# Coronavirus (COVID-19): risk assessment for full opening in 2020/2021

**Please note that this risk assessment has been created in line with the current government guidance and will reflect any local guidance provided by Staffordshire Local Authority. We understand that opening schools to all pupils will be very challenging. This resource will be kept up-to-date with new guidance and any changes to current advice.**

## <u>United Endeavour Trust – Sir Thomas Boughey Academy</u>

| Assessment conducted by:<br>Jamie Henshaw<br>Vickie Keeling<br>Assessment reviewed by:<br>Wendy Whelan | Job title:<br>Executive Principal (Exec or Associate)<br>Trust Director/Head of Estates<br><br>Trust CEO | Covered by this assessment: All Staff, Pupils and Academy Stakeholders |
|---|---|---|
| Date of assessment:<br>16 August 2020 | Review interval: **in line with government updates** | Date of next review: on-going<br>Updated 3rd September and 10th September and 16th October<br><span style="color:red">Update 7 Jan 2021</span><br><span style="color:red">Updated 8th Jan 2021</span><br><span style="color:purple">Updated 22nd Jan 2021</span><br><span style="color:blue">Updated 5th March 2021</span> |
| **Related documents** | | |
| Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy,  Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Pupil Confidentiality Policy, Staff and Volunteer Confidentiality Policy, Records Management Policy, Data Protection Policy, Security Policy, Behavioural Policy, Staff Code of Conduct. Coronavirus (COVID-19) Reopening Plan, Social Distancing Policy Statement, Fire Safety Policy, Fire Safety Risk Assessment, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Bereavement Policy. | | |

| Risk rating | | Likelihood of occurrence | | |
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| | | **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major**<br>Causes major physical injury, harm or ill health. | High (H) | H | Medium (M) |

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| | **Severe**<br>Causes physical injury or illness requiring first aid. | H | M | Low (L) | | |
| | **Minor**<br>Causes physical or emotional discomfort. | M | L | L | | |

| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
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| Policies and procedures | <u>H</u> | • All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:<br>  - Health and Safety Policy<br>  - Infection Control Policy<br>  - First Aid Policy<br>  - Social Distancing Policy Statement<br>  - Coronavirus (COVID-19) Full Opening Plan<br>  - Combined Union Checklist<br>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:<br>  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013<br>  - The Health Protection (Notification) Regulations 2010<br>  - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'<br>  - DfE (2020) 'Guidance for schools: coronavirus (COVID-19)'<br>• The relevant staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.<br>• The school keeps up-to-date with advice issued by, but not limited to, the following:<br>  - DfE | Y | Exec/Assoc Principal (Exec or Associate) | 1/6/2020 Updated as ongoing | M |

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| | | - NHS<br>- PHE<br>- Department of Health and Social Care<br>- The school's local health protection team (HPT)<br>- Staffordshire County Council<br><br>• All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email and social media.<br>• Parents are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.<br>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via site induction on arrival to the academy and are informed that they must tell a member of staff if they begin to feel unwell.<br>• Pupils, staff and other adults do not enter the school premises if:<br>   - They have any symptoms of coronavirus.<br>   - They have tested positive for coronavirus in the last 10 days.<br>   - They are in a household with someone (including someone in their support bubble or childcare bubble if they have one) who displays symptoms or has tested positive in the last 10 days.<br>• Symptomatic individuals who are sent home are directed to not use public transport to get home.<br>• The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.<br>• The Trust Director conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to more pupils. | | | | |

Last updated: 7 Jan 2021

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| | | • The Senior Leadership Team reviews relevant school policies to ensure they account for new provisions. | | | | |
| Premises | H | • The **site manager** checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress.<br>• The **site manager** identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises.<br>• A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress.<br>• Roof and loft inspections are not carried out by untrained personnel.<br>• A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order.<br>• The **site manager** checks all areas of the school grounds, including car parks and walkways, for any potential hazards.<br>• The **site manager** checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches.<br>• The **site manager** checks all security systems for integrity and that they are in working order.<br>• The **Head of Estates** makes insurers aware of the building's state of use.<br>• The **Principal (Exec or Associate)** ensures that the insurer's risk mitigation requirements are enacted and observed.<br>• All keyholder information is updated in accordance with the insurer's instructions, where required.<br>• The **site manager** checks for any signs of pests, and any damage or loss of supplies as a result of pest activity.<br>• External signage is visible to show that access to the school premises is restricted. | Y | **Exec/Assoc Principal (Exec or Associate)**<br><br>**Site Staff**<br><br>**Trust Director** | **28/8/2020** | **M** |

