

## COVID-19 Risk assessment – Return to school

### **The Government has asked schools to adhere to the following:**

This risk assessment sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). Some are suggested measures that may be or may not be applicable to your school and specific education setting. The responsible person within the school should use this information to formulate a plan / safe procedures that fit your school.

There are some specific issues that are addressed in the risk assessment but for clarity please read the following Government advice to schools:

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25?utm\\_source=23%20February%202021%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25?utm_source=23%20February%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

### **Additional considerations for planning to re-open schools to more students and staff:**

The NEU/ NASUWT has provided some additional information for its members that schools could consider, these are outlined below and on the following link:

<https://neu.org.uk/coronavirus>

<https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance.html>

The school should consider further measures and areas during the completion of the initial risk assessment and as the assessment is reviewed during the daily occupation of the school at this time. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for pupils with special or additional needs, taking into account the following:

- Staff who have underlying medical conditions (as defined in government guidance);
- Staff who are subject to shielding or are in a household where someone is shielding;

- Staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;
- The availability of supply staff to cover any vacancies or long-term absences.

Individual risk assessments for specific pupils should be reviewed to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of students who previously were not assessed to need one. This may include the following students:

- Pupils who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
- Pupils who need specific care, which cannot be delivered whilst ensuring social distancing;
- Potentially violent pupils, especially those with known risk of spitting and or requiring physical restraint.

The SEND coordinator and other affected staff should be consulted when reviewing or writing such assessments.

### **Transport arrangements:**

Transport to and from school should be assessed if provided by the school or if managed by the school team. How can this be managed safely or adapted to for in line with current social distancing requirements? Do school start times need to be adjusted to accommodate staff and students getting to school safely?

### **Premises Management**

In conjunction with this risk assessment and guidance Judicium Education have previously provided a detailed risk assessment template for 'Managing Premises Functions' during this time and a six part series of guidance documents (in the form of newsletters) titled 'Managing School Premises during COVID-19 outbreak'. The school's management and H&S Lead have been sent this guidance and have access to all Judicium templates. The premises team should refer to this information in order to ensure the school buildings are suitably managed at this time.

### **Covid-19 Testing:**

As essential workers, Support and Teaching staff can apply for a covid-19 test on the government portal or the school can arrange the test on their behalf: <https://www.gov.uk/apply-coronavirus-test>

For further information regarding this assessment please refer to your assigned Judicium Education Health & Safety consultant

## Health and Safety Risk Assessment – Re-opening Schools – COVID-19

<b>Academy / School</b>	<b>Alcester Academy</b>	<b>Assessment No.</b>	<b>1</b>
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<b>Site</b>	<b>Main School</b>	<b>Location</b>	<b>Gerard Road, Alcester</b>
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<b>Subject of Assessment</b>	<p>Opening schools to key worker's children and additional specific year groups.</p> <p>In <b>Secondary</b> this includes Year 10 and Year 11.</p> <p>In <b>Special schools, special post-16 institutions</b> and <b>hospital schools</b> it includes additional students on a phased return.</p>		
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<b>Assessed by</b>	<b>Sarah Mellors</b>	<b>Date</b>	Feb 2021	<b>Review date</b>	<b>July 2021</b>
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<b>Details of workplace/activity</b>	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.	<b>Persons Affected</b> (Who may be harmed)	
		Students, Employees, Contractors and Visitors.	

<b>Hazards and Risks</b>	<b>Existing Control Measures</b>	<b>Risk Level</b> (Very High, High, Medium, Low)	<b>Further Actions</b> √/X
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			(If ✓ See Actions) Annotation/notes	
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	<ul style="list-style-type: none"> <li>The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</li> </ul>	Medium	Signage in place and communication sent to parents
		<ul style="list-style-type: none"> <li>Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 1m apart from others, should follow staff members instruction and should not congregate outside the school;</li> </ul>	Medium	Parents don't tend to collect and wait outside the door/school
		<ul style="list-style-type: none"> <li>Parents issued specific school protocols for school attendance for them to explain to their children;</li> </ul>	Medium	National guidance being followed. Letters have been sent to those parents who have children returning
		<ul style="list-style-type: none"> <li>Parents of SEND students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures;</li> </ul>	Medium	
		<ul style="list-style-type: none"> <li>Staff are briefed and consulted on school procedures and the plans for re-entry of students;</li> </ul>	Medium	
		<ul style="list-style-type: none"> <li>Employees have had sufficient training and briefing regarding infection control and school protocols; This has been on line</li> </ul>	Medium	
		<ul style="list-style-type: none"> <li>Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including:  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a> </li> </ul>	Medium	
	Medium	Well-Being guidance signposted and physically posted home to staff. Staff encouraged to raise issues through line management		

		<ul style="list-style-type: none"> <li>• In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to students;</li> <li>• There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;</li> <li>• Hazard reporting mechanism are in place and easily accessible;</li> <li>• Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful</li> <li>• Return to school assemblies with students and thorough communication with parents</li> </ul>	<p>Medium</p> <p>Medium</p> <p>Medium</p>	<p>All staff have details and can contact SLT at any time as required. HT phone number given</p> <p>Staff involved have been updated on changes every step of the way. This has been on going throughout lockdown In place.</p> <p>Site issues raised through e mail address.</p> <p>Talks proposed for 15<sup>th</sup> July and 1<sup>st</sup> Sep. Weekly Monday staff briefings</p>
2.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:	<b>Secondary school (entry to the school):</b>	Medium	All identified



