

## Risk Assessment – COVID-19 Return to full time education – Version 7.0

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

<b>Title of risk assessment</b>	COVID-19 Return to full time education	<b>Date of Assessment</b>	8 <sup>th</sup> September 2020
<b>Name of Assessor</b>	Jane Smith H&S Officer	<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>	<p><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></p> <p><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> (latest version 26<sup>th</sup> November 2020)</p> <p>Text in red indicates update on the 27<sup>th</sup> August 2020 Text in blue indicates update on the 8<sup>th</sup> September 2020, Text in green updated 8<sup>th</sup> October 2020 Text in purple updated 14<sup>th</sup> October 2020. (some text on alert levels under face coverings now removed) Text in light blue updated 22<sup>nd</sup> October 2020 Text in gold updated 3<sup>rd</sup> and the 5<sup>th</sup> and the 22<sup>nd</sup> November 2020 Text in Orange updated from the 1<sup>st</sup> December 2020</p>		

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.</li> <li>Consideration is given for types of groups depending on age year groups and those with complex needs.</li> <li>Groups are kept as small as is reasonably practically as easier to identify those who may need to self-isolate in the case of someone tests positive of Covid 19.</li> </ul>	5	2	10	Younger children and those with complex needs are not expected to distance within a group. Schools should also work closely with any external wraparound providers which their pupils may use, to ensure as far as possible,	CDS/LMN

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		<ul style="list-style-type: none"> <li>Pupils remain in groups and contact is avoided between other bubbles</li> <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> </ul>				<p>children can be kept in a group with other children from the same bubble they are in during the school day.</p> <p>Additional risk assessment may need to be considered for other activities such as practical lessons.</p> <p>Academies must ensure they have PHE front sheet, which they can refer to. These needs - student numbers (overall and by year group), summary of bubble arrangements (RA), number of confirmed cases and year, plus details of those including year/siblings who are symptomatic/self-isolating.</p>	<p>GBR/STR/Pastoral teams to enforce Site team</p> <p>LMN to provide sheet and training Site staff LMN/Staff</p>
		<ul style="list-style-type: none"> <li>Biometrics, to be avoided and alternative used where possible.</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.</li> <li>Windows and doors open were possible for ventilation</li> </ul>				<p>If biometrics are to be used careful consideration should be given to sanitising after use.</p> <p>Additional behaviour points added for covid rule breaches.</p>	<p>Site team</p> <p>All staff</p>
						<p>All windows open by site team before school.</p>	<p>All staff</p>
<b>Staff meetings and training sessions</b>	Staff/SLT	<ul style="list-style-type: none"> <li>Staff Meetings take place virtually</li> <li>Training sessions are completed virtually or remotely</li> </ul>	5	2	10	<p>Meetings are only held face to face if business critical</p>	<p>LMN staff training</p>

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		<ul style="list-style-type: none"> <li>Face to face meetings should be avoided</li> </ul>				and distanced by a minimum of 2 metres. Google meet/MS teams to be used for all meetings	
<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> <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. <ul style="list-style-type: none"> <li>Behaviour policy,</li> <li>H&amp;S policy,</li> <li>Infection control guidance</li> <li>Safeguarding</li> <li>Lockdown procedure</li> <li>Fire policy</li> </ul> </li> <li>PEEPS are in place for those who need assistance leaving the building in the event of an emergency.</li> </ul> <ul style="list-style-type: none"> <li>First Aid needs assessment is in place</li> </ul>	5	2	10	<p>The Academy must add to the flowchart provided by OAT the local HPT telephone number.</p> <p>Academies must use the how to Mitigate the risk guidance document and COVID 19 checklist for weekly monitoring.</p> <p>Parents must be informed of the NHS test and trace service Academy keeps registers of children in bubbles if needed as part of the NHS test and trace service</p> <p>Academy creates shared folder for access to policies.</p>	<p>LMN/GBR/RMH</p> <p>PLY</p> <p>LMN provided in regular staff briefings</p> <p>LMN &amp; pastoral team</p> <p>All staff</p> <p>LMN/GBR/PLY (Sept 20)</p> <p>STR/AHN/HCS ARN/GGS</p>