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| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
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| | | • Any hazards found during checks on the premises are reported to the **Principal (Exec or Associate)** as soon as possible and issues are resolved prior to the school reopening to more pupils.<br>• The **Principal (Exec or Associate)**, in conjunction with the **MAT board**, ensures the school opens only when it is safe and advisable to do so, in line with local and national advice.<br>• The **Principal (Exec or Associate)** identifies which areas of the school may be used for school activity, and by which pupils, and communicates this to staff, pupils and volunteers accordingly.<br>• Areas of the premises which remain closed are adequately secured and clearly identifiable.<br>• The **site manager** arranges for any changes to the premises to be made to account for social distancing measures.<br>• The **Principal (Exec or Associate)** limits access to the school for all non-essential visitors, e.g. guest speakers or third-party extra-curricular clubs. | | | | |
| Gas supply, systems and equipment | | • A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety.<br>• Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.<br>• A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order.<br>• A suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity.<br>• The **site manager** checks that all mandatory inspections of gas equipment are up-to-date and arranges any required inspections as soon as possible. | Y | **Trust Director**<br><br>**Site Staff** | **28/8/2020** | **M** |

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| Electrical supply, systems and equipment | | • A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety.<br>• Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.<br>• The relevant staff check that all phone and broadband connectivity is in working order.<br>• A suitably trained technician checks that the main and emergency lights are in working order.<br>• The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets.<br>• The **site manager** ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. | Y | **Trust Director**<br><br>**Site Staff** | **28/8/2020** | **M** |
| Heating and ventilation | | • The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school opens.<br>• Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.<br>• The **site manager** checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents.<br>• All ventilation systems remain energised in normal operating mode.<br>• Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.<br>• Where possible, the windows of occupied rooms are open.<br>• Ventilation to chemical stores remain operational. | Y | **Trust Director**<br><br>**Site Staff** | **28/8/2020** | **M** |

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| Fire safety and evacuation routes | | • A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order.<br>• The **fire safety officer** and **Principal (Exec or Associate)** ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.<br>• The **Principal (Exec or Associate)** identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors. | Y | **Exec/Assoc Principal (Exec or Associate)**<br><br>**Site Staff**<br><br>**All Staff** | **2/9/2020** | **M** |
| Water storage, drainage systems and sanitary appliances | | • A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups.<br>• All water systems are thoroughly flushed, e.g. toilets and taps, and the **site manager** commissions a water treatment specialist to chlorinate water systems where required.<br>• All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up.<br>• A suitably trained individual checks that any swimming pools or other indoor bodies of water are safe for use.<br>• A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order.<br>• Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure. | Y | **Trust Director**<br><br>**Site Staff** | **28/8/2020** | **M** |

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| Lifts, automatic doors and plant equipment | | • The **site manager** checks that lifts, stairlifts and automatic doors are in working order.<br>• The **site manager** ensures that that any mandatory inspections for lifts, stairlifts and automatic doors are up-to-date and arranges any required inspections as soon as possible.<br>• A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up to date – the **site manager** ensures any required inspections take place as soon as possible. | Y | **Site Staff** | **28/8/2020** | **M** |
| Cleaning | **H** | • The **site manager** creates a cleaning schedule that ensures cleaning is generally enhanced and includes:<br>  - More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.<br>  - Frequently touched surfaces being cleaned more often than normal.<br>  - Provision for ensuring toilets are cleaned regularly.<br>• 07.1.20 Classrooms occupied by V/KW are cleaned at increased frequency. Cleaning and wiping of touch surfaces to be completed during periods of breaks and end of the day.<br>• 07.1.20 Areas of High touch are cleaned at increased frequency in the surrounding areas / areas accessed by the staff and V/KW attendees. Monitoring via caretakers on site.<br>• Caretakers have revised duties and will support cleaning operatives with frequency cleaning to high touch areas.<br>• The caretaker monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.<br>• Dining areas are cleaned between use by different bubbles. | Y | **Trust Director**<br><br>**Exec/Assoc Principal (Exec or Associate)** | **2/9/2020** | |

