

Risk Assessment – Covid-19 Summer Term 2021	08 06 2021	Shoreham Academy
Responsible Person	Tim Harkins Business Director, Principal Jim Coupe	
Other Persons Involved	Principal, Churchill’s Cleaning Company, Jim Clarke Staff governor, Angela Elliott UNISON rep, Mat Smith NEU staff rep, Andrew Swayne, H&S Link Governor, Jeanette Salter, Student Services Manager, Michelle Wilkins Finance & Admin Manager, Premises team	
Guidance Material Considered	<ul style="list-style-type: none"> <li>• <a href="#">DfE - Actions for Schools Coronavirus (COVID-19) Operational Guidance</a> (24 May)</li> <li>• DfE - <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a> (24 May)</li> <li>• DfE - <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a> (20May)</li> <li>• BEIS - <a href="#">Working safely during coronavirus (COVID-19) Offices and Contact Centres</a> (18 May) 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.</li> <li>• Safe working in education, childcare and children’s social care (14 May) <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></li> <li>• NHS - <a href="#">Test and Trace – How it works</a> (20 May)</li> <li>• <a href="#">DfE Face Coverings in Education</a> (24 May)</li> <li>• Guidance for contacts of people with confirmed COvid-19 but do not live with them <a href="#">Click here</a> (26 April)</li> <li>• <a href="#">Guidance for households with possible or confirmed cases of COVID-19</a> (19 May)</li> <li>• Guidance for those asked to self-isolate <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</a> (30 October)</li> <li>• PHE - <a href="#">COVID-19: cleaning in non-healthcare settings outside the home</a> (16 October)</li> <li>• CLEAPSS - <a href="#">COVID-19 guidance</a> re science, design and technology</li> <li>• AfPE – <a href="#">Coronavirus guidance and support</a> re school sport</li> <li>• OEAP – <a href="#">Coronavirus guidance</a> re educational visits</li> <li>• Music Mark – <a href="#">Guidance for Schools and Music Providers</a></li> <li>• DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal</li> <li>• Mass Testing Guidance <a href="https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25">https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25</a></li> </ul>	

**E note**

Details – System Of Controls	Are Control Measures (Y, N, N/A)?
<p>Covering staff and pupil H&amp;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"> <li>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</li> <li>2) Where recommended, the use face coverings in schools (Recommendations have changed from 17<sup>th</sup> May)</li> <li>3) Clean hands thoroughly more often than usual</li> </ol>	<p><b>Are Control Measures (Y, N, N/A)?</b></p>

- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 6) Minimise contact between groups of children where possible (early years) and minimise contact between individuals and maintain social distancing wherever possible (primary and secondary)
- 7) Keep occupied spaces well ventilated
- 8) Where necessary, wear appropriate personal protective equipment (PPE)
- 9) Promote and engage in asymptomatic testing, where available.
- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community notifying government agencies as appropriate
- 12) Contain any outbreak by following local health protection team advice

- Numbers 1 - 7 are in place in all the time.
- Numbers 8 and 9 are carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment.
- Numbers 10 to 12 are followed in every case where they are relevant.

(Some of the areas of the risk assessment are suspended under National lockdown: Stay at Home guidance with school only open for keyworker and vulnerable students)

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"> <li>• Shielding advice is being paused nationally from 31 March and all CEV pupils and staff should attend school/work unless under specialist care or advised not to attend by their GP.</li> <li>• Staff absence procedure enhanced so that SLT review reasons for staff absence daily for any likely COVID-19 required actions.</li> <li>• Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a PCR COVID-19 test. Their household members are required to self-isolate for 10 days.</li> <li>• To support the home testing process, the school have been provided with a supply of home testing kits. LFD home tests should have results confirmed by PCR test.</li> <li>• If the test result is positive:               <ul style="list-style-type: none"> <li>○ The staff member remains off for 10 days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time.</li> <li>○ The staff member must engage with the NHS Test and Trace programme.</li> <li>○ The staff member must notify the school immediately.</li> <li>○ The school contact their local Health Protection Team for advice on any further action required in school.</li> </ul> </li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>



