

## Risk Assessment – COVID-19 Return to full time education

(please note this is a live document and regular updates/changes may be needed following government advice, please amend accordingly)

This document is to be read alongside the accompanying document - OFA September Opening Plan 2020

<b>Title of risk assessment</b>	COVID-19 Return to full time education	<b>Date of Assessment</b>	10 July 2020
<b>Name of Assessor</b>	Lisa Mason- Principal, Rebecca McDonagh - Finance Director, Kris Griffin - DMCO, Geraldine Butler - VP, Genna Griffiths - DSL, Claire Davies - Senior Leader for Logistics	<b>Location</b>	Ormiston Forge Academy
<b>Who may be affected?</b>	Staff, Pupils, Visitors and Contractors		
<b>Description of activities</b>	Return to full time education within academies		
<b>Additional Guidance used for this risk assessment and for academies to refer to.</b>	<a href="http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx">http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</a> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> <a href="https://oatoe.sharepoint.com/:f:/r/sites/Covid-19/Coronavirus%20support%20documents/Health%20%26%20Safety?csf=1&amp;web=1&amp;e=auA0VS">https://oatoe.sharepoint.com/:f:/r/sites/Covid-19/Coronavirus%20support%20documents/Health%20%26%20Safety?csf=1&amp;web=1&amp;e=auA0VS</a>		

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
<b>Classrooms and Groups</b>	Staff and pupils	<ul style="list-style-type: none"> <li>Groups are created to an appropriate size in proportion to the school. Pupils will be in year group bubbles.</li> <li>Teaching groups remain their usual size.</li> <li>Pupils remain in groups and contact is avoided between other bubbles</li> <li>Consideration is given for types of groups depending on age year groups and those with complex needs.</li> <li>Pupils remain in groups and contact is avoided between other bubbles</li> </ul>	5	2	10	<p>Pupils with complex needs are not expected to distance within a group.</p> <p>Wrap around care and specialist teaching groups</p>	<p>CDS/LMN</p> <p>GBR/STR/CDS</p>

		<ul style="list-style-type: none"> <li>Classrooms are arranged so desks face forward,</li> <li>Staff to socially distance to 2 meters from students where possible generally at the front of the class for secondary schools.</li> <li>Staff avoid close face to face contact and minimise time spent within 1 metre of anyone. This will be assessed on an individual basis for those who have complex needs.</li> <li>Unnecessary furniture moved out of the classroom to provide more space.</li> <li>Pupils are given regular reminders about the importance of social distancing and are reminded this still must take place where possible.</li> <li>Biometrics - procedures to be put in place for continual cleaning and sanitisation.</li> <li>Seating plans are used in all lessons. These will be amended accordingly if a child is moved within the class or within the bubble.</li> <li>SLT/teachers clearly set out at the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is reinforced in registration and included through letters of communication to parents. Behaviour policy and sanctions ladder to be updated. This is to be reinforced in tutor time.</li> </ul>				<p>need to be considered where some mixing may take place. Additional risk assessment may need to be considered for other activities such as practical lessons.</p> <p>2m zone marked in classrooms</p> <p>Full staff meetings/briefing - all done online. Small group training to be delivered in a large room. Vulnerable staff can use video option.</p> <p>If biometrics are to be used careful consideration should be given to sanitising after use.</p>	<p>SLT/Pastoral teams to enforce Site staff</p> <p>Site staff</p> <p>LMN</p> <p>site staff</p> <p>All staff</p> <p>RMH/ caterers</p> <p>SLT</p> <p>GBR/ Form Tutors</p>
<b>Policies and procedures</b>	Staff/pupils	<p>All school staff and pupils revisit emergency plans and receive further training on;</p> <ul style="list-style-type: none"> <li>Staff and pupils complete a fire drill/lockdown on return to school.</li> <li>Academy staff complete fire refresher training.</li> <li>Staff have completed infection control training on iHasco</li> <li>Staff are provided with most up to date guidance from PHE and the DFE.</li> </ul>	5	2	10	<p>The Academy must add to the flowchart provided by OAT the local HPT telephone number.</p>	<p>LMN/GBR /RMH</p> <p>SHD</p> <p>LMN</p> <p>LMN</p>