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| | | • Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection.<br>• The necessary areas of the school are deep cleaned before opening with suitable cleaning agents and in line with the **COSHH Policy**.<br>• All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.<br>• All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.<br>• Adequate amounts of suitable cleaning agents are available.<br>• PPE is available to members of staff who require it to carry out cleaning safely.<br>• Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly.<br>• Resources that are shared between bubbles, e.g. sports equipment, are regularly cleaned and thoroughly cleaned before they are shared between bubbles. Some resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (or 72 hours for plastics) between use by different bubbles. | | **All Staff** | | |
| Minimising contact with | H | • **Anyone who displays symptoms of coronavirus, or who has tested positive in the last 7 days, does not enter the school grounds.**<br>• Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the **Infection Control Policy**, and any unwell individuals are sent home as soon as possible.<br>• Any pupil who displays signs of being unwell is immediately referred to the SLT on duty and asked to enter the designated illness room. | | **Exec/Assoc Principal (Exec or Associate)**<br><br>**First Aid Staff** | | |

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| individuals who are unwell | | • Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil.<br>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the academy's procedures.<br>• Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.<br>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.<br>• The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.<br>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.<br>• If the pupil needs to use the toilet while awaiting collection, they use a spare bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.<br>• PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres.<br>• Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds.<br>• The area around the unwell individual is cleaned with normal household bleach after they have left the premises.<br>• Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self- | | **Admin Team**<br><br><br><br><br><br>**Teaching staff** | | |

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| | | isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.<br>• The school does not routinely take the temperature of pupils.<br>• All classroom teachers will maintain up to date seating plans to support the track and trace system in the case of a positive test. | | | | |
| Test and trace | M | • Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:<br>  - Book a PCR test if they (or their child) display symptoms.<br>  - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.<br>  - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.<br>• Anyone in school who displays symptoms is encouraged to get a PCR test.<br>• If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a home testing kit.<br>• Test kits stored on the school site are stored securely at ambient room temperature (5 to 22°C).<br>• The school will consider offering a symptomatic staff member a testing kit if they cannot otherwise access testing quickly and if the individual is vital to the running of the school.<br>• Testing kits are delivered safely and with due regard for transmission risk, e.g. the kit is posted to the individual's address.<br>• Kits are not given directly to pupils but are instead given to the pupil's parent or carer.<br>• Parents and staff are asked to inform the school immediately of test results. | Y | Exec/Assoc Principal (Exec or Associate)<br><br>All Staff | Ongoing in September | |

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| | | • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as:<br>  - Everyone they live with who has symptoms tests negative.<br>  - Everyone in their support bubble who has symptoms tests negative.<br>  - They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.<br>  - They feel well.<br>• If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period.<br>• Staff and pupils aged over 16 are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this.<br>• Pupils and staff are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately.<br>• Individuals who test positive are encouraged to report the result on the NHS Test and Trace app.<br>• If a pupil receives notification, the school ensures appropriate arrangements are in place for the pupil to self-isolate and begin remote learning.<br>• [If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education. | | | | |

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| Confirmed cases of coronavirus | M | • Where an individual in the school community tests positive for coronavirus, the **Principal (Exec or Associate)** contacts the local authority HPT immediately.<br>• The school works with the local authority HPT to manage the response.<br>• Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows:<br>   - Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)<br>   - Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual<br>   - Travelling in a small vehicle, like a car, with an infected person<br>• Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms.<br>• A record is kept of pupils and staff in each bubble and of any close contact between individuals at school.<br>• If required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.<br>• The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation.<br>• If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the | Y | **Exec/Assoc Principal (Exec or Associate)**<br><br>**Pastoral Teams** | **Ongoing in September** | |