			<ul style="list-style-type: none"> <li>Students will be required to quarantine following government guidance if they have visited a country outside the common travel area.</li> <li>Following cluster outbreak of Delta Covid variant face coverings will continue to be worn at all times while within the academy building, in transit, in classrooms, in communal areas and while queuing outside to enter the academy for the week commencing 6<sup>th</sup> June 2021.</li> </ul>	Yes	Yes
		Visitors contracting COVID-19	<ul style="list-style-type: none"> <li>Visitors will be restricted to those that are necessary and where online meetings would not be suitable.</li> <li>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. The academy uses the national QR code system to log visitors for lettings and out of hours external events.</li> <li>Reception risk assessment was updated for March 2021</li> <li>Details of local procedures communicated to all visitors before they come to site. Visitors should continue to wear face coverings.</li> <li>Parents advised to drop children off alone, i.e. not to come with partners or family</li> <li>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. <ul style="list-style-type: none"> <li>All contractors require TH/Premises Team permission to be on site and will follow social distancing and any other health and safety guidance required.</li> <li>All contractors to sign in/out at main reception and be informed of social distancing and any other related measures in place in school for when they are working.</li> </ul> </li> <li>Following cluster outbreak of Delta Covid variant face coverings will continue to be worn at all times while within the academy building, in transit, in classrooms, in communal areas and while queuing outside to enter the academy for the week commencing 6<sup>th</sup> June 2021.</li> </ul>	Yes Yes Yes Yes Yes Yes Yes Yes	Yes Yes Yes Yes Yes Yes Yes Yes
<b>Asymptomatic Testing Programme</b>	Staff, Pupils	<p>Additional measures required to support the routine weekly and daily contacts testing programme from January 2021.</p> <p>Home testing will commence for staff from 15<sup>th</sup> March and students from 22<sup>nd</sup> March</p>	<ul style="list-style-type: none"> <li>All testing to be carried out in strict adherence to the procedures contained in the <i>“NHS How to Guide: Rapid Testing in Schools and Colleges”</i>.</li> <li>Training – The school have followed the <i>“NHS Training Guide for Rapid Testing in Schools and Colleges”</i>. All staff involved in the mass testing programme have completed the online training programme relevant to their assigned role(s) and have been signed off as competent by the using the competency assessment templates provided by DfE/PHE.</li> <li>Premises – The student services area has been set up in compliance with the <i>“NHS How to Guide Rapid Testing in Schools and Colleges”</i>. The school have made provision for all materials required as detailed in the same. Testing areas will be cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already managed covered in other existing school risk assessments.</li> </ul>	Yes Yes Yes Yes	Yes Yes Yes Yes

		There will be limited on site supported test facility from 29 <sup>th</sup> March	<ul style="list-style-type: none"> <li>• PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff will be training in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the “<i>NHS How to Guide: Rapid Testing in Schools and Colleges</i>”</li> <li>• Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school’s existing manual handling procedures.</li> <li>• Waste – Clinical waste contracts have been established and Premises Manager will ensure that waste streams are not contaminated.</li> <li>• Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the <i>How to Guide</i> and the linked training modules. WB or a member of Premises team will supervise the cleaning. Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance</li> <li>• Home testing kits will be provided from 22<sup>nd</sup> March to students and staff. New guidance on carrying these out is included in the 7 kit packs.</li> <li>• Testing – tests will be self-administered under direction of the testing team. Where additional assistance is required Verbal assistance in multiple formats will be offered. In cases where this still does not work the school will liaise with the parents/carers to support testing separately.</li> </ul> <p><u>Results</u></p> <ul style="list-style-type: none"> <li>• For home tests from 22 March 2021 anyone in receipt of a positive result on an in school or home taken test needs to self-isolate, they need to take a confirmatory PCR test and must follow all guidance for confirmed positive case. The PCR test will be definitive. Test and trace processes will be undertaken provisionally based on the result of a positive lateral flow test.</li> </ul>	Yes Yes  Yes  Yes Yes  Yes  Yes  Yes  Yes	Yes Yes  Yes  Yes Yes  Yes  Yes  Yes
<b>Suspected / confirmed case in school</b>	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> <li>• Pupil/staff member sent home and instructed to order a PCR 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.</li> <li>• Pupil isolated in secure area, The E1 office next to student services, E2 is the reserve quarantine areas. See student services/reception risk assessment. If awaiting collection in line with <a href="#">government guidelines</a> door should be closed.</li> <li>• Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic.</li> <li>• 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. See student services/reception risk assessment</li> <li>• Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>• Procedure in place for student suspected of having Covid-19 symptoms</li> </ul>	Yes  Yes  Yes  Yes  Yes	Yes  Yes  Yes  Yes