		<ul style="list-style-type: none"> <li>• Staff are provided with procedures, so they are aware of what to do if the school has a confirmed case of covid 19.</li> <li>• Staff are provided with information and understand NHS test and trace service</li> <li>• Academy will identify a member of staff responsible for coordinating the COVID-19 response and any actions.</li> <li>• Staff must be aware of the Covid 19 Response flow charts.</li> <li>• Pupils to be reminded daily during registration about Covid 19 social distancing and the importance of handwashing.</li> <li>• Staff receive refresher induction training and revisit policies which include. Behaviour policy, H&amp;S policy, Infection control guidance Safeguarding Lockdown procedure Fire policy</li> <li>• PEEPS are in place for those who need assistance leaving the building in the event of an emergency.</li> <li>• Supply staff, peripatetics, ITT and volunteers will receive the same training on policies and procedures.</li> </ul>				<p>Parents must be informed of the NHS test and trace service</p> <p>Academy creates shared folder for access to policies.</p>	<p>LMN</p> <p>LMN All staff</p> <p>LMN/GBR/ STR</p> <p>GBR</p> <p>STR</p> <p>GBR/GGS/ SHY/JBS</p>
<b>Reception</b>	Staff pupils and visitors	<ul style="list-style-type: none"> <li>• Visitor reception has a screen in place to protect staff</li> <li>• Visitors/parents are advised that any access requests are by appointment only</li> <li>• Furniture removed to allow social distancing</li> <li>• Social distancing markers located in the reception area</li> <li>• Hand sanitisation station is prominent in reception</li> <li>• Deliveries/post are made contactless and are not signed for</li> <li>• Touch/digital sign in systems are not used by visitors/staff – academy receptionist to manually input information into these systems where possible. Alternative local arrangements made where digital sign in not used. Any manual sign in sheets must be kept safe to comply with GDPR.</li> </ul>	5	2	10	<p>In place</p> <p>In place. Stock replenished daily.</p>	<p>Completed</p> <p>Cleaning staff</p> <p>Admin staff</p>
<b>Fire</b>	Staff/pupils	<p>Fire plans are updated to ensure staff &amp; pupils assemble in social groups.</p> <p>Staff and pupils are updated with new fire arrangements</p> <p>Academy ensures that the school still operates with a suitable number of fire wardens</p>	5	2	10		<p>GBR</p>

		A fire drill, applying social distancing where possible, should take place at the earliest opportunity if the muster point has been relocated. If the muster point remains, termly drills should be completed in line with usual procedures.					
<b>Communal areas</b>		<ul style="list-style-type: none"> <li>• Social distancing signs and marking are still visible throughout communal areas.</li> <li>• Use of staff room is limited and in some cases a rota is in place to avoid area becoming congested. Other staff work rooms created and social distancing rules to be adhered to.</li> <li>• Assemblies take place virtually.</li> <li>• Pupil flow in corridors and use of communal areas to be restricted to social bubble/groups where possible. SLT/Pastoral staff to enforce one-way system and 'keep left' procedure in corridors where one way system is not possible.</li> <li>• Staff to maintain distance from pupils and other staff where possible. 2m lines marked in classrooms. Furniture in staff working areas to be arranged with 2m rule.</li> <li>• The school avoids creating busy corridors, entrances and exits by scheduling timetables to avoid congestion. Staggered breaks and lunches in place.</li> </ul>	5	2	10	<p>Considering timings of lesson changes and flow around the building of staff and pupils within groups/bubbles</p> <p>Keep left in corridors and where possible one way system</p>	<p>Site team SLT</p> <p>CDS</p> <p>LMN CDS</p> <p>Site staff</p> <p>CDS</p>
<b>Mental health</b>		<ul style="list-style-type: none"> <li>• Re-orientation of staff and pupils within the academy takes place.</li> <li>• Staff can complete iHasco Covid return to work.</li> <li>• Counselling service available for staff.</li> <li>• SLT discusses the implications on staff and pupil workload when the school reopens to minimise stress.</li> <li>• SLT considers reasonable requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> <li>• If required, staff can adjust their working hours, as agreed by SLT.</li> <li>• The principal 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> </ul>	5	2	10		<p>SLT/pastoral/ Tutor teams</p> <p>LMN/GGS to signpost</p> <p>SLT</p> <p>LMN/GGS</p>