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| | | school continues to work with the local HPT who advises on additional actions. | | | | |
| Hand cleaning and respiratory hygiene | | • Hand washing and sanitising stations are set up, providing soap and water, bins and alcohol-based hand sanitiser.<br>• Adequate amounts of soap, tissues and bins are available in the relevant areas.<br>• Pupils and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating.<br>• We will expect all staff and students, including those who are not yet aged 12, to wear face coverings as they move about our buildings. Once students reach their seat or staff take their place within their marked teacher desk area then face coverings can be removed. In outdoor areas face coverings can be removed. At all times staff and students are advised to maintain social distancing.<br>• Hygiene measures are explained to visitors and contractors upon their arrival. | Y | **Exec/Assoc Principal (Exec or Associate)**<br><br>**All Staff**<br><br><br><br>**Receptionist/ / Caretaker/ Community Duty office** | **3/9/2020** | |
| Minimising contact between individuals and maintaining social distancing | | • The **Social Distancing Policy Statement** is shared with all relevant members of the school community and adhered to as far as possible.<br>• Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.<br>• Pupils are separated into year groups (or 'bubbles').<br>• Most bubbles are the size of a year group to enable the school to deliver the full range of curriculum subjects and ensure pupils receive specialist teaching. Pupils do not mix with those outside of their | Y | **Exec/Assoc Principal (Exec or Associate)**<br><br>**All Staff** | **1/9/2020** | |

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| | | bubble and social distancing is maintained within a bubble as much as possible.<br>• Staff can move between bubbles, but minimise close contact with others whilst doing so.<br>• Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone.<br>• We will expect <u>all</u> staff and students, including those who are not yet aged 12, to wear face coverings as they move about our buildings. <span style="color:red">Staff or students who are exempt have communicated with the Principal.</span> Once students reach their seat or staff take their place within their marked teacher desk area then face coverings can be removed. In outdoor areas face coverings can be removed. At all times staff and students are advised to maintain social distancing.<br>• Pupils' educational and care support plans are provided as normal.<br>• Classrooms are adapted to support social distancing, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space.<br>• Visual aids are used to display social distancing measures.<br>• Pupils take breaktimes and lunchtimes in their groups, and these breaks are staggered throughout the day.<br>• The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required.<br>• Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the **Principal (Exec or Associate)** assesses whether the activity needs to continue – | | **Receptionists / Caretaker/ Community Duty office** | | |

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| | | mitigating actions are put in place if continuing the activity is essential.<br>• Parents are briefed on new provision for the drop-off and collection of their children.<br>• Where necessary, school transport is restricted to essential use only.<br>• Where school transport is essential, infection control and social distancing measures are implemented.<br>• Public transport to and from school is minimised as far as possible.<br>• Pupils are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school.<br>• Pupils aged 11 and above are informed that they must follow the rules on wearing face coverings on public transport.<br>• Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals.<br>• Social distancing measures are explained to all contractors and visitors upon their arrival.<br>• A record is kept of all visitors and contractors that come to the school site. | | | | |
| Spread of infection | H | • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control, using PPE at all times.<br>• Posters provide reminders of social distancing throughout the academy estate<br>• Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue | Y | All staff | 1.9.2020 | M |

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| | | in waste disposal units. (Tissues available in all classrooms). 'Catch-it, Kill-it, Bin-it'. <br><br> • Pupils clean their hands after they have coughed or sneezed. <br><br> • Parents are informed via telephone call and this will be followed up by email asking them not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. <br><br> • Children who have displayed symptoms of coronavirus must self-isolate for 10 days before returning to school. Pupils queue 2 metres apart at entrances and exits, where possible, to avoid risks of transmission. <br><br> • Each year group has allocated classroom zones where all lessons for that year group take place and allocated break and lunchtime spaces. This will reduce between group contact. This is also significantly reduces movement by students around school. Where classrooms (technology) are used by more than one year group during the school day, cleaning takes place between each year group. <br><br> • Access to the classrooms has been allocated via the academy plan to limit use of specific access points within the academy <br><br> • Where possible unnecessary items and those items hard to clean have been removed from classrooms and learning environments <br><br> • Ventilation in the building to be maximised by opening windows and doors. Door props provided. <br><br> • Visitors to the site restricted. Receptionist provided with specific guidance regarding granting building access. <br><br> • Sharing of stationery and other equipment is not permitted. Any equipment used by a group must remain with that year group or be | | | | |