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		<ul style="list-style-type: none"> <li>Academy ensures they have adequate number of first aid trained staff in place.</li> </ul>					GGG/GBR
<b>Reception</b>	Staff pupils and visitors	<p>Visitor reception has a screen in place to protect staff</p> <p>Visitors/parents are advised that any access requests are by appointment only</p> <p>Furniture removed to allow social distancing</p> <p>Social distancing markers located in the reception area</p> <p>Hand sanitisation station is prominent in reception</p> <p>Deliveries/post are made contactless and are not signed for</p> <p>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</p>	5	2	10	In place for September '20	<p>Site team</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> <p>A fire drill, applying social distancing where possible, should take place at the earliest opportunity I the muster point has been relocated. If the muster point remains, termly drills should be completed in line with usual procedures.</p>	5	2	10		PLY
<b>Face coverings</b>	Staff/pupils	<p>Students and staff are advised how to wear, remove and dispose of face coverings.</p> <p>Staff and pupils are instructed not to touch their faces when removing face coverings.</p> <p>If teachers chose to wear face coverings in the classroom this will be assessed locally on what type to wear eg.</p> <p>Visors are more appropriate if teaching any children with a speech or hearing impairment.</p>	5	2	10	<p>Staff/SLT must be aware of those who may be exempt from wearing face coverings</p> <p>-</p> <p>Those who cannot put on, wear or remove a face covering because of a</p>	<p>LMN staff and student training</p> <p>STR – exemption lanyards</p>

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		<p>Hands are washed before and after touching face coverings – including how to remove or put them on.</p> <p>Staff and pupils are aware of how to safely store them and should be kept in a sealable plastic bag between use.</p> <p>Where a face covering becomes damp, it is not worn and the face covering is replaced carefully.</p> <p>Parents are informed with the updated guidance on face coverings.</p>				<p>physical or mental illness or impairment or disability</p> <p>Those who speak to or help someone who relies on lip reading, clear sound or facial expression to communicate</p> <p>When moving around indoors e.g. communal areas/corridors face coverings must be worn by year 7 pupils and above, this also applies to staff, visitors and contractors.</p>	<p>LMN/KGN</p> <p>LHS signage</p>
<b>Heating and Ventilation</b>	Staff/pupils	<p>Guidance is followed in line with the HSE and CIBSE Heating and ventilation guidance have been produced by OAT and followed which is available.</p> <p><a href="https://oatoe.sharepoint.com/sites/Covid-19">https://oatoe.sharepoint.com/sites/Covid-19</a></p> <p>Manufacturer's guidance referred to and Professional supplier used where further advice is needed for academies own HVAC system.</p> <p>Recirculation of air within a single room where this is complemented by an outdoor air supply is acceptable</p> <p>Where possible in occupied spaces windows are open for natural ventilation</p> <p>If it is windy, cold or raining then it may not be practical to fully open the windows/vents, however they remain open as far as reasonably possible without causing discomfort.</p> <p>Internal doors are propped open where appropriate.</p>	5	2	10	<p>Academies to assess the risk and highlight any changes relevant to local arrangements</p> <p>Fire doors can only be propped open if fitted with automatic closers so they can still function as fire doors in the event of the alarm being activated - this also needs to be managed in house.</p> <p>opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</p>	<p>PLY/Site team</p> <p>All staff</p>

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						opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused), providing flexibility to allow additional, suitable indoor clothing.	LMN information to staff and students
<b>Communal areas</b>	Staff/pupils	<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.</li> <li>Assemblies take place only within groups.</li> <li>Pupil flow in corridors and use of communal areas to be restricted to social bubble/groups where possible</li> <li>Staff to maintain distance from pupils and other staff where possible.</li> <li>The school avoid creating busy corridors, entrances and exits by scheduling timetables to avoid congestion.</li> <li>Academy ensures good ventilation is in place by keeping doors and windows open.</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>All assemblies are virtual</p>	<p>Site team</p> <p>Site team – signage</p> <p>LMN/HOYs</p> <p>All staff</p> <p>All staff</p>
<b>Catering</b>	Staff/pupils	<p>Water fountains are switched off and students bring in their own bottles water.</p> <p>Corridors and catering areas are supervised during lunch/break.</p>	5	2	10	<a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-</a>	RMH/Cleaning team

