

Risk Assessment – Covid-19 (Autumn Term Reopening)		12th October 2020	Castle View Academy
Responsible Person	Christian Down – Principal		
Other Persons Involved	Dave Nutland – CVA Site Manager, James Webb – Trade Union representative, Arlene Gajdus – Business Operations Manager, Adrian Tucker – Vice Principal, Rachel Hesketh – Vice Principal, Phil Harris-Bridge – Chair of Governors		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Schools (2 July) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (2 July) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (1 July) • DfE - Coronavirus (COVID-19): guidance on isolation for residential educational settings (27 May) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (24 June) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance. • NHS - Test and Trace – How it works (11 June) 		

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) Clean hands thoroughly more often than usual 3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) Minimise contact between individuals and maintain social distancing wherever possible 6) Where necessary, wear appropriate personal protective equipment (PPE) 7) Engage with the NHS Test and Trace process 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) Contain any outbreak by following local health protection team advice <ul style="list-style-type: none"> • Numbers 1 to 4 are in place in all the time. • Number 5 is 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 6 applies only in specific circumstances. • Numbers 7 to 9 are followed in every case where they are relevant. 	<p>Are Control Measures (Y, N, N/A)</p>

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"> • Line Managers to maintain regular health checks with their staff • Any staff member with symptoms of COVID-19 are sent home to self-isolate, following current government guidelines regarding self isolation periods. This includes household members. • To support the testing process, the school have been provided with a supply of home testing kits which are available to all staff • If the test is positive: <ul style="list-style-type: none"> ○ The staff member remains off for 10 days from the 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 the DFE and the local Health Protection Team for advice on any further action required in school. ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> 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 follow current isolation guidance until a test has been taken and a negative result returned. If the test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. <p>THIS RISK ASSESSMENT AND COMPONENTS WILL BE DELIVERED TO STAFF THROUGH A 'SAFETY BRIEFING SESSION' ON TUESDAY 1ST AND WEDNESDAY 2ND SEPTEMBER. THIS WILL BE COMPULSORY FOR ANY STAFF WHO ARE WORKING ON SITE. STAFF VISITING THE ACADEMY MUST CONFIRM THEY ARE AWARE OF THE COVID REQUIREMENTS IN PLACE AT THE SCHOOL. THIS IS THE RESPONSIBILITY OF THE MANAGER OR PERSON THE VISITOR IS SEEING.</p> <ul style="list-style-type: none"> • We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the school. • Staff who are clinically extremely vulnerable will be asked to follow guidance provided by the government regarding 'shielding'. These staff will meet regularly with the HR Cluster Manager to ensure their needs are met. • Loss of site/facilities staff due to infection will prompt a decision on whether the school can remain open – key compliance tasks as outlined in the 'Maintaining a Practicably Compliant School' guidance document must be maintained and will be reviewed to inform this decision. 	Y	Y

		Pupils contracting COVID-19	<ul style="list-style-type: none"> Where a pupil indicates they are unwell and potentially infected the pupil will be removed from the classroom and isolated. The parents will be informed and the child collected immediately. Whilst waiting for collection the child will wait in a designated covid room – identified by the health related learning coach (JLE) If an individual in the child's household is unwell with symptoms compatible with Covid-19, they must follow current Covid guidelines relating to self isolation. 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. 	Y	Y
		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. Details of local procedures communicated to all visitors before they come to site. 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. Parent meetings to be conducted via skype / teams or telephone – where this is not possible, dedicated room and social distancing is enforced. Meeting room to be cleaned after each parent meeting. Medical visitors required to support students to be reviewed on a case by case basis and agreed with parent / staff involved Detailed records regarding visitors will be kept on site Contractors will be assessed before being allowed on site. They will work away from students at all times and ensure they maintain social distancing from staff. Where contractors are required to work in areas that may come into contact with students, the site manager will ensure they are clear of all protocols and are monitored during their visit. They must only stick to agreed areas. United Learning staff from outside of Castle View, such as Regional Directors, subject advisors, staff visiting from other UL schools, central office staff and wider group employed staff will be spoken to by the leadership team and informed of the current safety procedures. They will be checked and monitored in line with all CVA staff on arrival and will meet with the Principal or a designated member of the Senior team during their visit. Procedures for visitors communicated via website, Parents FAQ, posters in the main reception and on the entry gates. CVA car park to be closed from 9:00am – 3:00pm 	Y	Y
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. Principal and Vice Principal (ATU) informed and arrangements made to ensure test is completed. 	Y	Y

- Pupil isolated in COVID specific room if awaiting collection in line with [government guidelines](#). Member of staff should radio that the student is feeling unwell and they will always be escorted to the designated area by ALT keeping social distancing. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). PPE is available, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases. Used PPE will be bagged and kept secure for 72 hours in the disabled toilet on the ground floor (which will be out of action) before being disposed of.
- Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic.
- Government guidance will be followed at all times and advice taken. The actions will be dependant on whether the pupil has tested positive. Guidance also sought from the track and trace programme.
- 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.