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| | | quarantined for 48hours (72 hours for plastics) before being used by another year group.<br>• Storerooms and cupboards accessed by one person at a time<br>• Staff are not to enter working offices unless essential to ensure safe distancing is implemented at all times.<br>• Photocopying has been allocated to named individuals to reduce equipment handling.  Named admin colleagues to clean photocopiers at least daily. If you feel confident using the photocopier, please do so but do not use the one in reception.<br>• Following arrival on site students immediately move to their designated zone before the start of the school day.<br>• The academy has a dedicated section on the website dedicated to communication of Covid-19<br>• No large group gatherings will take place.<br>• Staffroom is closed to all but the most vulnerable staff (those returning to shielding).<br>• All visitors to the school, including peripatetic teachers, supply staff etc are expected to adhere to this risk assessment and Academy COVID-19 policies and procedures. A record of all visitors is kept.<br>• There will initially be no school trips or extra-curricular activities (Except for catch-up) during the spring or summer terms until Principal (Exec or Associate)s deem the circumstances are safe to offer these<br>• No singing, shouting, chanting or playing of wind instruments will take place during the autumn term.<br>• Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Student | | | | |

| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
|---|---|---|---|---|---|---|
| | | will come to school in their PE kit on PE days to avoid the need to change.<br>• Personal items not required in school should be left at home where possible.  Refer to FAQs for guidance | | | | |
| Resources | M | • Staff and pupils have their own individual and frequently used items, e.g. pencils and pens.<br>• Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly.<br>• Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.<br>• Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationary and mobile phones.<br>• Pupils are permitted to bring bags to school.<br>• Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place. | Y | **All Staff**<br><br>**Pastoral teams** | **28/8/2020** | |
| PPE | | • PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.<br>• Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.<br>• Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins.<br>• All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure | Y | **Exec/Assoc Principal (Exec or Associate)**<br><br>**Site Staff**<br><br>**Pastoral Teams** | **2/9/2020** | |

Last updated: 7 Jan 2021

| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
|---|---|---|---|---|---|---|
| | | place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.<br>• The Exec/Assoc Principal decides whether staff, pupils and visitors are required to wear face coverings in areas where it is particularly difficult to maintain social distancing when moving around the premises, e.g. corridors and staircases.<br>• The Exec/Assoc Principal discretion whether staff, pupils and visitors are required to wear face coverings where this would provide additional confidence to parents to support a full return of pupils to school.<br>• Staff and pupils are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This should include instructions to:<br>   - Clean hands before and after touching a face covering.<br>   - Store face coverings in individual, sealable plastic bags.<br>   - Avoid wearing damp face coverings.<br>• Staff, pupils and visitors wear face masks when moving around the premises, e.g. in corridors and staircases, and when in communal areas, e.g. dining halls.<br>• Face coverings are not worn in classrooms.<br>• The school does not require face coverings to be worn by those exempt from doing so, e.g. pupils with SEND who may struggle to wear one correctly or have their education impaired by wearing one.<br>• Staff and pupils are not prevented from entering or attending school on the grounds that they are not wearing a face covering.<br>• The school has a contingency supply of face coverings. | | | | |

Last updated: 7 Jan 2021

| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
|---|---|---|---|---|---|---|
| Mental health and wellbeing | | • Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have.<br>• Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the **SLT** to act on any concerns staff and volunteers may have.<br>• The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.<br>• Staff and volunteers notify the **Principal (Exec or Associate)** and their line manager if they need to be shielded because they are extremely clinically vulnerable or if they are otherwise at increased risk from coronavirus.<br>• Extremely clinically vulnerable staff and volunteers notify the Principal (Exec or Associate) and their line manager if they wish to return to work following a period of shielding. The Principal (Exec or Associate) and line manager ensure measures are in place to keep the staff member or volunteer safe whilst on the school site.<br>• Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.<br>• The **SLT** considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.<br>• If required, staff can adjust their working hours, as agreed by the **SLT**.<br>• The **Principal (Exec or Associate)** ensures that the school can be adequately and safely staffed. | Y | **Exec/Assoc Principal (Exec or Associate)**<br><br>**SLT**<br><br>**Pastoral Teams**<br><br><br>**DSL**<br><br><br>**SENCO**<br><br>**Teaching staff** | **3/9/2020** | |

