

Risk Assessment – Covid-19 (Autumn Term Reopening)		31 August 2020	Sheffield Springs Academy
Responsible Person	Mark Shipman, Headteacher		
Other Persons Involved	Executive Principal, Executive Business Manager, Business Manager, Chair of the LGB, SLT, Trade Union Reps, SENCO, Safeguarding Manager and Regional Director		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Schools (7 January) • Guidance on shielding & protecting people clinically extremely vulnerable https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 (31 December) • DfE –Face Coverings in Education https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education (27 November) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (31 December) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (6 January) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance. • NHS - Test and Trace – How it works (14 December) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers • NEU/GMB/Unison/Unite – Checklist for November • Sheffield LA guidance – (December 2020) • United Learning – Additional Guidance to Covid-19 Risk Assessment Template • National Lockdown: Stay at Home - https://www.gov.uk/guidance/national-lockdown-stay-at-home (6 January) • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal 		

Details	
<p>To ensure the H & S is managed covering staff, pupils, contractors and visitors with completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020.</p> <p>To minimise the risk of infection to all persons, the following system of controls have been applied by the school</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2. Clean hands thoroughly more often than usual 3. Use face coverings during circulation and social times as recommended by Sheffield LA and Sheffield’s Director of Public Health. 4. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 6. Minimise contact between individuals and maintain social distancing wherever possible 7. Where necessary, wear appropriate personal protective equipment (PPE) 8. Keep occupied spaces well ventilated 9. Engage with the NHS Test and Trace process 10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community notifying government agencies as appropriate 	Yes

<p>11. Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> • Numbers 1 to 5 are in place in all the time. • Number 6 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment. • Number 7 applies only in specific circumstances. • Numbers 9 to 11 are followed in every case where they are relevant. 					
Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<p>The individual employee risk assessment has been reviewed by central office to reflect the Government advice applicable at that time. Individual risk assessments have now been completed for staff identified with any health issues depending on need to ensure risks are reduced. These have been all reviewed in light of the government’s guidance 31 December. Staff who live with someone who is clinically extremely vulnerable should continue to attend work and school.</p> <ul style="list-style-type: none"> • Health screening of staff will be carried out weekly (are you unwell, is anyone in your household unwell) with records held on the employee’s file. Staff have been informed that they must advise the Headteacher and Cluster HR Manager if their health changes so arrangements can be made. HR to provide weekly update reports to the Headteacher. Cluster staff must inform any of the schools they have worked in during the last 10 days. • Any staff member with symptoms of COVID-19 should not attend or will be sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 10 days. • To support the testing process, the school have been provided with a supply of home testing kits from the government. Additional tests can be ordered every 3 weeks. Sheffield LA have also organised their own testing system for staff to be referred. These should be used in exceptional circumstances. Testing at a site delivers fastest results. • If the test result is positive: <ul style="list-style-type: none"> ○ The staff member remains away from school for 10 full days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persists beyond this time; however if you still have a high temperature you should keep self-isolating until your temperature returns to normal. ○ The staff member must engage with the NHS Test and Trace programme. ○ The staff member must notify the school immediately. ○ The school contact their local Health Protection Team and the DofE for advice on any further action required in school. 	Yes	Yes