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		<p>Consideration to marking each seat that can be used, and removing all other seats where furniture allows. For bench style seating each eating space should be made clear. Screens provided where required to ensure food is protected.</p> <p>Consideration to limited menu, pre ordering or packed lunch only in consultation with academy catering team.</p> <p>Touch terminals/cash is not used – a suitable alternative arrangement is agreed with the catering team e.g. cashless payments recorded by a till operator; manual searches for pupil by name instead of using fingerprint</p> <p>Cash top up machines are not used, students to top up account using online methods or via locally agreed procedure.</p> <p>Additional waste bins to be provided to reduce litter and ease disposal</p> <p>Hand sanitiser stations are in place for pupils and staff to use.</p>				<a href="#">food-businesses-on-coronavirus-covid-19</a>	<p>Catering firm - Educaterers</p> <p>Site team</p> <p>Site team/Cleaning team</p>
<b>Mental health</b>	Staff/pupils	<p>Re-orientation of staff and pupils within the academy takes place.</p> <p>Staff can complete iHasco Covid return to work. Counselling service available for staff.</p> <p>SLT discusses the implications on staff and pupil workload when the school reopens to minimise stress. 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. If required, staff can adjust their working hours, as agreed by SLT.</p>	5	2	10	<p>Training link removed - version for training still available from you tube <a href="https://youtu.be/MYmBLnSQh3M">https://youtu.be/MYmBLnSQh3M</a></p>	<p>LMN – induction for students and staff</p> <p>Exec SLT and DSL</p>

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		<p>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</p> <p>Staff and pupil bereavement is managed in line with the bereavement policy.</p>					<p>LMN/GGS</p> <p>LMN/GGS</p>
<b>Safeguarding</b>	Staff and pupils.	<p>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.</p> <p>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</p> <p>The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</p>	5	2	10		<p>GGS</p> <p>GGS</p> <p>GGS</p>
<b>PE</b>	Staff and pupils	<p>Pupils to be kept in consistent groups. Equipment cleaned between each group</p> <p>Outdoor sports are prioritised or large indoor spaces where outdoor use is not available maximising natural ventilation flows through opening windows and doors or using air conditioning systems wherever possible. Attention to cleaning and hygiene and maximising distancing takes place during sporting because of the way people breathe during exercise.</p> <p>Indoor team sports can take place as long as specific techniques, within their own system of controls are followed and the academy must follow the list available below;</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</a></p>	5	2	10	<p>Academies should refer to <a href="https://www.afpe.org.uk/coronavirus-guidance-support/">https://www.afpe.org.uk/coronavirus-guidance-support/</a></p> <p>Others providers are sports England.</p> <p>The academy must be consider the type of sports - this must include the NGB guidance and following the systems of controls from the PHE.</p>	<p>CDS/SCE</p> <p>SCE/DBN</p> <p>SCE</p>



						Head of PE – risk assessments and guidance for all sports in school	
<b>D&amp;T/Science and Food Technology</b>		D&T teachers refer to the latest guidance from CLEAPSS Consider demonstration activities only. Separate RA in place for D&T	5	2	10	<a href="http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf">http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf</a>  Updated D&T risk assessment is available on Oatnet	MCE/RPR
<b>Music, Dance and Drama</b>	Staff, pupil.	Social distancing takes place where possible Background or accompanying music are kept to levels which do not encourage teachers or other performers to raise their voices unduly. Microphones are used reduce the need for shouting or prolonged periods of loud speaking or singing. Microphones are not shared. Groups are kept separate (in bubbles) through to avoid mixing. The duration of social interaction opportunities ie rehearsals or performances are limited. Numbers are limited in bubbles. Staff maintain social distancing between pupils and other staff. Playing instruments and singing in groups take place outdoors wherever possible. When playing indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. Numbers are limited to account for ventilation of the space and the ability to social distance. Rooms have good ventilation. Singing, wind and brass playing does not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing.	5	2	10	<b>Music controls in previous RA removed and updated in this section</b>  For live performances academies must follow the link below a separate RA may be needed for live shows or academies that specialise in performing arts <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a>  Schools in local restriction tier 3: very high alert areas should not host performances with an audience Schools in other local restriction tier areas planning an indoor or outdoor performance in front of an audience should	JBS/LAD/DBN

