeguarding lead | 12/6/20 | |
| First Aid | Staff, pupils, parents, visitors | <ul style="list-style-type: none"> Regular checking of first aid provision takes place to ensure adequate resources for the numbers of staff and pupils on site Activities more likely to result in injuries e.g. gymnastics, D&T will cease or be limited | <p>Ensure lead first aider is on site at all times</p> <p>Communicated to PE Department by VP</p> <p>Minimise direct contact with children where reasonably practicable to do so.</p> <p>Ensure relevant PPE is used e.g. mask, disposable gloves, disposable apron.</p> | <p>AP C & P/Site superintendent/office manager</p> <p>Vice Principal</p> <p>Vice Principal</p> | <p>5/6/20 – ongoing</p> <p>4/6/20 – ongoing</p> <p>5/6/20</p> | |



RISK ASSESSMENT

| | | | | | | |
|--|----------------------------------|---|---|---------------------------------|------------------------|--|
| | | | <p>Ensure safe removal of PPE and disposal by double bagging and removing from the premises as soon as possible. (Training to relevant staff on safe removal of PPE)</p> <p>First aider will wash hands thoroughly for 20seconds as per government guidance after removal of PPE.</p> | | | |
| Use of electronic signing in / out systems and shared IT equipment | Staff, pupils, parents, visitors | <ul style="list-style-type: none"> Electronic signing in / out systems that require a user to use a touch screen will not be used at this current time. Visitors will be signed in / out by a member of office staff. IT equipment will be cleaned between users if it cannot be kept for the sole use of a discreet group of staff or pupils. The use of lifts and control panels will be limited to essential users only and will be cleaned between users e.g using hand sanitisers or ant-viral wipes. | <p>Principal to communicate this to staff in writing.</p> <p>Office Manager to remove touch screen from reception to avoid temptation.</p> <p>Office manager to communicate new visitor sign-in/out procedures to receptionist(s)</p> | Principal Office Manager | 5/6/20 5/6/20 | |
| Personal Protective Equipment (lack of PPE will put staff at risk) | Staff, pupils, parents, visitors | <ul style="list-style-type: none"> Government has advised there is no need for staff or pupils to wear face coverings as a matter of course when in school. NB FFP2 / 3 masks are not necessary in a school setting. Activities such as close intimate care e.g. administering first aid. Staff carrying out these | PPE to be provided for all First Aiders. | Principal/Vice Principal | 12/6/20 12/6/20 | |



RISK ASSESSMENT

| | | | | | | |
|----------------------|----------------------------------|---|--|--------------------|--|--|
| | | <p>activities will wear disposable gloves and aprons and may need IIR masks and eye coverings. This will be assessed on a case by case basis.</p> <ul style="list-style-type: none"> • If PPE is identified as necessary for certain activities or staff through a risk assessment, then this will be provided by the school. • Reusable eye / face coverings will be thoroughly cleaned between each individual person being assisted. | <p>A sanitiser box to be introduced to drop reusable visors/goggles in. The Site Supervisor to arrange for these to be thoroughly cleaned at the end of each day.</p> <p>Stocks of PPE to be maintained and replenished as necessary.</p> | Site Supervisor | 12/6/20 | |
| Reviews of provision | Staff, pupils, parents, visitors | <ul style="list-style-type: none"> • Ratios, rotas, medical and first aid needs reviewed on an ongoing basis. • Review of how pupils and staff are interacting, numbers on site, how equipment is being used undertaken regularly and activities / equipment ceased or re-instated as necessary. | <p>Associate VP</p> <p>Teaching staff to feed back to SLT subject link weekly using a set proforma. Any concerns to be raised immediately. Weekly Review/debrief between Principal and SLT on site (social distancing measures in place)</p> | Teaching staff/SLT | 15/6/20 - ongoing 15/6/20 - ongoing | |



RISK ASSESSMENT

| | | | | | | |
|--|---------------|---|--|---|--|--|
| | | <ul style="list-style-type: none"> Communicate with parents / carers that the school will require adequate notice if a pupil who has not been in school is to start attending school. This is to avoid additional pupils turning up without prior notice as this may affect staff ratios, occupancy rates, first aid and medical needs, catering, fire safety bus/ transport etc.. | Principal/AD to stress the importance of informing the academy if they would like their child to start attending school. | Principal | 5/6/20 | |
| Transport to School by School Buses (not public transport buses) | Staff, pupils | <ul style="list-style-type: none"> Where pupils travel to school by bus schools should work with First bus to ensure that drop / off and pick up procedures and timings have been considered. This is likely to include any new drop off / pick up points, how pupils requiring supervision are escorted to / from the buses, opening times / timetables, likely numbers / names of pupils expected to use the buses. All students/staff using school buses and public transport should wear face covering/masks supplied from home. Students and staff using public transport should ensure they have the exact change for fares where required. Students and staff should ensure they are sat separately on public transport and follow guidelines for social distancing. Where possible keep pupils travelling by School Buses to a maximum of 10 students per bus. Schools will need to work closely with First Bus to maintain a clear understanding of | <p>Site Supervisor to ensure clear signage is in place</p> <p>Only Year 10 and 12 students travelling initially</p> | <p>AP C & P</p> <p>Site Supervisor/AP C & P</p> | <p>8/6/20 – ongoing</p> <p>12/6/20</p> | |



RISK ASSESSMENT

| | | | | | | |
|---|------------------------|---|--|----------------|---------|--|
| | | which children should be travelling to & from school on a school bus in order to safeguard children effectively. | | | | |
| Drop off of Essential Items Forgotten by Pupils | Staff, Parents, pupils | <ul style="list-style-type: none"> A system should be put in place for the potential drop off of essential items a pupil may have forgotten e.g medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupils base. Staff doing this should thoroughly wash hands before and after handling the items. | Quarantine bin introduced in main reception. Items handled with gloves and cleaned with anti-viral wipes before being handed over. | Office Manager | 12/6/20 | |