These are in place and located in the Business Operations Managers room. A further supply is available from Dave Nutland.

A CONFIRMED CASE

- Look at the student timetable to identify classes during the infectious period
- Look at the staff diary / retrace their steps to identify who they have had contact with
- Look at seating plans. Identify contacts as children who sat within 2 metres of the case during their infectious period in school/FE college
- Check friendship groups. Identify contacts as children who are known to have had definite face to face contact with them during their infectious period
- Are there any staff members who report that they have had close contact with the case during the infectious period? Use the standard contact definitions for this and only ask staff to self-isolate if they have had definite contact with the case
- Are there any other people who they have had definite face to face contact with at break times or in other group activities such as sport or music lessons? This should be specific identifiable individuals (rather than whole groups where contact cannot be ruled out)

The default should NOT be to self-isolate the whole class or bubble.

- The time when people who have tested positive for COVID-19 are infectious to others is from 48 hours before their onset of symptoms to 10 days afterwards (or from 48 hours prior to the date of their test to 10 days afterwards if they have had no symptoms)
- Only people who came into contact with them during this time need to be advised to self-isolate.
- Up to date guidance to be used in all cases
- Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance [COVID-19: cleaning of non-healthcare settings](#)

			<p>The school will be completing daytime and afternoon/evening cleans. The cleaning rota has been designed by the site manager and ensures all areas of the academy is cleaned thoroughly.</p> <p>Waste from the medical room will be disposed of by the cleaning team.</p> <p>The Reception@castleviewacademy email will be used to alert any child not in lesson or feeling unwell.</p> <p>The deep cleaning of the room will be conducted by the cleaning team. This will be conducted in the medical room daily.</p>		
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 will be made readily available • Soap will be available in all toilets and sanitiser used at key points across the academy. Sanitisers will be placed at two student entry / exit points to encourage daily hand hygiene. Line ups will be used to reinforce the importance of hand hygiene. • 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) • Signage advocating more frequent handwashing will be displayed in all 'communal' spaces. This will include toilet areas on the teaching level, access to stairwells, entrance lobby, some corridor spaces and entrance from roll call. • Skin friendly cleansing wipes used for those who need assistance in cleaning hands • Practices built into school behaviour culture. Weekly staff briefing, weekly year group assembly and daily line ups will reinforce the culture. • Catch-it, bin-it, kill-it, promoted throughout school. (every classroom) • School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. • Face coverings in school not recommended but are required for those >11 yrs using public transport – will require control on entry. Communication home regarding use of face covering through twitter, Principal letter and Facebook. • Staff to park in car park and enter school through main school reception maintaining social distancing. Sanitising of hands on entering the building and following the one-way system. Key fob to be used to 'sign in' and 'sign out'. Where fob is not present, staff to use screen sanitiser after using sign in system. All staff to enter and exit at main reception at all times. • Bikes racks will be clearly marked with 1 metre social distancing observed so students can safely store bikes. 	Y	Y

			<ul style="list-style-type: none"> • Student entrance door held open and hand sanitiser used for every child as dismissed to enter the building. Students dismissed one at a time. Member of staff in stairwell to ensure students move through the building without stopping. • Classrooms to be agreed and checked by leadership team regularly. • Agreed timetable provided for each year group bubble – staggered start and finish to minimise contact outside of school. • No Assemblies to take place in theatre. Virtual assembly to be played over internet once per week • Break and lunch to be taken together with year groups exiting their classrooms, at designated times and controlled by the teacher in charge of the class. • Year bubbles to remain together and will have staggered canteen time during break time. Each bubble will be assigned a ‘break time’ space and will enter the building through a designated entry door. • Dedicated first aid support on site every day. First aid procedure in place for the treatment of COVID patient and training provided for first aid staff by JLE. • Robust cleaning procedure in place for COVID / first aid room published to staff in school. • First aid – for any student who is feeling unwell but does not have COVID-19 symptoms, staff will radio for support. A trained first aider will assess them outside the classroom and decide if they need to come down to the First Aid room – separate to where any student would be taken with COVID-19 symptoms. 		
			<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. • All year groups have been ‘zoned’ in an area of the school with year group badges used to denote year group bubble. • Groups will rarely mix however some cross over is inevitable • We aim to reduce contact between staff and pupils where possible <p>Staff will be encouraged to maintain social distancing at all times (2m). Classrooms will be adapted to enable this to happen.</p> <ul style="list-style-type: none"> • 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. • KS4 – likely whole year ‘groups’. If possible to make smaller groups within while still delivering the curriculum, this should be done. • KS3 and below, smaller groups i.e. full class would be beneficial but not mandatory. • Keep groups apart as much as possible. <p>There will be different zones for break times and different times for year groups accessing the canteen.</p> <ul style="list-style-type: none"> • Canteen will be designated – year group specific tables and students will line up in 4 designated zones. Year groups will be staggered, based on times leaving the classroom. 		