		<p>Pupils are positioned back-to-back or side-to-side when playing or singing (rather than face-to-face). Wind and brass players are positioned so that the air from their instrument does not blow into another player. Increased handwashing takes place before and after handling equipment. Sharing equipment is avoided wherever possible. Name labels are issued on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. Where instruments and equipment have to be shared, they disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. The government guidance on cleaning and handling equipment is followed. When individual lessons take place for music, dance and drama, social distancing is maintained wherever possible, teachers do not provide physical correction.</p> <p>If teachers interact with pupils from multiple groups, so schools will need to take particular care, in line with the measures set out above on peripatetic teachers. If there is no viable alternative, music lessons in private homes can resume, following the same guidelines, and additionally following the government guidance for working in homes, and the guidance for out-of-school provision.</p>				<p>follow the latest advice in the DCMS <a href="#">performing arts guidance</a>, Peripatetic teachers can move between schools, but schools should consider how to minimise the number of visitors where possible.</p> <p>Cancelled all peripatetic lessons during and after lockdown 2 as Sandwell is in tier 3</p> <p>When hiring equipment suppliers are kept to a minimum and clean equipment on arrival and before use.</p>	JBS/LAD/DBN
<b>Infection control</b>	Staff, pupils, visitors, contractors, parents and external agencies.	<p>Respiratory hygiene promoted by staff and pupils using the catch it, bin it, kill it, approach. Hands are washed more often than usual; children and staff wash their hands regularly particularly before entering and leaving the classroom. Where possible tissues are provided for students and staff in each room. Students are encouraged to bring in their own tissues from home. Small children and pupils with complex needs are provided with assistant to clean hands if needed. Skin friendly wipes are also used for those who may have any skin conditions. Younger children are supervised when cleaning hands. Social distancing applied where possible.</p>	5	2	10	<p>Sanitiser containing high alcohol content should not be stored or located in high risk fire areas</p> <p>Further information on Foggers can be obtained from the guidance folder on <a href="https://oatoe.sharepoint.com/sites/Covid-19">https://oatoe.sharepoint.com/sites/Covid-19</a></p>	LMN – staff and students training

		<p>Frequently touched surfaces are cleaned on a regular basis using disinfectant. Increased cleaning staff - on site and an enhanced cleaning regime is in place during the school day as well as after school. Hand sanitiser stations are based throughout the academy. Academy ensures they have enough stock levels of sanitiser. Posters displaying handwashing guidelines are located throughout the school. 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. 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. PPE provided for staff when working children or young persons who cough, spit or vomit. Lidded bins are used throughout the academy. Parents are briefed on new provision for the drop off and collection of their children. Where possible use of school transport is restricted to essential use only and then cleaned after use.</p> <p>Academy identifies an additional isolation room for anyone displaying Covid symptoms.</p>					<p>Cleaning team</p> <p>Site team</p> <p>LHS signage</p> <p>ARN – first aiders</p> <p>ARN/Site team to maintain</p>
<b>Communications</b>	Staff, Pupils, volunteers, visitors, parents and external agencies.	<p>The school's website is kept up to date with any information regarding reopening, e.g. dates and local arrangements.</p> <p>Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.</p> <p>Where a child tests positive parents must advise the school immediately.</p>	5	2	10	<p>Template posters and electronic materials available on OATnet</p> <p>For positive covid cases academy uses action plan and flowchart on OATnet to assist in identifying various scenarios – template letters provided with support from</p>	<p>KGN</p> <p>LMN/TDY/ KGN</p>

		<p>Parents and their children are encouraged, where possible, to walk or cycle to school.</p> <p>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.</p> <p>Visitors attend the academy on appointment only. All visitors including external agencies are briefed on infection control and social distancing before attending the academy.</p> <p>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.</p> <p>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.</p> <p>School consults with staff and pupils who are clinically vulnerable and/or extremely vulnerable.</p> <p>Children and young people are informed to limit what they bring into school and just bring in the essentials and not share equipment.</p> <p>School work with parents, pupils and staff to ensure behaviour expectations are clearly understood.</p>				<p>PLMR under covid action plan, forms and letters  <a href="https://oatoe.sharepoint.com/sites/Covid-19">https://oatoe.sharepoint.com/sites/Covid-19</a></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.  Updated guidance on face coverings is communicated to parents.</p>	<p>LMN/KGN</p> <p>Admin team</p> <p>LMNGGS</p> <p>LMN</p> <p>SLT/Pastoral teams</p> <p>LMN/GBR</p>
<b>Lunch/break times</b>	Staff/ Pupils/Lunch time supervisors	<p>Break and lunch times are staggered to reduce numbers for outdoors.</p> <p>Groups stay within their own group and avoid mixing.</p>	5	2	10		<p>LMN/CDS</p> <p>Pastoral and duty teams</p>