			<p>South Yorkshire HPT Public Health England Vulcan House Steel 6 Millsands Sheffield S3 8NH Telephone 0114 273 5334 (STORM) Monday to Friday 9am to 5pm Out of hours advice PublicHealthC&YP@sheffield.gov.uk – Monitored regularly 7 days per week. Weekends the 'inbox' is checked twice a day. Department for Education 0800 046 8687 Monday to Friday 8am to 6pm. Weekends 10am to 4pm</p> <ul style="list-style-type: none"> ○ If there are 2 or more confirmed cases within 14 days or an overall rise in sickness absence where COVID-19 is suspected, it may be classed as an outbreak and the local PHE will inform the school on the way forward. ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure. ● If the test is returned negative the staff member can return to school when they feel well enough to do so. ● Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. ● Face coverings are to be worn in communal areas outside the classroom as advised by Sheffield's Director of Public Health. Individuals with exemptions will still apply in the school setting. Staff have been advised to wear a face covering when dealing with students even on external duties. In addition staff may wear a face covering whilst teaching in the classroom if they wish. ● The school will adopt the government's Tier system when instructed. If instructed, the school will develop a two-week timetable rota in line with the normal school timetable to provide some consistency to reduce attendance in anyone day; priority being given to key exam year groups, vulnerable and SEND pupils. Remote learning will be adopted for those pupils staying at home. 		
		Pupils contracting COVID-19	<ul style="list-style-type: none"> ● All pupils that are classed as clinically extremely vulnerable are not attending school in line with the current national restriction advice. Pupils whose parents/carers are clinically extremely vulnerable are continuing to attend school. ● Any pupil with symptoms of Covid-19 should not attend school for 10 full days from the onset of symptoms and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. ● To support the testing process, the school has been provided with a supply of home testing kits from the government. Additional tests can be ordered every 3 weeks. These should be used in exceptional circumstances. Testing at a site delivers fastest results. 	YES	YES

		<ul style="list-style-type: none"> • Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. • A negative result means the pupil can return to school. • Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 10 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. • Face coverings are to be worn in communal areas outside the classroom as advised by Sheffield’s Director of Public Health. Individuals with exemptions will still apply in the school setting. In addition, students are being advised to wear face coverings when outside. 		
	Visitors contracting COVID-19	<ul style="list-style-type: none"> • No general visitors to site, including parents to be admitted into the school building (signage is clearly indicated at school entrances and on the website, access into reception is to be controlled by the administration staff on duty). Before and after school will be monitored by SLT to ensure parents do not congregate at school entrances. Communicated via text and letter. • Any agreed visitors will be told the school’s procedures when the meetings are booked. • All visitors to site will be carefully managed and identification details recorded on paper slips and held for 21 days to support the Test and Trace process if called upon. • Parents with an agreed appointment will be signed in by administration team and asked to wait in the allocated meeting room or allocated area in reception. This will be set out to social-distancing guidelines and must include no more than 1 staff, 1 parent and the pupil. • In the dedicated waiting area in reception, one parent may wait for their child; this is for example to be used for students undertaking admission tests and reintegration meetings. • Details of the school’s local procedures are clearly communicated by signage and administration staff to all visitors as they arrive on site. • Contractors attending while school is operational to be notified that the school is operational, and their access requirements reviewed on a case by case basis following approval by the Business Manager. . Advice will be given regarding social distancing by the Estates Team to ensure they are Covid-compliant and a Covid pack of wipes, hand gel, tissues and a guide to follow. Areas of the school visited will be recorded. • The school has commenced the allowance of external lettings via SIV. These will be outside school hours and with no admittance to the school building. The sport groups are working under SIV’s Covid19 risk assessment. These are on temporary hold during the national restriction period. • Any external/agency meetings to be organised via Skype/Teams where possible. • Reception will operate a 1 in 1 out policy; this to be communicated by signage and barriers. Controlled by administration staff. 	Y	YES