			<ul style="list-style-type: none"> <li>Practices built into school behaviour culture. Signage advocating more frequent handwashing to be installed in various locations around the premises and at all entrance points.</li> <li>Catch-it, bin-it, kill-it, promoted throughout school. New bins to be installed in each toilet section of the school.</li> <li>School provides tissues and sufficient bins to support disposal of waste. New bins installed for wipes in toilet areas.</li> <li>School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant.</li> <li>Face coverings are required for those &gt;11 yrs using public transport – will require control on entry.</li> <li>Following change in government guidance from 17<sup>th</sup> May students are no longer required to wear a face covering in classrooms and communal areas of the school. We strongly encourage students to choose to continue to wear a face covering in communal areas and classrooms. The wearing of face coverings will no longer be enforced via the behaviour and uniform policies. (This may change in response to a school cluster or rise in local/national infection rates)</li> <li>The school will hold a small supply of disposable face coverings</li> <li>Students and staff are briefed in the safe use of face coverings</li> </ul>	Yes	Yes
			<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>	Yes	Yes
			<p><u>Grouping (key principles to be applied)</u></p> <ul style="list-style-type: none"> <li>The school will do all we can to minimise contacts and mixing while still delivering the curriculum.</li> <li>Aim to reduce contact between staff and pupils where possible</li> <li>Two sides to how this is managed, distancing where possible, and bubbles/groups.</li> <li>Students in KS3, will be in whole year ‘group bubbles’. At KS3 students will generally remain in single class for nearly all of their lessons, for MFL/PE classes there will be some movement creating timetable band bubbles (a/b&amp;c/d bubbles) Where possible to make smaller groups within while still delivering the curriculum, this will be done.</li> <li>Students in KS4, will be in whole year ‘group bubbles’. At KS4 students will generally remain in single classroom for many of their lessons, for options/specialist classes there will be some movement creating options band bubbles. Where possible to make smaller groups within while still delivering the curriculum, this will be done.</li> <li>Students in KS5, will be in whole sixth form ‘group bubble’. At KS5 students will move to their classes for nearly all of their lessons, the recreational spaces of sixth form will be divided by year groups 12/13 to provide separate year group bubbles.</li> <li>Year Group bubble model will continue be followed for keyworker provision in school during lockdown with some adaptations to break time spaces.</li> <li>Groups will be kept apart as much as possible by use of separate entrance/exits, limited movement, allocated toilet facilities and staggered breaks and lunches and exits from the building.</li> </ul>	Yes	Yes
			<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>	Yes	Yes
			<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>	Yes	Yes
			<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>	Yes	Yes