Last updated: 7 Jan 2021

| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
|---|---|---|---|---|---|---|
| | | <ul><li>The **SLT** discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress.</li><li>Pupils who are new to the school, e.g. Year 7, are provided with the appropriate support.</li><li>The **Principal (Exec or Associate)** and the **DSL** liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school.</li><li>The **Principal (Exec or Associate)** and the **SENCO** identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li><li>Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine.</li><li>The **Principal (Exec or Associate)** and **DSL** ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens.</li><li>The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures.</li><li>Staff and pupil bereavement is managed in line with the **Bereavement Policy**.</li></ul> | | | | |
| Attendance | M | <ul><li>Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to secure that their child attends regularly. <span style="color:red">During the National Lockdown the usual rules for School attendance are disapplied and only Vulnerable students and those of Key Worker families who have been offered a place should attend.</span></li></ul> | Y | **Exec/Assoc Principal (Exec or Associate)** <br><br> **SLT Leads** | 3/9/2020 | |

Last updated: 7 Jan 2021

| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
|---|---|---|---|---|---|---|
| | | • The attendance register is taken as normal and absences are followed up, in line with the **Attendance Policy**.<br>• In line with the most recent shielding advice, pupils and staff members that have been shielding can attend the school site.<br>• Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately.<br>• Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised.<br>• Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals.<br>• Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils.<br>• The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. | | **Attendance Leads**<br><br>**Pastoral Teams** | | |
| Access to learning | | • The **Principal (Exec or Associate)** and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material.<br>• The **Principal (Exec or Associate)** and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans.<br>• A separate risk assessment is conducted to identify what additional support pupils with EHC plans require to make a successful return to education.<br>• Where appropriate, pupils with EHC plans and their parents are involved in the planning for their return to school. | Y | **Exec/Assoc Principal (Exec or Associate)**<br><br>**SEND Lead**<br><br>**HoF** | 2/9/2020 | |

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| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
|---|---|---|---|---|---|---|
| | | • The **Principal (Exec or Associate)** and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution.<br>• Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND.<br>• The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic.<br>• Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side.<br>• PE lessons take place outside where possible and pupils are kept in consistent groups.<br>• Remote learning for students self-isolating/not in school due to the national lockdown is delivered through Microsoft Teams. | | | | |
| Extra-curricular activities | | • The **SLT** determines whether before- and after-school clubs can resume.<br>• Before- and after-school clubs are not made available to pupils if doing so would put them at an increased risk of contracting coronavirus.<br>• A reduced number of pupils per session attend before- and after-school clubs once they resume.<br>• Clubs are resumed in line with protective measures, e.g. keeping pupils in their bubbles where possible. | Y | **Exec/Assoc Principal (Exec or Associate)** | **3/9/2020** | |
| Safeguarding | | • The **DSL** liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying. | Y | **Exec/Assoc Principal (Exec or Associate)** | **3/9/2020** | |

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| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
|---|---|---|---|---|---|---|
| | | • The **DSL** ensures that adequate pastoral care is in place to support pupils and staff who require it.<br>• The **DSL** ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.<br>• The DSL, and their deputies, are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. | | **DSL** | | |
| Behaviour expectations | M | • The school's **Behaviour Policy** sets out behaviour expectations for pupils.<br>• Expectations are communicated clearly to staff, pupils and parents.<br>• Pupils who are struggling to reengage with school are supported appropriately. | Y | **Exec/Assoc Principal (Exec or Associate)**<br><br>**SLT – Behaviour Lead** | 3/9/2020 | |
| Catering | M | • The **Trust Director** liaises with catering providers to ensure the kitchens are fully open from the start of the Autumn term. | Y | **Trust Director** | 28/8/2020 | L |
| Educational visits | M | • The school is able to resume non-overnight domestic visits although initially these may be restricted. During the lockdown no Educational visits can take place.<br>• Any visits that take place are done so in line with protective measures, including keeping pupils in consistent groups and ensuring destinations are COVID-secure.<br>• Prior to any visit, a risk assessment is undertaken by the **trip leader**. | Y | **Exec/Assoc Principal (Exec or Associate)** | | M |
| Uniform | M | • Full school uniform is required on return. For those students onsite during the national lockdown uniform requirements are relaxed.<br>• Expectations of uniform are communicated to pupils and parents. | Y | **Exec/Assoc Principal (Exec or Associate)** | 3/9/2020 | |