			<ul style="list-style-type: none"> Parents collecting pupils with suspected symptoms of Covid 19 will meet their child from the external student entrance gate without entering the school premises. Signage will be displayed advising any person who has symptoms not to enter the school site. Non-employees contracted to the school for essential services should be informed of the school's procedures and login via Entrysign to provide their details for Test and Trace. Face coverings are to be worn in communal areas outside the classroom as advised by Sheffield's Director of Public Health. Individuals with exemptions will still apply in the school setting. 		
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. Pupil isolated in the secure allocated area (left hand side room of The Bridge) if awaiting collection in line with <u>government guidelines</u>. This has handwashing facilities and opening windows and outside door access via the emergency exit stairs from the green corridor to outside the student gate area for when parents collect. Staff and pupils who were with the affected party should wash their hands thoroughly and the room will be cleaned. They do not need to go home unless symptomatic. PPE, will be provided i.e. disposable face masks, gloves, goggles and aprons. Once PPE has been used it is to be double bagged (1 x red) and labelled with the date and stored in the Bridge storeroom for 72 hours when it will be disposed of by the estates team in the normal waste Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance <u>COVID-19: cleaning of non-healthcare settings</u> Please refer to full procedural document for first aid response to a suspected Covid19 case. The school will contact the local health protection team who will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate if appropriate. If someone in a class or group that has been asked to self-isolate develops symptoms within their 10 day isolation period they should follow guidance and get a test. <ul style="list-style-type: none"> If a negative result, they must continue to remain in isolation for the remainder of the 10 day period. They may still develop coronavirus within the remaining period. If a positive result they should inform the school immediately, isolate for at least 10 days from the onset of symptoms. Their household should then self-isolate for 10 days. 	YES	YES

			<ul style="list-style-type: none"> The school will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, the school may take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and with the current public health advice. 		
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<u>Good Hand and Respiratory Hygiene (key principles to be applied)</u> <ul style="list-style-type: none"> Soap and running water or alcohol-based hand sanitiser to be readily available. There will be hand sanitiser stations available at each of the entrances and in each classroom for use on exit and entry of the room. Hands will be cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, before and after break, when using changing rooms, and before eating. Skin friendly cleansing wipes used for those who need assistance in cleaning hands Practices built into school behaviour culture. Catch-it, bin-it, kill-it, promoted throughout school. School will provide tissues and enough lidded bins to support disposal of waste. The SENCO will review and plan support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. This will take the form of a risk assessment that will then be shared with staff. The school is now requesting the use of face masks in communal areas following advice from Sheffield's Director of Health. Masks will be removed on entry to the classroom and disposed of in the lidded bins provided or those pupils with reusable masks will be told to remove them and put away in a zipped plastic wallet. Pupils requiring the toilet will be escorted and the toilets cleaned after use. Reactive cleaners available on each corridor. 	YES	YES
			<u>Grouping (key principles to be applied)</u> <ul style="list-style-type: none"> The school will do all it can to minimise contacts and mixing while still delivering a balanced curriculum. The aim is to reduce contact between staff and pupils; where possible a 2 metre area is to be marked around the teacher's desk. If this is not possible, screening will be used to provide additional protection. 	YES	YES