			<ul style="list-style-type: none"> <li>• Anti-bac stations in all classrooms and on all entrance/exit points</li> <li>• Toilets will be assigned per year group bubbles, all toilets are now gender neutral and contain sanitary bins. All toilets will have clear signage.</li> <li>• Staff can wear face visors instead of masks where a valid exemption applies.</li> </ul>	Yes	Yes
			<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> <li>• Different entrances and assembly point for year group bubbles and staggered finish times to prevent groups mixing where possible, but without reducing the amount of teaching time.</li> <li>• Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates.</li> <li>• Entrance to school will be from 8 until 8.30am only unless invited to earlier club. <ul style="list-style-type: none"> <li>○ Year 7 will wash hands and assemble in new build</li> <li>○ Year 8 will wash hands and enter building via sports hall door in amphitheatre and assemble in sports hall.</li> <li>○ Year 9 will wash hands and enter via PE corridor and assemble in the red seats area.</li> <li>○ Year 10 will wash hands at front of school (Sinks to left of reception) and enter the building and assemble in the main hall.</li> <li>○ Year 11 will wash their hands and enter the building via main student entrance and assemble in the atrium.</li> <li>○ Year 12/13 will wash their hands and enter via main reception and assemble in sixth form area.</li> </ul> </li> <li>• Exit from School will be from 2.35pm to 2.45pm through separate exits. Masks to be worn until students are outside. <ul style="list-style-type: none"> <li>○ Years 7 and 8 will be walked to their designated exits by their teachers at 2.35pm</li> <li>○ Year 9 will be walked to their designated exits by their teachers at 2.40pm</li> <li>○ Years 10 and 11 will be released from their classes to their designated exits at 2.45pm</li> <li>○ Years 12 and 13 can leave when their lessons are complete via main reception.</li> </ul> </li> </ul>	Yes	Yes
				Yes	Yes







Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried our stressed	<ul style="list-style-type: none"> <li>• Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance). <ul style="list-style-type: none"> <li>○ opportunities to contribute to main academy and sub risk assessments before the end of term.</li> </ul> </li> <li>• Communicate this risk assessment and its findings to staff and potentially pupils/parents. <ul style="list-style-type: none"> <li>○ Live Event to be scheduled with follow up FAQ before the end of term.</li> <li>○ Ongoing Staff meeting and staff forums to be scheduled, October/December. Staff to be consulted on risk assessment and when there are key updates.</li> <li>○ Website and Firefly to be kept updated over the Summer with all key information. FAQ to be updated as appropriate.</li> <li>○ If final plan differs in significant respects from draft plan shared before end of term all parents to be contacted with important changes.</li> </ul> </li> <li>• Feed the determined approach into the communication strategy with parents, staff and students .</li> <li>• Staff have access to Group’s <a href="#">occupational health and counselling service</a></li> <li>• Publish the findings of this risk assessment on the school website.</li> </ul>	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> <li>• 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. See revised cleaning schedule for December 2020</li> <li>• Academy to retain the use of additional cleaning supervisor to support the premises team</li> <li>• All cleaning equipment checked as compliant and replaced as per guidance</li> <li>• Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing.</li> <li>• Cleaning following confirmed/suspected case in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>• Academy to meet the cleaning company representatives again to agree and revise cleaning schedule and processes for new term. <ul style="list-style-type: none"> <li>○ Increase daytime infection control cleaners to 3+</li> <li>○ Use of new volunteers to support with high frequency cleaning areas such as outside duty spaces</li> <li>○ New Cleaning schedule agreed for Gateway</li> <li>○ New infection control and general cleaning schedules for the main academy building.</li> <li>○ Training for all staff who may clean areas such as classrooms</li> </ul> </li> <li>• If the school is looking to teaching/support staff to provide an element of cleaning then training will be required. (Undertaken 03 09 2020) <ul style="list-style-type: none"> <li>○ All staff may be required to undertake minor cleaning such as</li> </ul> </li> </ul>	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes