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| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
|---|---|---|---|---|---|---|
| Communication | M | <ul><li>The **Principal (Exec or Associate)** puts into place any actions or precautions advised by the local HPT.</li><li>The **Principal (Exec or Associate)** liaises with the LA about reopening the school and includes any local guidance into the **Coronavirus (COVID-19) Opening Plan**, where required.</li><li>The school's website is kept up to date with any information regarding the school being open to all pupils, e.g. dates and local arrangements.</li><li>Parents are informed via **letter** about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.</li><li>Parents and their children are encouraged, where possible, to walk or cycle to school.</li><li>Staff and volunteers are informed via **email** about the relevant information regarding opening to all pupils, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</li><li>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</li><li>All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</li><li>The **Principal (Exec or Associate)** liaises with the **MAT board** about possible arrangements for reopening the school, where necessary.</li><li>Pupils are informed via **letter** about the relevant information regarding opening to all pupils, e.g. social distancing measures and how lessons will be delivered.</li></ul> | Y | **Exec/Assoc Principal (Exec or Associate)**<br><br>**Trust Director** | | L |

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| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
|---|---|---|---|---|---|---|
| | | • The **Trust Director** communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services.<br>• The **Principal (Exec or Associate)** informs staff, volunteers and the **MAT board** about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens. | | | | |
| Disruption to the running of exams | M | • Results are presented on 13 August for AS- and A-levels and 20 August for GCSEs.<br>• School prepares for additional possible Autumn series of examinations for out going Year 11.<br>• School prepares for adjustments to examination series 20-21<br>• The examination series in January 21 is cancelled. Further guidance on the June examination series is awaited.<br>• The academy is following the guidelines issued by the DfE and Ofqual in relation to examinations and curriculum revisions.<br>• Results will be issued the week beginning 8th August 2021 | Y | Exec/Assoc Principal (Exec or Associate) & staff | 12.6.2020 | L |
| Contingency planning | | • There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs.<br>• The Principal (Exec or Associate) maintains their plan for pupils' continued education during any partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school.<br>• The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.<br>• The Principal (Exec or Associate) ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure. | Y | **Principal (Exec or Associate) ICT Technicians Pastoral team** | 28.08.20 | M |

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| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
|---|---|---|---|---|---|---|
| | | • The Principal (Exec or Associate) works with the ICT technicians to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required.<br>• The Principal (Exec or Associate), Pastoral leaders and House leaders, liaise with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support.<br>• The school manages the use of parents' and pupils' contact details in line with the GDPR Data Protection Policy and Records retention, e.g. collecting emails to send schoolwork to pupils. | | | | |
| Emergencies | M | • All pupils' emergency contact details are up to date, including alternative emergency contact details, where required.<br>• Pupils' parents / carers are contacted as soon as practicable in the event of an emergency.<br>• Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.<br>• The school has an up to date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. | Y | Exec/Assoc Principal (Exec or Associate) | 23.3.2020 | L |
| Lateral Flow Testing | M | • Lateral flow testing is in place at the Academy.  This risk assessment is to be read in conjunction. | Y | Exec Principal | TBC | L |
| Lateral Flow Testing Waste Disposal | M | • NUBC requests that all waste is to be tiger bagtged.  Including cleaning items, test kits and any other item used in the LFT process unless otherwise agreed.<br>• Waste must not be compacted<br>• Where collection frequencies need to be increased or waste bins become full – request further support through the named NUBC contact. | Y | Covid Coordinator | 22.1.21 | L |
| | | • Face coverings are required to be worn by staff, pupils and visitors in areas where it is particularly difficult to maintain social | | | | |