		<p>Outdoor playground equipment must be cleaned more frequently.</p> <p>Students stay inside within their groups during wet weather.</p>					
<b>Welfare/Toilet Provision</b>	Staff/pupils	<p>Academy identify a maximum occupancy for each toilet facility and operates a one in one out system for using the toilet.</p> <p>Hand sanitiser located outside entrance to toilet areas.</p> <p>Advice on changing room and showers. If used, these should be cleaned after every lesson.</p> <p>Wiping of surfaces is a reasonable approach.</p> <p>Attending school with PE kit on will limit the need to use changing rooms.</p> <p>Ensure sufficient standard cleaning equipment is available in all changing areas.</p> <p>Social distancing measures still apply and marking out areas which cannot be used will help you to manage the area effectively.</p>	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>	<p>Site team – signage</p> <p>Site team/Cleaning team</p> <p>LMN</p> <p>Site team/Cleaning team</p>
<b>Cleaning</b>	Staff, pupils, Cleaner, and visitors	<p>Regular cleaning takes place including but not limited to;</p> <ul style="list-style-type: none"> <li>• Door handles and door opening buttons</li> <li>• Light switches (carefully)</li> <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> </ul>	5	2	10	<p><b>Cleaning guidance</b></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p>	Cleaning team

		<p>Hand contact surfaces, Frequent cleaning is increased especially for touch surfaces.</p> <p>Staff use the most up to date cleaning checklist updated for the pandemic.</p> <p>Cleaning takes place in the dining hall in between groups.</p> <p>All areas that are cleaned are checked to ensure surfaces are dry e.g. rooms are safe to re occupy – no slip hazards.</p> <p>All areas/rooms that are being cleaned will be clearly identified to ensure no one enters the room.</p> <p>Rooms to be cleaned between each groups.</p> <p>PPE provided for staff for cleaning.</p> <p>Academies refer to the most update to guidance from the PHE on cleaning.</p> <p>Staff and pupils have their own pens and pencils that are not shared.</p> <p>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.</p> <p>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/bubbles.</p>				<p>All Staff have responsibility for sanitising workstations after use.</p> <p>Sanitising wipes to be made available for all staff</p> <p>Foggers are be used in Academies and will be made available by the trust further guidance is available in the C19 cleaning guidance document, and mitigation guide under H&amp;S on <a href="#">OATnet   Coronavirus advice - Home (sharepoint.com)</a> or for further info school site team to liase with REM or H&amp;S officer.</p> <p>The isolation room is cleaned every night with the Fogger. Further information below on cleaning following a confirmed case.</p>	<p>All staff</p> <p>Re-stocked by admin team</p> <p>Site team/cleaning team</p> <p>Site team</p> <p>All staff</p>
<b>Arrival/Departure to school</b>	Parents/Pupils/Staff	Signs are clearly marked on school entrancing displaying rules on social distancing.	3	3	9	<p>Section removed on face coverings</p>	Site team

		<p>Pupils and staff are aware to wash their hands or sanitise before entering the classroom.</p> <p>Arrival and finishing times to be staggered to avoid mixing.</p> <p>Where available academies use separate entrances.</p> <p>If biometrics are used by staff to access gates/entrances, they will require wiping/sanitising.</p>					<p>LMN</p> <p>LMN/CDS</p>
<b>Dedicated School Transport</b>	Bus driver, and pupils	<p>Sanitiser is used by all pupils upon boarding and disembarking.</p> <p>Vehicles are cleaned more frequently.</p> <p>Organised queuing and boarding take place.</p> <p>Distancing within vehicles where possible.</p> <p>Face covering for children over 11 and over must be worn on dedicated transport.</p>	5	2	10	Academies must work on how pupils are grouped together on transport, where possible this should reflect the social grouping that is adopted within the school.	No dedicated school transport
<b>SEND</b>	Pupils	<p>Specialists, therapists, clinicians, and other support staff for pupils provide interventions as usual.</p> <p>Supply teachers and peripatetic teachers move between settings.</p> <p>Contact between staff is minimised where possible.</p> <p>Mainstream teachers have access to free webinars available for staff to attend for supporting SEND pupils returning to mainstream school.</p>	5	2	10	<p>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.</p> <p><a href="https://www.sendgateway.org.uk/training-events.html">https://www.sendgateway.org.uk/training-events.html</a></p>	<p>STR/AHN/HCS</p> <p>LMN/STR</p> <p>STR/HCS</p>
<b>Extremely Clinically Vulnerable Shielding or self-isolating pupils</b>	Pupils	<p>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.</p> <p>If disease rates rise locally depending on local alert levels pupils who are extremely clinically vulnerable shield in line</p>	5	2	10		<p>Comms with parents/carers</p> <p>LMN/TDY/KGN</p>