			<ul style="list-style-type: none"> <li>▪ Wiping down their own workstations and IT equipment before use with the cleaning materials provided in offices and classrooms</li> <li>▪ Some staff may be required to wipe down surfaces such as desks inbetween classes when cleaning team/premises are not available</li> <li>▪ Duty staff may be required to wipe down surfaces such as internal and external seats between bubble use.</li> <li>▪ Some staff may need to clean their offices/areas after different groups of students, these should be identified in team sub risk assessments along with the level of training and if any PPE is required. Staff to have COSHH training on inset days.</li> <li>▪ Some students may be required to clean their own workstations and IT equipment before use with the cleaning materials provided in the classrooms</li> </ul> <ul style="list-style-type: none"> <li>• Frequency to be increased with focus on all hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn in most cases. Frequency schedule in place and under daily and weekly review. (In progress)</li> <li>• Hand sanitiser to be provided where there is no ready access to a sink with hot water, soap and towels.</li> <li>• Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. <ul style="list-style-type: none"> <li>○ WB to continue to monitor cleaners with premises team</li> <li>○ Churchills and cleaning supervisor to be aware of key safety guidance. Toolbox talks for current cleaners</li> <li>○ Premises manager to ensure any new products, disinfectants and detergents have COSHH assessment.</li> </ul> </li> <li>• Cleaning following confirmed/suspected case in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a> Principal to liaise with PHE to agree follow up actions required.</li> <li>• Enhanced cleaning processes that have been implemented will be recorded and agreed with the cleaning contractor. SA staff to monitor these cleaning changes and also ensure contractor is operating in line with Govt guidance.</li> <li>• See Cleaning schedule and revised agreed schedule of cleaning with contractor. <ul style="list-style-type: none"> <li>○ <i>Schedule for regular in day cleaning, door handles, printers, hand rails in main entrance, toilets. Schedule to be updated weekly depending on school use.</i></li> <li>○ <i>Room Cleaning schedule for rooms that students use. Daily tables, computer equipment, chairs, window handles, light switches.</i></li> <li>○ <i>Student computers cleaned at end of the day, students use same computer for whole day. Students to be provided anti-bac wipes to clean their own IT equipment. Premises clean at end of each day</i></li> <li>○ <i>Rooms that have been deep cleaned and not used will be shut down as reserve spaces to go to. Staff should notify WB and premises if they use a room so it can be re-cleaned if used.</i></li> </ul> </li> </ul>	Yes	Yes
				Yes	Yes
				Yes	Yes
				Yes	Yes
				Yes	Yes
				Yes	Yes
				Yes	Yes
				Yes	Yes





<b>Intimate Care/Higher Dependency Pupils</b>	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> <li>• Staff providing intimate care to use PPE as they would do normally for providing care in line with children’s needs</li> <li>• No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section).</li> <li>• Staff providing intimate care to use PPE as they would do normally for providing care in line with children’s needs <ul style="list-style-type: none"> <li>○ ILS to review attendance of these students via individual student risk assessment.</li> </ul> </li> <li>• PPE and guidance to be agreed with staff involved in advance of students returning. (students attending with intimate care needs, staff to follow normal process with PPE)</li> </ul>	Yes Yes Yes Yes	Yes Yes Yes Yes
<b>Failure to follow local rules</b>	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness.  Persons violate local rules	<ul style="list-style-type: none"> <li>• Details of communications strategy and engagement with worker representatives and LGB to continue regularly</li> <li>• Details of how staff/pupils will be trained in the new/temporary arrangements will be agreed and shared in advance of wider reopening <ul style="list-style-type: none"> <li>○ new arrangements to be shared via staff at inset and staff meetings with staff to sign off that they have read and understood the new arrangements. Weekly remote staff briefing in place. Staff forum before reopening and offer of tours with SLT. (all staff to sign off to confirm, SLT to follow up with teams, update in briefing)</li> <li>○ Students – behaviour policy updated to deal with minor and major transgressions. Reviewed again for September 2020 if any changes required since June 2020.</li> <li>○ Serious or repeated safety related behaviour incidents to lead to exclusion and return to home learning if appropriate.</li> </ul> </li> </ul>	Yes Yes Yes Yes Yes	Yes Yes Yes Yes Yes
<b>Maintaining a compliant premises</b>	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> <li>• Premises compliance status to be reviewed by Business Director and Premises Manager to be reviewed prior to reopening and briefing provided to the school’s Principal</li> <li>• Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) All contractors to sign in.</li> <li>• Enhanced water hygiene processes in place until school fully occupied.</li> </ul>	Yes Yes Yes	Yes Yes Yes
<b>The school lapses in following national/group guidelines and advice</b>	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"> <li>• Central office to ensure that Coronavirus pages on the Hub are kept updated</li> <li>• Important updates/changes to be included in Jon Cole’s Heads Bulletins.</li> <li>• Important updates for parents will be communicated in the weekly email or via letter/SMS</li> <li>• Principal to ensure that all relevant guidance is followed and communicated</li> <li>• 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</li> <li>• Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents.</li> </ul>	Yes Yes Yes Yes Yes	Yes Yes Yes Yes Yes