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| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
|---|---|---|---|---|---|---|
| **Face Coverings** | | distancing when moving around the premises, e.g. corridors and staircases.<br>• Face coverings are required to be worn by staff, pupils and visitors in classrooms or during activities where social distancing cannot be maintained. Face coverings do not need to be worn in situations where wearing one would impact on the ability to take part in strenuous activity, e.g. PE lessons.<br>• The school does not require face coverings to be worn by those exempt from doing so, e.g. pupils with SEND who may struggle to wear one correctly or have their education impaired by wearing one.<br>• Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communication, are worn where appropriate.<br>• Face visors or shields are not worn as an alternative to face coverings.<br>• Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This should include instructions to:<br>  - Clean hands before and after touching a face covering.<br>  - Store face coverings in individual, sealable plastic bags.<br>  - Avoid wearing damp face coverings.<br>• Staff and pupils are not prevented from entering or attending school on the grounds that they are not wearing a face covering.<br>• The school has a contingency supply of face coverings.<br>• Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. | Y | | | |
| | | • All rapid-result testing is carried out in line with the Coronavirus (COVID-19): Rapid Testing Policy.<br>Initial testing to support full opening | | | | |

Last updated: 7 Jan 2021

| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
|---|---|---|---|---|---|---|
| **Rapid Result Testing** | | • To support the full opening of the school, pupils are offered testing at the school's on-site Asymptomatic Testing Site (ATS) from 8 March. For this week, testing and the return of pupils is phased to manage the number of pupils passing through the testing site. Three tests are offered to pupils, three- to- five days apart.<br>• Vulnerable pupils, the children of critical workers and pupils in Years 10 to 13 are prioritised in this initial wave of testing.<br>• Pupils return to face-to-face education following their first negative test result.<br>• Testing is voluntary. Pupils not undergoing testing attend school in line with the school's phased return arrangements.<br>• Pupils who consent to testing are asked to self-swab at the school's on-site ATS.<br>• Individuals with a positive LFD self-isolate in line with national guidance.<br>• Individuals with a negative LFD continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home.<br>• Vulnerable pupils and the children of critical workers continue to attend school throughout this week.<br>  Home testing following initial testing<br>• Pupils and staff are supplied with LFD test kits to self-swab and test themselves twice a week at home.<br>• Staff, pupils and parents are fully informed of the testing programme.<br>• Staff and pupils report their result to NHS Test and Trace as soon as the test is completed either online or by telephone – they are also required to share their results with the school.<br>• Pupils aged 18 and over self-test and report the result, with assistance if needed. Pupils aged 12 to 17 self-test and report their results with adult supervision. Pupils aged 11 are tested by an adult. | Y | | | |

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| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
|---|---|---|---|---|---|---|
| | | • The school retains a small on-site ATS so testing can be offered to pupils who are unable or unwilling to test themselves at home.<br>• Staff and pupils who receive a positive result from an LFD test complete a 10-day period of self-isolation and are asked to arrange a confirmatory PCR test.<br>• Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days. | | | | |

# Teaching location Occupation Data

| Room No | Descriptor | LFT in place ? | Room Area | External Door | Internal doors | Total No. of windows | No. of opening windows |
|---|---|---|---|---|---|---|---|
| 8 | IT suite | Y | 100 | 0 | 1 | 6 | 3 |
| 9 | IT suite | Y | 100 | 0 | 1 | 12 | 6 |
|  |  |  |  |  |  |  |  |

| Room No | Teacher area zoned | Student Tables | IT stations | Teacher desk/ IT | Ground / First Floor | Opens to |
|---|---|---|---|---|---|---|
| 8 | Yes | 0 | 30 | 1 | Ground | Circulation Route |
| 9 | Yes | 0 | 30 | 1 | Ground | Circulation Route |
|  |  |  |  |  |  |  |

| Room No | Air conditioning/ sky lights | Comments | Max Occupancy level | Notes to occupants |
|---|---|---|---|---|
| 8 | No sky lights<br>No air conditioning<br>No manual window fans | All student desk outward facing to perimeter walls | 15 | Doors and windows to be open at all times. |
| 9 | No sky lights<br>No air conditioning<br>No manual window fans | All student desk outward facing to perimeter walls | 15 | Doors and windows to be open at all times. |
|  |  |  |  |  |

Last updated: 7 Jan 2021