		<ul style="list-style-type: none"> <li>Measures taken to reduce staff and students workload. Verbal feedback in lessons is a priority and staff are encouraged to leave the site as soon as possible. Minimal formal assessments in term 1. September training day - meetings to be held virtually, or in small groups with social distancing (staff to have the choice to attend in person).</li> <li>Staff and pupil bereavement is managed in line with the bereavement policy.</li> </ul>					SLT
<b>Safeguarding</b>	Staff and pupils	<ul style="list-style-type: none"> <li>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school reopening, e.g. ongoing bullying, social issues etc.</li> <li>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> </ul>	5	2	10		GGS  GGS  GGS
<b>Practical lessons</b>  <b>PE</b>	Staff and pupils	<ul style="list-style-type: none"> <li>When pupils have PE, they will attend school in their PE kit to avoid having to change. PE changing rooms to be out of use except for access to toilets.</li> <li>Pupils to be kept in consistent groups.</li> <li>Equipment cleaned between each group</li> <li>Contact sports do not take place</li> <li>Outdoor sports are prioritised or large indoor spaces where outdoor use is not available</li> <li>Attention to cleaning and hygiene and maximising distancing takes place during sporting because of the way people breathe during exercise.</li> </ul>	5	2	10	<a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a> .	LMN/GBR/ KGN comms to parents  PE staff  Cleaning staff
<b>D&amp;T/Science and Food Technology</b>		<ul style="list-style-type: none"> <li>D&amp;T teachers refer to the latest guidance from CLEAPSS</li> <li><a href="http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx">http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</a></li> <li>Consider demonstration activities only and no practical work</li> </ul>				D&T risk assessment is available on OATnet	DT staff/CDS/ LMN
<b>Music</b>		<ul style="list-style-type: none"> <li>Music will be theory lesson, not practical based.</li> <li>Room used has sufficient ventilation</li> </ul>				DfE is producing further guidance on Music lessons.	Music staff/CDS

<b>Drama and Performance</b>		<ul style="list-style-type: none"> <li>● Singing, wind and brass playing does not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> <li>● Use of props are to be avoided where possible. If necessary, props to be kept within the same bubble or cleaned between use for other bubbles.</li> <li>● Room used to have sufficient ventilation and social distancing is implemented where possible.</li> </ul>					Performing arts staff/CDS
<b>Infection control</b>	Staff, pupils, visitors, contractors, parents and external agencies.	<ul style="list-style-type: none"> <li>● Respiratory hygiene promoted by staff and pupils using the catch it, bin it, kill it, approach.</li> <li>● Hands are washed more often than usual; children and staff wash their hands regularly particularly before entering and leaving the classroom.</li> <li>● Where possible tissues are provided for students and staff in each room.</li> <li>● Students are encouraged to bring in their own tissues from home.</li> <li>● Pupils with complex needs are provided with assistance to clean hands if needed. Skin friendly wipes are also used for those who may have any skin conditions.</li> <li>● Younger children are supervised when cleaning hands.</li> <li>● Social distancing applied where possible.</li> <li>● Frequently touched surfaces are cleaned on a regular basis using disinfectant.</li> <li>● Increased cleaning staff - on site and an enhanced cleaning regime is in place during the school day as well as after school.</li> <li>● Hand sanitiser stations are based throughout the academy.</li> <li>● Academy ensures they have enough stock levels of sanitiser.</li> <li>● Posters displaying handwashing guidelines are located throughout the school.</li> <li>● Pupils and staff wash their hands when changing activities, changing locations, on arrival to school and when leaving school, this is reinforced during registration each morning.</li> <li>● PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with Covid 19 symptoms whilst in school where 2 metres cannot be maintained.</li> </ul>	5	2	10		<p>All staff and student</p> <p>KGN comms to parents</p> <p>Cleaning staff</p> <p>Siet staff</p> <p>All staff</p> <p>ARN/First aid team</p>