			<ul style="list-style-type: none"> <li>• Food</li> <li>• Technology</li> <li>• Media</li> <li>• Classroom</li> <li>• Science updated June 2021 to allow for booking of practical science spaces</li> <li>• ICT</li> <li>• Dependent on national restrictions applicable at the time, educational day visits can resume from 12 April. Domestic residential visits may be possible from 17 May.</li> </ul>	Yes	Yes
<b>Display Screen Equipment (temporary home workers)</b>	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	• Staff allowed to take home peripherals and chairs from office only if working from home is agreed as only possible way. (Most equipment will now need to be returned to the academy in advance of full return)	Yes	Yes
			• Guidance on setting up a suitable workstation provided on Hub coronavirus pages	Yes	Yes
			• Additional equipment needs to be reviewed on a case-by-case basis	Yes	Yes
			• MW/LN are available to do individual assessments on any temporary workstation setups	Yes	Yes
<b>Display Screen Equipment Usage Time</b>	Staff Students	Increased screen time risk to physical and mental wellbeing from overuse.	• Lessons have been shortened to provide regular breaks for students and staff throughout the school day.	Yes	Yes
			• Majority of lessons will have elements that do not require screen time	Yes	Yes
			• A proportion of homework set will not be screen based, reading books will be encouraged	Yes	Yes
			• Students and staff will get regular guidance and updates on managing screen time effectively.	Yes	Yes
<b>First Aid (temporary home workers)</b>	Staff	Staff suffering injury at home	• Low-risk, office-style work. No specific controls required.	Yes	Yes
			• Any accidents to be logged onto ARMS.	Yes	Yes
<b>Wellbeing/ Stress (temporary home workers)</b>	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	• Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section	Yes	Yes
			• Guidance provided to managers on supporting their teams and reasonable expectations during this period.	Yes	Yes
			• Managers to maintain regular contact with their employees, preferably by video link or increasingly in person.	Yes	Yes
			• Wellbeing to continue to be a focus of staff CPD and inset.	Yes	Yes

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Check with UL if schools are going to receive home testing kits to distribute to staff/students as appropriate.		04 09 2020	TH/Premises
Installation of sinks and anti bac stations on year group entrances		03 09 2020	TH/Premises
Installation of new bins in toilet areas, all toilets made gender neutral and allocated to bubbles appropriately		03 09 2020	TH/Premises
Purchased spray atomising guns for quick disinfecting		03 09 2020	TH/Premises

Purchase and installation of anti-bac gel dispensers in every classroom and disinfectant spray and tissues			
Review use of music practice rooms as staff single occupancy work spaces		01 09 2020	TH/Premises
Installation of more screens and barriers and staff offices where 2M social distancing is not possible.		01 09 2020	TH/Premises
Sub Risk Assessments need to be updated before September 3rd 2020			
Catering	12/01/2021	12/01/2021	TH/Caterlink/Andy
Pastoral	04/09/2020	15 09 2020	LS/HOS
Inclusion	04/09/2020	15 09 2020	MDS/ME
Finance & HR	04/09/2020	15 09 2020	MW/SS
Admin	04/09/2020	15 09 2020	MW/TH
Student Services	04/09/2020	15 09 2020	MW/TH/JS
Reception	04/09/2020	31 08 2020	TH / MW
Gateway	04/09/2020	In progress	MDS/NW
ICT Support	04/09/2020	13/09/2020	TH/TT
Premises	04/09/2020	18/09/2020	TH
PE	04/09/2020	18 09 2020	JC/SP
Dance	04/09/2020	18/09/2020	KB/SP
Art	04/09/2020	18/09/2020	SB
Drama	07 06 2021	07/06/2021	AR/SP/AP
Photography	04/09/2020	18/09/2020	AB
Music	04/09/2020	18/09/2020	SP
Food – updated for practical lessons	04/09/2020	02/12/2020	EC/CR
Technology	04/09/2020	18/09/2020	EC/CR
Media	04/09/2020	18/09/2020	GP
Classroom	04/09/2020	18/09/2020	TH
Science	07/06/2021	07/06/2021	KB/MM/LS/TH
ICT	04/09/2020	03/09/2020	CR/PS
English/History	04/09/2020	18/09/2020	AW/LR
Signage to be updated and changed for new requirements	04/09/2020	04/09/2020	TH/Premises
New transit system to be in place including details of one way/give ways	04/09/2020	04/09/2020	TH/Premises
	04/09/2020	04/09/2020	JS/Attendance