			<ul style="list-style-type: none"> • There are two methods to adopt, distancing, and bubbles/groups. There may be times when a blended approach may be required. • Focus is on distancing for the school’s pupils due to their age. • The school is to be split into Year Group bubbles but in addition provide a further bubble for the ‘Bridge and EAL’ student. This is to enable a full curriculum to be delivered. • All year groups have a specific allocated entrances, teaching and social areas within the school. Staggered start and ends to the school day to prevent year groups crossing at the same time. All entrances to be manned by staff at 8.20am Year 7 – 8.30am – 2.50pm (Entrance at the side of reception) – pupils walk around building onto A floor through fire doors to maths. Year 8 – 8.40am – 3.00pm (Entrance at the side of reception) - pupils enter via first set of fire doors, up stairwell to B floor and onto English corridor. Year 9 – 8.40am – 2.50pm (Student entrance) – Pupils walk up stairwell in student entrance and onto science corridor. Year 10 – 8.40am – 3.00pm (Sports entrance) – Pupils walk through the sports entrance and straight onto the art corridor. Year 11 – 8.30am – 3.00pm (Student entrance) – Pupils walk up stairs near reception and music to B floor and then up the staircase leading to the staff room for access to C floor classrooms. Additional duty point to be manned at the stairwell doors next to dance (B Floor) to ensure Y11s do not come into contact with Y8 pupils. Bridge/EAL – 9.00am – 2.40pm (Entrance at the side of reception) <ul style="list-style-type: none"> • In shared environments/equipment such as PE, science, music we will be increasing cleaning frequencies and plan lessons/arrangements to allow this to be undertaken. • All pupils will still be encouraged to keep distancing as a high priority in their groups. The school arranged for a staggered start to the school year over 3 days to ensure that all pupils have received specific instruction and training and a walk through of how the school will operate differently to when they left. • There will only be mixing in wider groups for behaviour support rooms. These areas will be cleaned frequently by those supervising and the cleaning team throughout the day. • The larger the group, the more robust the other controls need to be. • Partial fulfilment of these aims acknowledged as being of benefit. • Siblings can be in different groups. • All staff can and will need to operate across multiple classes and year groups but they have been instructed to practise distancing, 2m where possible. This will be reinforced in induction and on the staff inset day. 		
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			<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> • For the September opening the accommodation has been split across the school in year group areas. These are as follows: Year 7 – Maths corridor (A Floor) Year 8 – English corridor (B Floor) Year 9 – Science Corridor (B Floor) Year 10 – Art/DT Corridor (A Floor) Year 11 – Humanities Corridor (C Floor) Bridge/EAL – Old staff room area (A Floor) <ul style="list-style-type: none"> ○ Staff will remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties where possible. Markings will indicate the teacher’s area. ○ Pupils will be sitting side by side and facing forwards, in IT classrooms they will be separated by screens due to tables being round in shape. ○ It is our aim to avoid face to face contact and limit time spent within 1m of anyone. ○ Education and care support for those with complex needs to be provided as normal via the Bridge provision. ○ Rooms will all have a clear teacher desk policy and will be provided with tissues, hand sanitizer. ○ All teachers will be provided with their own packs of antibacterial wipes; it is their responsibility to wipe down the desk, chair monitor, keyboard, telephone etc. before and after every lesson. Additional wipes will be provided by the school via the Estates helpdesk. ○ Pupils will be provided with an initial stationery kit in a plastic zip folder (tissues, calculator, pens, pencil, rubber, ruler) ○ Text books will be wiped down with the antibacterial wipes and exercise books have antibacterial covers. 	YES	YES

			<ul style="list-style-type: none"> ○ Pupils to have own equipment provided by school. Laptops for specific pupils to be labelled and used only by them. ○ IT equipment to only be used by the teacher except in designated IT rooms. ○ TA support to be provided in the classroom, no pupils withdrawn for support initially. ○ Classroom windows to be open. ○ Promote catch-it, kill-it, bin-it. ○ Signage in classrooms and corridors. ○ Pupils to be provided with packs of pocket tissues and teacher instructed to talk through social-distancing and hygiene information as part of their induction in returning to school. 		
			<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> ● Year groups are to be kept apart in social times as follows: Year 7 – Sports hall & 3G pitch Year 8 – Library corridor & quad Year 9 – Main hall and tennis courts Year 10 – Dining room and main yard Year 11 – C floor staff room and outside area in the front of the school Bridge/EAL – will remain in the old staffroom area. ● Toilets have also been allocated for each year group: Year 7 – PE corridor toilets Year 8 – Toilets adjacent to B15/16 Year 9 – Science corridor toilets Year 10 – Main student toilets Year 11 – Staff room toilets Bridge/EAL – Old staff room corridor Staff – Art corridor toilets ● Assemblies may continue to be delivered virtually or one year group at a time. ● The timetable has been designed to minimise movement around the school apart from the option groups in KS4 and when groups need to move to practical spaces. In the majority teachers will move to the allocated classroom. ● To support the movement of teachers and students the senior leadership team have allocated year group areas to provide additional supervision. ● Whilst passing on corridors remains low risk, the design and allocation of the site has minimised year groups passing each other. ● Fire muster points have been moved to try and keep the year groups separate by at least 2 metres. ● Catering has been split into the indoor areas allocated to each year group: 	YES	YES