		<ul style="list-style-type: none"> <li>● PPE provided for staff when working children or young persons who cough, spit or vomit.</li> <li>● Parents are briefed on new provision for the drop off and collection of their children.</li> <li>● Where possible use of school transport is restricted to essential use only and then cleaned after use.</li> <li>● Academy identifies an additional isolation room for anyone displaying Covid symptoms.</li> </ul>					<p>LMN/KGN/ TDY</p> <p>Site team</p> <p>RMH/LMN</p>
<b>Communications</b>	Staff, Pupils, volunteers, visitors, parents and external agencies.	<ul style="list-style-type: none"> <li>● The school's website is kept up to date with any information regarding reopening, 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>● Where a child tests positive parents must advise the school immediately.</li> <li>● Parents and their children are encouraged, where possible, to walk or cycle to school.</li> <li>● Staff and volunteers are informed through email/letter about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</li> <li>● Visitors attend the academy on appointment only. All visitors including external agencies are briefed on infection control and social distancing before attending the academy.</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>● School consults with staff and pupils who are clinically vulnerable and/or extremely vulnerable.</li> </ul>	5	2	10	<p>Template posters and electronic materials available on OATnet</p> <p>Discourage unplanned visitors or contractors</p> <p>Separate risk assessments in place for contractors and deliveries.</p> <p>Capital works funded by Head Office require a risk assessment being completed as part of the process to raise a PO. Template available on OATnet.</p>	<p>LMN/KGN/ TDY comms to parents</p> <p>LMN</p> <p>All staff</p> <p>LMN</p> <p>SLT /Pastoral teams</p>

		<ul style="list-style-type: none"> <li>Children and young people are informed to limit what they bring into school and just bring in the essentials and not share equipment.</li> <li>School work with parents, pupils and staff to ensure behaviour expectations are clearly understood.</li> </ul>					
<b>Lunch/break times</b>	Staff/ Pupils/Lunch time supervisors	<ul style="list-style-type: none"> <li>Break and lunch times are staggered to reduce numbers for outdoors.</li> <li>Groups stay within their own group and avoid mixing.</li> <li>Pupils are escorted to the appropriate location and supervised in the canteen and designated areas.</li> <li>Dining tables to be wiped down once a bubble has left the canteen and before the next bubble is allowed to enter.</li> <li>Hand sanitiser will be available on entry and exit from the canteen.</li> </ul>	5	2	10		CDS  All staff  Cleaning staff  RMH/Site team
<b>Welfare/Toilet Provision</b>	Staff/pupils	<ul style="list-style-type: none"> <li>Academy identify a maximum occupancy for each toilet facility and operates a one in one out system for using the toilet. Signs to encourage hand washing and respiratory hygiene in all toilets.</li> <li>Staff to use 'staff' toilets only.</li> <li>Toilets to be cleaned frequently by cleaning staff.</li> <li>Hand sanitiser located outside entrance to toilet areas.</li> <li>Wiping of surfaces is a reasonable approach.</li> <li>Attending school with PE kit on will limit the need to use changing rooms.</li> <li>Ensure sufficient standard cleaning equipment is available in all changing areas.</li> <li>Social distancing measures still apply and marking out areas which cannot be used will help you to manage the area effectively.</li> </ul>	5	2	10	<p>Consider passive monitoring of toilet entrances to help instil good practices.</p> <p><a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a></p>	RMH/Site team
<b>Cleaning</b>	Staff, pupils, Cleaner, and visitors	<ul style="list-style-type: none"> <li>Regular cleaning takes place including but not limited to; <ul style="list-style-type: none"> <li>Door handles and door opening buttons</li> <li>Light switches (carefully)</li> </ul> </li> </ul>	5	2	10	<p>Cleaning guidance</p> <p><a href="https://www.gov.uk/government/publications/covid-19-">https://www.gov.uk/government/publications/covid-19-</a></p>	RMH/site team/