Review and check attendance system can keep accurate picture of bubble/groups and inform of when self-isolations and testing processes are complete	04/09/2020	04/09/2020	TH/Premises
Recording systems in place in all working areas of the academy where 2M social distancing cannot be met for test and trace purposes.	04/09/2020	18/09/2020	AB/IT Support
New sixth form sign in system on iPads touchless if possible	04/09/2020	01/09/2020	VP/CC
Finalise bubble and timetable model	04/09/2020	04/09/2020	MW/CJ1
Plan duty systems for start/end of day and breaks.	04/09/2020	14/09/2020	HR Team/MW
Volunteer recruitment and safeguarding process for duty/cleaning/technical and learning support	04/09/2020	04/09/2020	SLT
Consider alternative duties for some support staff to support the wider reopening.	04/09/2020	04/09/2020	SLT
All classrooms to be setup with desks facing forwards and clutter removed.	04/09/2020	04/09/2020	TH/Premises
Process implemented with staff to ensure resources are in best possible place for curriculum delivery	04/09/2020	14/09/2020	HH/SLT
Training plan formulated and in place	04/09/2020	14/09/2020	LS/SLT
Induction plan for students formulated and in place	04/09/2020	09/09/2020	SLT
Parental communication plan formulated and in place	04/09/2020	13/09/2020	SLT
Cleaning schedules created and in place	04/09/2020	04/09/2020	TH/Premises
Additional staffing, volunteer requirements in place	04/09/2020	04/09/2020	HR/TH
New duties system agreed and in place with additional staff training	04/09/2020	04/09/2020	MW/SLT
New Evacuation plans and maps for classrooms	04/09/2020	04/09/2020	TH/Premises
Staffing Rooming Space organisation	04/09/2020	04/09/2020	TH/Premises
Staffing social distancing rules in place	04/09/2020	16/09/2020	TH/MW
Need new set of procedures for visitors and guidance to hand to them	04/09/2020	21/09/2020	TH/VP/MAS
Create new templates on Mint and allocate students to classes	17/10/2020	17/10/2020	TH/Premises
New fire safe Door Openers fitted to internal doors	01/11/2020	01/11/2020	TH/Premises
Review of staff room occupancy and furniture layout	03/11/2020	03/11/2020	TH/Premises
New markings and furniture layout to support social distancing in the atrium	16/11/2020	16/11/2020	ILS/Premises/TH
New markings for Tas in classrooms	02/01/2021	02/01/2021	TH/Premises
New capacities and screens in Humanities, Science, English and MFL offices	01 01 20201	28/01/2021	TH/JS
Asymptomatic Testing Setup as per NHS guidelines and staff trained	29 03 2021	12 04 2021	TH/JRC/SLT
SLT Review of Face covering guidance April 2021	16 04 2021	16 04 2021	TH/JRC
Communicate change to guidance and risk assessment to parents including face coverings	14 05 2021	15 05 2021	TH/JRC
Temporary Change requiring face coverings from June 6 <sup>th</sup> 2021 communicated to parents	07 06 2021	07 06 2021	TH/JRC

<b>Assessment completed by:</b>	<b>Tim Harkins</b>	<b>Date:</b>	08/06/2021	<b>Date of next review:</b>	11/06/2021
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## Guidance on completing the form

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

### Risk Assessment Title and Responsible Person

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

### Details

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

### What are the hazards and Who is at Risk?

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

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

### What harm is associated with the hazard?

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

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

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

- Eliminate or avoid the risk at its source
- 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.