			<p>Breakfast – will be toast provided free by the school to each year group area</p> <p>Break and lunch will be ordered at registration and then delivered for collection in the same areas. There will be no cash loaders open and parents will have to add to their accounts via online payment system. Caterlink will deduct the cost of break and lunches from their account manually so the till points will not be necessary.</p> <p>Caterlink have provided the school their risk assessment.</p> <ul style="list-style-type: none"> • All food will be served in individual bags with disposable cutlery and trays. • Staff Office and Spaces. <p>All support staff offices can be used but desks/screens will be moved or added to ensure social distancing is maintained.</p> <p>Teaching department offices and classrooms being used for meetings are limited to no more than 2 staff. Any meetings exceeding 2 must be held virtually via Teams. Antibacterial wipes will be made available.</p> <p>Science and technology prep rooms will only be used for support their departments by the technicians.</p> <p>The staff will have the use of the T & L lab as a work room, one of the food classrooms will be allocated as a staff welfare area.</p> <p>The main office will be restricted to only the administration team.</p> <ul style="list-style-type: none"> • There will be regular and thorough handwashing or use of alcohol based sanitiser carried out and encouraged to all pupils, staff and visitors including: <ul style="list-style-type: none"> ○ On arrival and before departure (Sanitiser at each entrance) ○ Before and after breaks ○ When groups change areas ○ After using toilet areas. • Handling of post or other delivered materials must involve the use of gloves (provided) via reception. Additional Perspex screen has been fitted for protection and nothing is to be handed over until requested (signage is displayed to identify these arrangements). There is to be no cash handling. • Pupils to be wearing full uniform, uniform will not be lent to pupils except in extreme circumstances where it will then be washed on site before being used again. 		
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			<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> • Stagger start and finish times have been allocated to year groups (see earlier) to prevent groups mixing where possible, but without reducing the amount of teaching time. • Parents have as a community been invited to a Town Hall online meeting with the Headteacher to explain the September arrangements including drop off and collection to prevent gathering at the school gates. (Supervised by SLT). Letters will be emailed, text and on the website for parents to read. All pupils will also receive a copy via Teams. • Those pupils who utilise public transport and arrive wearing face coverings, will be asked to continue to wear them until they enter their classroom under the revised guidelines. All other pupils will be required to wear a face covering before entering school. These will be removed and placed in the lidded bins in each classroom entrance so they can be removed safely. Pupils with reusable face coverings will be asked to remove them and put in a zipped plastic wallet. 	YES	YES
			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> • The school's SENCO will provide specific assessments for those with SEND needs to help with adjustments. • Supply/peripatetic/cluster staff/Unravel/Wellbeing support staff are to be limited and Microsoft Teams meetings still encouraged. We will ensure they are fully aware of the school's procedures and risk assessment and they must leave their details and record which pupils/groups or staff they have been with for the Test & Trace scheme. Contact must be minimised and distance maintained as much as possible. • Contractors and other agreed visitors to site will have the school's processes advised to them before arrival. They will also be planned to minimise contact with the school community particularly contractors. The school will record of all visitors and contact details to we may trace if needed by PHE. • Dual registered children can attend, and individual risk assessments made with the other setting. • Equipment – <ul style="list-style-type: none"> ○ Stationery pack to be provided for each pupil in the first instance. ○ Classroom resources – can be used freely within the bubble/class group, but will be subject to regular cleaning ○ Resources shared between groups will have frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between uses (72 hours for plastic items). 	YES	YES