			<ul style="list-style-type: none"> • All year groups will start and leave at different times and leaving the site will be staggered through a line up centrally completed. Line up will also be used at the end of break and lunch to ensure controlled transitions. • In shared environments/equipment increase cleaning frequencies. • Children encouraged to keep distance in their groups. • 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. • 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 • Class seating plans will be kept and CCTV used to identify students who have had 'close contact', should a case be identified 		
			<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> • Secondaries – <ul style="list-style-type: none"> ○ Staff remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties where possible. ○ Pupils sitting side by side and facing forwards where possible. ○ Avoid face to face contact and limit time spent within 1m of anyone. ○ Education and care support for those with complex needs to be provided as normal. <p>Rooms will be arranged with 16 desks, all facing forward, 32 chairs, a teachers desk and a visualiser. Staff will remain at the front and will only circulate along 'channels' created between the columns of tables. Staff will arrive with their laptop, enabling them to teach the class. Classes will be scheduled to one room where possible.</p>		

		<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> • Groups to be kept apart where possible. <p>The school has been zoned and year groups will be kept apart for lessons, break times and entrances and exits to school premises. At points where students move around the academy it is likely that year groups may mix however this is for very short periods of time and under control by the teacher.</p> <ul style="list-style-type: none"> • Assemblies/worship, one group at a time. <p>Most of the assemblies will be delivered virtually into the tutor group on a Monday morning. Where it is necessary to hold an assembly the tutor group will sit in alphabetical order with a row between each tutor group.</p> <ul style="list-style-type: none"> • Timetable to keep groups apart and minimise movement around the site as much as possible. <p>The timetable has been altered to minimise movement. Pupils will not work in zones. Staff will transition the site between lessons and not pupils.</p> <ul style="list-style-type: none"> • Passing the odd person remains low risk, but consider pinch-points – a flow system, where students are encouraged to move in one direction where possible will be used. This is not a one way system, as this is not practical, however for the majority of time a flow will enable one way movement. Zones and flow diagrams are part of the duty booklet (See PPT) • Fire evacuation (though in a real fire the risk from fire takes precedence). Staff will walk the groups down as the plan states. A wider area will be used to ensure that groups do not mix. • Staff will work in social distanced work rooms following the BEIS guidance on <u>Office and Contact Centres</u> for guidance on staff only areas <p>There will be marked staff working areas. Clear guidance on the routines around the use of workstations given to all staff.</p> <ul style="list-style-type: none"> • Regular and thorough handwashing or use of alcohol based sanitiser to be carried out by all pupils and staff members including: <ul style="list-style-type: none"> ○ On arrival and before departure ○ Before break ○ When groups change areas ○ After using the bathroom <p>Regular sanitiser to be used at the above critical times. This will become part of the daily routine at CVA.</p>		
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		<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, e.g. pens and pencils recommended to remain individual. No items will be issued by CVA staff, ensuring items remain responsibility of the pupil. ○ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning. Specialist rooms will be cleaned regularly and form part of the cleaning rota. ○ 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. 		