		<ul style="list-style-type: none"> <li>● Floors in toilets</li> <li>● Toilet seats</li> <li>● Toilet flush handles</li> <li>● Toilet roll holders</li> <li>● Toilet door handles</li> <li>● Toilet bowls</li> <li>● Wash hand basin taps</li> <li>● Frequent cleaning is increased especially for touch surfaces.</li> <li>● Staff use the most up to date cleaning checklist updated for the pandemic.</li> <li>● Cleaning takes place in the dining hall in between groups by cleaning staff and</li> <li>● All areas that are cleaned are checked to ensure surfaces are dry e.g. rooms are safe to re occupy – no slip hazards.</li> <li>● All areas/rooms that are being cleaned will be clearly identified to ensure no one enters the room.</li> <li>● PPE provided for staff for cleaning.</li> <li>● Academies refer to the most update to guidance from the PHE on cleaning.</li> <li>● Teachers will be responsible for the cleanliness of their own teaching spaces. Additional staff will be on hand if teachers feel they need assistance with this.</li> <li>● Classroom teachers will be encouraged to remove unnecessary clutter from the classrooms to ensure spaces are easier to clean.</li> <li>● Staff and pupils have their own pens and pencils that are not shared. Where a student does not have a pen this will be provided for the remainder of the day and will become the property of the student.</li> <li>● Resources that are shared between groups, such as practical equipment or classroom based resources are cleaned frequently and meticulously and always between group use, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different social groups</li> </ul>				<p><a href="#">decontamination-in-non-healthcare-settings</a> The above link is due to be updated</p> <p>All Staff have responsibility for sanitising workstations after use.</p> <p>Sanitising wipes to be made available for all staff</p>	<p>Cleaning staff</p> <p>Cleaning staff</p> <p>SBY to order for staff/HOY students stationery</p>
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		<ul style="list-style-type: none"> <li>Classroom based resources, such as books and games, can be used and shared within the bubble are cleaned regularly, along with all frequently touched surfaces.</li> <li>Resources that are shared between groups, such as sports, art and science equipment are cleaned frequently and meticulously and always between group use, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different social groups.</li> </ul>					Cleaning staff
<b>Arrival/Departure to school</b>	Parents/Pupils /Staff	<ul style="list-style-type: none"> <li>Signs are clearly marked on school entrancing displaying rules on social distancing.</li> <li>Staff and students who wear face coverings to school remove them before entrance to academy. Pupils and staff are instructed not to touch their face and wash their hands upon arrival. Disposable face covering are placed in a covered bin and re-useable coverings are placed in a plastic bag to take home with them. Pupils and staff are aware to wash their hands again before entering the classroom.</li> <li>Arrival and finishing times to be staggered to avoid mixing.</li> <li>Where available academies use separate entrances.</li> <li>If biometrics are used by staff to access gates/entrances, they will require wiping/sanitising.</li> </ul>	3	3	9	If face masks are worn to school, they must be removed whilst in school – procedure communicated to parents.	Site team  KGN/LMN comms to parents/students and staff  CDS  Site team
<b>SEND/Pastoral/Success Centre/Hub/Reflection room</b>	Pupils	<ul style="list-style-type: none"> <li>Specialists, therapists, clinicians, and other support staff for pupils provide interventions as usual.</li> <li>Supply teachers and peripatetic teachers move between settings.</li> <li>Contact between staff is minimised where possible.</li> <li>Mainstream teachers have access to free webinars available for staff to attend for supporting SEND pupils returning to mainstream school.</li> </ul>	5	2	10	A separate risk assessment is carried out for SEND pupils. It should also be noted if the pupil routinely attends more than one setting. HCP to be updated.  <a href="https://www.sendgateway.org.uk/training-events.html">https://www.sendgateway.org.uk/training-events.html</a>	

		<ul style="list-style-type: none"> <li>Provision in the academy Success Centre and Hub will continue, but with social distancing measures in place. Each bubble will have a zone of the hub they can access and a hand sanitising station will be for use at the entrance.</li> <li>Reflection room - each bubble will have their own reflection room to accommodate students who are in breach of the behaviour policy.</li> </ul>					
<b>Shielding pupils</b>	Pupils	<ul style="list-style-type: none"> <li>Pupils who are self-isolating due to COVID symptoms or have tested positive or have close contact with someone who has COVID 19 do not attend school.</li> <li>If disease rates rise locally pupils shield in line with government guidance.</li> <li>Pupils who are still shielding are supported with learning at home.</li> <li>The school consults with the parents of clinically vulnerable child if their child will return to school following medical advice.</li> </ul>	5	2	10	Separate risk assessment to be completed for pupils returning to school in conjunction with their HCP.	LMN/KGN/ TDY comms to parents  Teaching staff  STR
<b>Clinically vulnerable staff, extremely vulnerable staff and staff in risk categories</b>	Staff	<ul style="list-style-type: none"> <li>Social distancing measures are in place for those who have returned to work.</li> <li>A separate risk assessment based on the individual is in place for those with an increased risk.</li> <li>Extremely clinically vulnerable and clinically vulnerable staff are supported to return to work and offered the safest available on-site roles which allow them to socially distance, according to the separate risk assessment.</li> <li>Staff ensure they update academy records with any changes to medical conditions.</li> <li>Return to work IHASCO Covid 19 module is completed.</li> <li>Those who will be working from home are supported.</li> </ul>	5	2	10	<p>A checklist is completed for clinically vulnerable and extremely vulnerable staff returning to work.</p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a></p>	SHD  LMN/RMH/ SHD  Line managers/SL T