		<p>with government guidance where local levels are very high and where this is re iterated by the child's consultant/GP.</p> <p>Pupils who are still shielding are supported with learning at home.</p> <p>The school consults with the parents of extremely clinically vulnerable child if their child will return to school following medical advice.</p>				<p>Separate risk assessment to be completed for pupils returning to school in conjunction with their HCP.</p>	<p>STR</p> <p>Attendance team</p>
<p><b>Clinically extremely vulnerable staff and clinically vulnerable staff</b></p>	<p>Staff</p>	<p>Social distancing measure are in place for those who have returned to work.</p> <p>Clinically vulnerable staff are offered the safest available on-site roles which allow them to socially distance – <b>this is assessed through a checklist before they return to work.</b> <b>Face coverings are available if needed, face covering have to be worn high and very high level alert areas in communal areas. (see face coverings above)</b> <b>Staff ensure they follow strict hand and respiratory hygiene measures.</b></p> <p>A separate risk assessment based on the individual is in place.</p> <p>Staff ensure they update academy records with any changes to medical conditions.</p> <p>Return to work IHASCO Covid 19 module is completed.</p> <p>Those who will be working from home are supported.</p>	<p>5</p>	<p>2</p>	<p>10</p>	<p>Sentence removed  <b>Link removed</b>  <b>Shielding measures are paused from the 1 August 2020,</b>  <b>Separate RA in place for CV staff.</b>  <b>Following new national restrictions from 5<sup>th</sup> November CEV staff should be working from home unless guidance changes.</b></p>	<p>LMN/RMH</p> <p>Line managers</p>
<p><b>Displaying symptoms of COVID 19</b></p>	<p>Staff and pupils</p>	<p>Each academy has nominated a Covid response Co Ordinator.</p> <p>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</p>	<p>5</p>	<p>2</p>	<p>10</p>	<p>Refer to separate OAT Flowcharts – Academy to enter local HPT number</p>	<p>LMN</p> <p>LMN/TDY/ KGN</p>



		<p><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></p> <p>If a child is waiting to be collected, they are moved to an isolated room if appropriate for age of the child, windows in the room are opened for ventilation.</p> <p>If a child cannot be isolated, they are moved to an area which is at least 2 metres away from others.</p> <p>PPE is worn by staff if 2 metres cannot be <b>maintained this includes face coverings.</b></p> <p>Staff member dealing the pupil/staff displaying symptoms must wash their hands for at least 20 seconds.</p> <p>The room/area round the person who develops symptoms is cleaned with normal household disinfectant after they have left.</p> <p>If the child needs the bathroom it is separate from others and cleaned and disinfected before being used by anyone else.</p> <p>Staff are aware of how to book a test if they are displaying symptoms.</p> <p>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.</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> <p><b>Academies have been supplied with an initial supply of least 10 test kits, schools should ring the test and trace helpdesk on 119 if these have not arrived.</b></p>	<p>LMN to order</p> <p>ARN</p> <p>Site team</p> <p>LMN</p>
<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
<b>Cleaning after a confirmed case</b>	Staff and pupils	<p>Action plan and infection flow chart followed.</p> <p>All surfaces that the symptomatic person has come into contact with are cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells including isolation room</p> <p>Academies use a Fogger in only areas affected after each confirmed case.</p>	5	2	10		<p>RMH</p> <p>Site team and cleaning team</p>

		If Cloths and mops are used as addition they must disposed of and put into waste bags for 72 hours as per the guidance outlined in <a href="https://www.gov.uk/guidance/covid-19-cleaning-in-non-healthcare-settings-outside-the-home">COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a>					
Site specific to Academy							

### 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> 26 <sup>th</sup> August 2020	<b>Manager Name and Signature:</b> Lisa Mason	<b>Date:</b> 1/12/20
<b>Review date: 7<sup>th</sup> September 2020/ Reviewed dates shown above at the beginning of Risk assessment</b>			

## Guidance

### Severity of Harm from this Hazard

- Total Estimated Risk = Severity x Likelihood
- 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

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
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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