			<p><u>Dedicated school transport (key principles applied)</u></p> <ul style="list-style-type: none"> • Is not public transport and so 2m or 1m+ social distancing won't apply in Autumn term. • Principles outlined above should be carried over, with emphasis on maintaining groups where possible • If maintaining groups is not possible then some form of distancing should be implemented, and perhaps the wearing of face coverings (though younger children may have difficulty with this). • DfE to publish further guidance for LA provided transport. <p>CVA students do not travel to and from school on school transport.</p>		
			<p><u>Public Transport (key principles applied)</u></p> <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) <p>A significant proportion of pupils do not use public transport. The communication home has been to encourage bike usage and asking pupils to cycle to school.</p> <p>Demand at peak times has been decreased by the staggered start and end times.</p>		
			<p><u>Boarding Schools</u></p> <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 schools arrangements 	N/A	N/A
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups <p>This has been actioned and all rooms have been redesigned in July 2020 to ensure that the school is ready for September 2020.</p> <p>A movement system has been implemented and is on the maps and can be found in the October 2020 operational booklet and associated powerpoint</p> <ul style="list-style-type: none"> • Coloured demarcating is used on the playground (coordinated with student badges) to help with group management? <ul style="list-style-type: none"> ○ Green – Y11 ○ Red – Y10 ○ Blue – Y9 	Y	Y

			<ul style="list-style-type: none"> ○ Yellow – Y8 ○ White – Y7 <ul style="list-style-type: none"> ● Demarcating staff rooms or other areas where adult may congregate? Staff will have a ‘home room’ where they will be encouraged to work before and after school. Some other work rooms will be available across both sites. These rooms will have clear guidelines for use attached to them. ● Review access to print rooms/photocopiers ideally limiting to one person. Signage on door very clear. HVAC system switched to fresh air mode ● Reduce occupancy for lifts Limited to one person at a time unless there is a physical requirement for assistance. ● Windows opened where possible, where temperature allows it, and without creating undue risks. All of the windows will be open when possible. The doors for both internal and external will remain open when possible. ● Non-fire doors propped open to remove need for hand contact ● Outdoor play equipment thoroughly cleaned between groups ● Removal of soft furnishings and soft toys or toys that are hard to clean Details of what has been removed. ● Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> ○ Work back-to-back ○ Install screens between workstations ○ Developing a rota so that staff don’t have to work together ● Prohibit shared workstations if robust cleaning cannot be ensured between users ● Complete and display the <i>Covid-19 Secure in 2020</i> poster <p>This will occur and will be actioned by the site manager. This will be checked at regular intervals by the Principal.</p> <p>All offices used will be single occupancy. If more than one person is in the office then 2m separation will be applied. Shared workstations is prohibited.</p> <p>Complete and display the Covid-19 Secure in 2020 poster in several locations across the site.</p>		
Anxiety, stress and worry	Staff, pupils	Those coming back to work or school may be	<ul style="list-style-type: none"> ● Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance). 	Y	Y

	(parents indirectly)	anxious, worried our stressed	<p>Staff have received the risk assessment and regular updates are provided through the Principals bulletin. An open staff consultation is welcomed and encouraged, with the Principal sending out guidance as required.</p> <ul style="list-style-type: none"> • Communicate this risk assessment and its findings to staff and potentially pupils/parents. <p>The Principals weekly bulletin and staff briefing will be used to ensure staff, parents and pupils are aware of the RA. We also have a clear twitter, website and letters home strategy, devised by the cluster marketing manager.</p> <ul style="list-style-type: none"> • Staff have access to Group’s occupational health and counselling service • Publish the findings of this risk assessment on the school website. • CPD session with staff working in bubbles to explain structure and set up will take place at the beginning of September. • Risk assessment and its findings communicated to all key stakeholders. The key points will be shared with parents and if there are any amendments then this will be shared with all key stakeholders following regular reviews. • Staff INSET – Thursday 3rd and Friday 4th September used to outline return guidance. Principal to also meet regularly with teaching and office unions. • Q&A guide and photos circulated to all staff for clarity. • Communicate this risk assessment and its findings to all staff and potentially pupils/parents. • Staff have access to Group’s occupational health and counselling service. • Ensure CBE and EMB provide regular welfare discussions in staff briefing / email. • Staff who are anxious or concerned with coming in will not be directed to do so. They may work from home. • DSL will be present on site every day to deal with any issues with students of a safeguarding nature. • First Aid trained staff on site at all times. A minimum of 2 staff that are first aid trained are in everyday. 		
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 schedule and visual signature sheet to ensure cleaning staff sign off on cleaning schedule. • Site team, during class time, will clean all touch points throughout the school. • Site manager has day time and evening cleaning schedules that are thorough and well planned. These plans are in place. • 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 • No expectation of staff to clean any areas although they will be provided with wipes in each classroom should they wish to carry out cleaning of their personal belonging/door handles etc... • Hand sanitiser provided on entry to the building. Hand washing with soap/water in school. 	Y	Y