<b>Local lockdown</b>	Staff and pupils	<ul style="list-style-type: none"> <li>• Advice is sought from the DfE, Health Protection Team (HPT) and Public Health England (PHE) for decisions at a local level.</li> <li>• Remote education plans are in place to support students with remote learning.</li> <li>• School has a contingency plan in place if the PHE advise that the school closes temporarily to help control transmission.</li> <li>• Support for key worker pupils on site with strict social distancing measures in place.</li> </ul>	5	2	10	Inform Head Office on any guidance or requests from Local authorities or regulatory bodies	LMN/RMH  KPK/HODs  LMN to share with staff
<b>Displaying symptoms of COVID 19</b>	Staff and pupils	<ul style="list-style-type: none"> <li>• Staff are aware of how to contact local Health Protection Team (HPT)</li> <li>• The Principal and Exec team will coordinate the Covid response.</li> <li>• Staff and pupils are aware not to come into the setting if they have symptoms and must be sent home to self-isolate if they develop them within the academy and are advised to follow <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>• If a child is waiting to be collected, they are moved to an isolated room if appropriate for the age of the child, windows in the room are opened for ventilation.</li> <li>• If a child cannot be isolated, they are moved to an area which is at least 2 metres away from others.</li> <li>• PPE is worn by staff if 2 metres cannot be maintained.</li> <li>• Staff member dealing the pupil/staff displaying symptoms must wash their hands for at least 20 seconds.</li> <li>• The room/area round the person who develops symptoms is cleaned with normal household disinfectant after they have left.</li> <li>• If the child needs the bathroom it is separate from others and cleaned and disinfected before being used by anyone else.</li> <li>• Staff are aware of how to book a test if they are displaying symptoms.</li> </ul>	5	2	10	<p>Refer to separate OAT Flowcharts – Academy to enter local HPT number</p> <p>As above parents, and carers are informed of the test and trace service.</p> <p>Settings will be provided with a small number of home testing kits.</p> <p>Isolation room identified for a suspected infected person to use.</p>	LMN  LMN  LMN/KGN/ TDY comms  First aid team       Cleaning staff       LMN

		<ul style="list-style-type: none"> <li>Staff are aware to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. Advice from Track and Trace must be followed.</li> </ul>					
<b>Confirmed cases of COVID 19</b>	Staff and pupils	For confirmed cases staff must refer to the OAT flowcharts	5	2	10	Staff must keep a record of pupils and staff in each group and any close contact between other groups but must be proportionate.	LMN

Acknowledgements & Signatures			
<b>Risk Assessor:</b> By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.		<b>Management:</b> By signing this risk assessment, I acknowledge my responsibility as the department management for reviewing and approving this risk assessment and communicating controls and any improvements to staff.	
<b>Risk Assessor Name and Signature</b> Jane Smith	<b>Date:</b> 2 <sup>nd</sup> July 2020	<b>Manager Name and Signature:</b> Lisa Mason	<b>Date:</b> 10/7/20
<b>Review date:</b>			

Guidance		
<u>Severity of Harm from this Hazard</u>		
<ul style="list-style-type: none"> <li>Total Estimated Risk = Severity x Likelihood</li> <li>Hazards with significance factors equal to or greater than 16 or a Severity Rating of 4 or 5 warrants the use of additional controls and an action plan that has been reviewed</li> </ul>		
Score	Severity / Consequence	Effects
1	NEGLIGIBLE	Negligible injury or health implications with no treatment or first-aid only. .
2	MINOR	No-Lost Time Injury(ies) and no chronic effects, but treatment beyond first aid may be required.
3	MODERATE	Person suffering Lost Time Injury, RIDDOR, hospital treatment or job restriction/business affected by outbreak
4	SERIOUS	Illness resulting in time off work long term/ill health
5	MAJOR	Fatality

Likelihood of Potential Exposure to this Hazard

Score	Definition
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.
2	Not likely to occur in normal circumstances
3	Possible when additional factors are present but otherwise unlikely to occur.
4	Such an event is known to have occurred and is likely to re occur.
5	Almost inevitable that an incident would result / occurs frequently

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. moderate	4. Serious	5. Major
Likelihood	1. Very unlikely	1	2	3	4	5
	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

Rating Bandings		
Low risk (1-6)	Medium Risk (8-12)	High Risk (15-25)

Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	<b>STOP THE ACTIVITY-</b> Identify new controls. Activity must not proceed until risks are reduced to a low or medium level
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