			<ul style="list-style-type: none"> ○ Outdoor seating areas to be utilised in the yard and quad; whenever 2 metre social distancing can be assured. Seating to be sprayed daily. ○ Pupils have been advised to limit the amount of equipment they bring to school ○ Resources are not to be encouraged to be taken home but where it contributes to education and development they will be subject to the same rules re cleaning and rotation as above. 		
			<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> ● The school is promoting walking/cycling to school if possible ● Face coverings are currently required on public transport for all over 11 years old. See above for how this will be managed (see above). ● Travel guidance issued to parents over the summer holiday period ● School use of taxis is allowed subject to the normal safeguarding checks and ensuring that pupils follow the government guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#taxis-and-private-hire-vehicles Pupils will be provided with hand sanitiser for the journey and a mask must be worn unless the child has an exemption. 		
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> ● Soft furnishings will remain in storage from reception and 2 metre signage indicated for expected visitors to wait. ● All staff room soft furnishings to be put out of use. ● Any unnecessary furniture will be removed to aid distancing between groups, hire of storage unit to facilitate this. ● Year group areas to be identified with posters and markings; stairwells, corridors and entrances. ● Staff collaborative spaces will be laid out to ensure social distancing and markings on the floor where appropriate. This will all be discussed at staff inset and via email before school starts. ● It is important to ensure the building is well ventilated and a comfortable teaching environment is maintained. This can be achieved as follows: Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) Natural ventilation – 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). Opening internal doors can also assist with creating a throughput of air Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). 	YES	YES

			<p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • 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) • where the temperature becomes uncomfortably low staff should close their windows but open their classroom door to support ventilation and air flow. • rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <ul style="list-style-type: none"> • All printing requirements to be sent to admin team. Urgent printing to be only undertaken in the A floor reprographic room, with a sanitising station. Tape will indicate 2 metre spacing. • Lifts to only be used by one person – only for specific staff and pupils – pass allocated. Cleaners to wipe down regularly. • Non-fire doors propped open to remove need for hand contact • Outdoor seating areas to be utilised in the yard and quad; whenever 2 metre social distancing can be assured. Seating to be sprayed daily • Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> ○ Work back-to-back ○ Install screens between workstations – admin office ○ Developing a rota so that staff don't have to work together or staff relocated to different offices. ○ Teaching and learning hub provided as additional workspace for teaching staff • Prohibit office shared workstations; with robust cleaning every day. In classrooms teachers will have the facilities to clean their own area and there will be a deep clean at the end of each day. • Update and display the <i>Covid-19 Secure in 2020</i> poster 		
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> • All staff to have 1:1 call with a member of SLT, Line Manager or HR to ascertain concerns or personal issues that they need support with. The aim is to consult individually and alleviate any concerns. • Staff union representative and Chair of the LGB, LGB have been involved in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance). • Staff have had 2 briefings prior to the school closing to communicate the plans of this risk assessment and its findings. • Back to basics guidance booklet produced for all teachers. • Staff inductions to include all the arrangements. 	YES	YES

			<ul style="list-style-type: none"> • Strategy for pupils feeling anxious about returning to school produced for use in the first week of term. • Pupil wellbeing strategy to be developed. • Parents have been invited to a Town Hall meeting to discuss the plan and ask that they put forward any concerns or questions. • Staff have access to Group's occupational health and counselling service • Publish the findings of this risk assessment on the school website. 		
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> • There will be a team of 3 cleaners on 3 shifts throughout the whole day in addition to the normal team. During the school day their role will be to clean all surfaces touched (handrails, door handles, push plates, copiers, and toilets after use). • At the end of the day all areas that have been in use will be fully cleaned including particular attention to phones, keyboards and mice in line with normal procedures and cleaning risk assessment. There is no requirement for additional PPE to be worn. • Cleaning staff have a briefing sheet to remind them to be mindful to minimise face contact and the need for regular handwashing and the use of PPE when needed. • Cleaning following confirmed/suspected case will be in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • Staff to wipe down their keyboard, mouse and phones at the beginning and end of the session • Outside seating to be sprayed daily. 	YES	YES
Delivery of 'higher risk' subjects	Staff, Pupils	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> • Meetings have been had with the subject leads and the school's Health and safety Coordinator to review their risk assessments for the planned activities and update accordingly ready for September. • Reference has been made to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). • Sport enrichment activities have commenced; each year group has an allocated day and the changing rooms are cleaned at the end of each session. • Music lessons will contain no singing for the first half term. A new risk assessment is to be completed to commence some singing from November. Food technology and science lessons will have live or video demonstrations to pupils by the class teacher. Any developments to move to practical sessions will be following revised Covid19 risk assessments. • Enrichment activities are continuing during the national restriction period if the clubs are established and supporting parents with childcare. • Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. • No visits to be during curriculum time, but a programme to be developed. 	YES	YES

Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> • Safeguarding and SEND staff are liaising with individual families to plan for each child. • Parents will have the opportunity to make school aware of any additional needs their child may have that the school is unaware of via the parental survey. • The SENCO and key staff have completed a risk assessment for all pupils attending school with an EHCP and discuss, agreed with parents/carers. • SENCO to share key information regarding how school will operate and encourage parents to talk to their child about the procedures before returning. 	YES	YES
Failure to follow local rules	Staff, Pupil, Visitors	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	<ul style="list-style-type: none"> • The behaviour policy is being amended to support the changes and to incorporate sanctions for violation of deliberate refusal. The school has cross referenced behaviour policy with DFE guidance published in July. • Staff will be briefed on the inset day in September. • Pupils will have instruction on their induction day in September • Behaviour Team and SLT to support on corridors and will be on a rota for lesson changeover. Pupils will be reading whilst teachers move to encourage good behaviour. • Behaviour support rooms have been allocated: KS3 – IE room (A floor) KS4 – C11 (C floor) • SLT and the Business Manager, Executive Business Manager will undertake observations to ensure compliance and the risk assessment reviewed weekly as an SLT standing item so adjustments can be made. • All staff asked to review RA and to comment on any issues /concerns. 	YES	YES
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> • Premises compliance status to be reviewed by Business Manager and Executive Business Manager prior to reopening and a briefing provided to the school's Headteacher to confirm all compliance is up to date or any outstanding issues. All checks completed 1/9/2020. • Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) • School has a documented record of all PPM tasks – no checks have been missed. • Headteacher to meet weekly with the senior leadership team and business manager to review any premises compliance items that are becoming a concern and fully review this risk assessment. Any changes will be notified to all staff, pupils and parents were appropriate. 	YES	YES
The school lapses in following national/group	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads	<ul style="list-style-type: none"> • Central office to ensure that Coronavirus pages on the Hub are kept updated, reviewed by the Business Manager • Important updates/changes to be included in Jon Cole's Heads Bulletins. 	YES	YES

guidelines and advice		rapidly through the school and wider community	<ul style="list-style-type: none"> • Headteacher to ensure that all relevant guidance is followed and communicated to SLT at daily meetings, this is then to be disseminated to staff at weekly briefings. • Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment weekly with the Business Manager. • Information on the school website is updated regularly. There is a dedicated section for Covid19 advice, guidance and communication. Website to be amended in line with UL guidance. • Parents/Pupils updated via Form Time, Teams & MyEd as and when required. • Any change in information to be shared with Chair of Governors & LGB. There will be continued Skype meetings into the autumn term and passed on to parents by MyEd, staff by emails and online briefings. • Regular “Keeping in Touch” meetings held with the Headteacher and Chair of the LGB. 		
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> • Extra-curricular provision is not being undertaken in the first instance, if this is to be restarted it will be subject to specific risk assessment developed with reference to DfE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak • Fire risk assessment has been reviewed. • Fire safety procedures amended to support COVID-19 arrangements; to include new muster areas and changes in staffing responsibilities but keeping as close to the normal school procedures as possible. These will be shared with pupils and staff on INSET day and pupil induction days. • Staff training scheduled monitored and any slippage identified; staff have been using online training via Smartlog to ensure we have kept up to date. First aid training completed in the autumn term 2 November. • Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. 	YES	YES
Asymptomatic Testing Programme	Staff, pupils, agreed contractors	Additional measures required to support the routine weekly and contact testing for the Critical Worker and Vulnerable provision - January 2021.	<ul style="list-style-type: none"> • All testing to be carried out in strict adherence to the procedures contained in the “<i>NHS How to Guide: Rapid Testing in Schools and Colleges</i>”. • The school will establish a Testing Team in school. • The school will ensure that it has received consent for any student and staff who is tested. • Training – The school have followed the “<i>NHS Training Guide for Rapid Testing in Schools and Colleges</i>”. All staff involved have completed the online training programme and have been signed off as competent by the using the competency assessment templates provided by DfE/PHE. • Premises – The main school hall area has been set up in compliance with the “<i>NHS How to Guide Rapid Testing in Schools and Colleges</i>”. The school have made provision for all materials required as detailed in the same. Testing areas will be cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already managed covered in other existing school risk assessments. • Signage – the testing area has been clearly demarcated to support flow and to prevent unauthorised entry. 	YES	YES