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. • Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). • Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing. • Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. <p>DOF's have reviewed their risk assessments and have planned accordingly. Pupils will go to their specialist subject areas, however this is more limited. This will be reviewed regularly. All DOF's have reviewed their own guidance to ensure the offer is safe.</p>		
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"> • WE CURRENTLY HAVE NO STUDENTS WHO WOULD REQUIRE THIS LEVEL OF INTERVENTION <p>Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs</p>	N/A	Y
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"> • Training and CPD provided for all staff via teams, face to face and video as required. • Detailed staff handbook published and sent to all staff. • Staff 'way of working' made clear in all work rooms. • Modified Behaviour for Learning Policy written and shared with all staff. Present on website and detailed with students on day 1. • Withdrawal room used for students who violate local rule – removed by senior team. • Exclusion policy used where appropriate for poor behaviour • Parent contacted and verbal meeting held. Student works in isolation for remainder of the day. • Visitors – asked to leave site immediately/Police contacted where necessary. Will be made clear to parents/carers that we are not allowing visitors to school – signage in front at reception and displayed on website. • Staff – Will be reminded on school rules, if continual deliberate breach then staff member will be asked to speak with the Principal and then may be asked to work from home and further actions taken. 	Y	Y
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> • Site Manager and Cluster Facilities Manager to review PPM and premises prior to reopening and formally update Head. • Principal to walk site with ALT and ensure all aspects are applied. • Principal to review site plan each week with site manager and facilities manager. • Contractor access to site for PPM/compliance inspections to be continued wherever possible. • School to keep a documented record of all PPM tasks that are slipping due to contractor delays. To be reviewed regularly to ensure that the premises remains safe. 	Y	Y

			<ul style="list-style-type: none"> Principal to meet weekly with the site/facilities/business manager to review any premises compliance items that are becoming a concern. 		
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. Principal to ensure that all relevant guidance is followed and communicated. <p>This is completed through the staff briefings, Principal updates and line management meetings including senior leadership meetings. Governors also play an active role.</p> <ul style="list-style-type: none"> 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. <p>Guidance is passed on to leaders and discussed through line management and senior leadership meetings.</p> <ul style="list-style-type: none"> Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. <p>The website is up to date and all letters are posted on the website. We also use twitter to keep stakeholders up to date at all times.</p> <ul style="list-style-type: none"> Parents/Pupils updated via letters and parent text as necessary. <p>Regular letters are sent by the Principal and Senior Leadership Team that can be found on the website. We also use the text message service.</p> <ul style="list-style-type: none"> Any change in information to be shared with Chair of Governors and passed on to parents and by staff through email <p>This is carried out by the Principal. Weekly catch ups with the COG.</p>	Y	Y
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 <u>DFE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</u> <p>No extra curricular provision for the first 3 weeks. At this point it will be reviewed.</p> <ul style="list-style-type: none"> Fire risk assessment reviewed <p>Fire safety procedures amended to support Covid-19 arrangements. Pupils will line up out on the field as we would normally and stay within their bubbles. The 5 groups will span the width of the field. Groups will not mix.</p> <ul style="list-style-type: none"> Fire safety procedures amended to support COVID-19 arrangements Staff training scheduled monitored and any slippage identified <p>Staff are trained and up to date.</p> <ul style="list-style-type: none"> Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. All have been reviewed and are compliant. 	Y	Y

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 Staff are allowed to and are encouraged to speak to the Principal about this. Guidance on setting up a suitable workstation provided on Hub coronavirus pages Additional equipment needs to be reviewed on a case-by-case basis Staff to speak to the Principal about this if this is the case. 	Y	Y
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. <p>Injury at home will be logged on CVA system</p>	Y	Y
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. <p>Regular updates sent out to all staff by HR.</p>	Y	Y

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Review of student numbers to be considered each week – this may affect the RA and cause the RA plan to be modified.	Weekly reassessment of need		Principal

Assessment completed by:	Christian Down - Principal	Date:	12 th October 2020	Date of next review:	2 nd November 2020
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Review Date	Completed By	Actions
04.09.2020	Darren Gooding	None
14.09.2020	Darren Gooding	Covid secure poster to be place in main reception. Cycle shelter to be marked to promote 2m distancing.
21.09.2020	Darren Gooding	Additional wording added to the suspected/confirmed case section following correspondence from Christine Raeside regarding a recent situation in one of the trusts schools.
12.10.20	Christian Down	Following a timetable change and a confirmed staff case the RA has been adapted / updated

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
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to 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.