			<ul style="list-style-type: none"> Logistics – Staff and students will arrive and leave through separate entrance and exit. For the weekly test they will return to their classroom area after their test. If positive they will then be collected and escorted to the Bridge until collected. If close contact testing these students/staff will remain in the designated area in the hall until the result is negative. If positive they will be escorted to the Bridge to be collected. PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff will be training in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the “NHS How to Guide: Rapid Testing in Schools and Colleges” Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school’s existing manual handling procedures. Waste – Clinical waste contracts have been established and the Business Manager will ensure that waste streams are not contaminated. Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the <i>How to Guide</i> and the linked training modules. First Aid – the school will ensure that access to first aid provision is always possible whilst asymptomatic testing is being carried out. Monitoring – the school’s Quality Lead/Team Leaders will verify the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained. Testing – tests will be self-administered under direction of the testing team. Where additional assistance is required these students will have allocated staff from the Critical Worker & Vulnerable provision team. <p><u>Results</u></p> <ul style="list-style-type: none"> For routine weekly testing, participants will return to work or class while awaiting their result. For daily contact testing, participants will need to be held in a holding space, with a separate space for each group of close contacts that is cleaned once each group leaves. See above Anyone in receipt of a positive result needs to self-isolate and take a confirmatory PCR test. Schools have been supplied with PCR kits for participants to use at home. 		
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Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Break and lunch time supervision rotas	20 August 2020	August 2020	CHO
Behaviour policy	17 July 2020	August 2020	SCL
Pupil Wellbeing Strategy	17 July 2020	August 2020	SCL/ASQ/JNE
	5 January 2021	5 January 2021	MSH/SMC/CCA/VHA

<p>National Lockdown Measures</p> <p>All the above measures are still applicable and will remain in place during the National Lockdown.</p> <p>The school will only allow those children assessed by the Deputy Headteacher as vulnerable or those whose parents are classed as a critical worker.</p> <p>All other pupils will not be attending and will have remote learning through to February half term.</p> <p>Only staff that are required to support the Critical Worker and Vulnerable provision will be required on site.</p> <p>Staff welfare during lockdown is of primary consideration, support will be provided by calls to all staff by the SLT every 2 weeks, virtual briefings, newsletters, homeworking guidance and access to CiC support.</p> <p>Weekly safeguarding meetings will be held to review all pupils not attending school. Support will be then provided to those pupils identified with direct contact being made.</p> <p>Home visits are to be avoided and should only occur with agreement of the Headteacher.</p>			
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<p>Assessment completed by:</p>	<p>Mark Shipman, Headteacher, Andrea Garnett, Executive Business Manager & Stacy McKay, Business Manager</p>	<p>Date:</p>	<p>7 January 2021</p>	<p>Date of next review:</p>	<p>19 January 2021</p>
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Guidance on completing the form

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

Risk Assessment Title and Responsible Person

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

Details

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

What are the hazards and Who is at Risk?

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

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

What harm is associated with the hazard?

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

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

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

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

Review Period

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.