	<ul style="list-style-type: none"> <li>Drop off / entry to the school.</li> </ul>	<ul style="list-style-type: none"> <li>Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents</li> <li>Students who are dropped off can do this in the usual way but drivers <b>MUST NOT</b> leave the vehicle;</li> <li>Students must enter via the designated, signed (specifically for this time) entrance to the building</li> <li>Students are encouraged to complete hand washing on entry to the school; sanitisers are available at entrance points</li> <li>Entrance doors are held open, reducing the number of occupants touching the doors;</li> <li>Good hand washing signage to instruct students how to do this effectively is displayed</li> <li>Students to wear face covering into school (From Gerard Road) and then in corridors as they walk to tutor rooms</li> <li>SLT to ensure that students are using the correct bubble entrance</li> </ul>	<p>In place</p>	<p>In place. 4 entrances In place In place In place</p>
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Pickup / leaving the school.</li> </ul>	<p><b>Secondary school (exit from school):</b></p> <ul style="list-style-type: none"> <li>Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>Parents are not to park on the school premises under safety grounds, or drive on to the staff parking areas</li> <li>Students who are picked up can do this in the usual way but drivers <b>MUST NOT</b> leave the vehicle;</li> <li>Students must leave via the designated, signed (specifically for this time) exit from the building;</li> <li>Exit doors are held open, reducing the number of occupants touching the doors;</li> </ul>	<p>Medium Medium Medium Medium Medium</p>	<p>Staggered exit planned  All in place</p>

		<ul style="list-style-type: none"> <li>• Students can wash hands as they leave the school building;</li> <li>• Hand-wash stations are known;</li> <li>• Good hand washing signage to instruct students how to do this effectively;</li> <li>• Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas; different exit routes for bubbles are suggested</li> <li>• Finish times have been staggered for each class in order to prevent large numbers students leaving at the same time</li> <li>• Students to wear face coverings out of school on Gerard Road</li> <li>• SLT to ensure that students are using the correct bubble entrance</li> </ul>	<p>Medium</p> <p>In place</p> <p>Medium</p> <p>Medium</p> <p>Medium</p>	
I	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Classroom use / activities.</li> </ul>	<p><b>There will be no assemblies in the hall</b></p> <p><b>Secondary / colleges:</b></p> <ul style="list-style-type: none"> <li>• Classroom sizes are restricted to year group bubbles;</li> <li>• Students are managed while entering the room and are asked to sit at desks/work areas before the next student moves within the same area;</li> <li>• Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces;</li> <li>• Students have allocated resources such as pens that are assigned to their bubble. Parents/carers are asked to provide personal stationery items.</li> </ul>		<p>2m distances marked (even though distance is now 1m)</p> <p>Duty staff arranged to see students in to rooms</p> <p>Furniture has been repositioned</p>

		<ul style="list-style-type: none"> <li>Resources for the day are provided in a tray or similar and are cleaned at the end of the day;</li> <li>Students and staff use hand sanitiser on entry to the classroom;</li> <li>Where possible classes/activities will be completed outside; this is restricted by weather</li> <li>The timetable has been prepared to include reduced movement around the school;</li> <li>Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>Air conditioners to be used only if natural ventilation is not effective. Filters to be cleaned regularly</li> <li>TAs supporting students to maintain safe distances IT technicians to wear masks if required</li> <li>Child remains at desk.</li> <li>Staff to wear face coverings around the class room, or to remain 2m away from students</li> <li>Students to wear face coverings in classrooms during the Spring 2021 return to school phase</li> </ul>		Rooms have sanitisers, tissues and wipes available
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Dining;</li> <li>Moving around the school;</li> <li>Break-time / playgrounds.</li> </ul>	<p><b>Secondary / colleges:</b></p> <ul style="list-style-type: none"> <li>Separate lunch breaks are designated for each bubble. Students will stay in these groups during lunch;</li> <li>Lunch area cleaned before and after each group's lunch (not just at the end of break). Only one student will use a clean lunch space before it is cleaned again;</li> <li>Dining is organised so that no person sits</li> <li>Students to wear face coverings when purchasing food</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Students have packed lunches;</li> <li>Students are advised to clean hands before and after eating lunch in the classroom</li> </ul>	<p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>(see above)</p>	Lunches are planned at specific times for bubbles



		<ul style="list-style-type: none"> <li>• Water fountains are closed for student use. Students provided with water bottles to use, or can buy drinks</li> </ul> <p><b>Moving around the school:</b></p> <ul style="list-style-type: none"> <li>• Movement to different areas within the schools is reduced as much as possible;</li> <li>• Suitable external doors are used to move students from one area to another. Effectively creating external corridors in the open air;</li> <li>• Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; students are encouraged to wear an extra 'under' layer to help warmth during the winter months</li> <li>• Additional furniture, coats, bags are not permitted in the school corridor;</li> <li>• Corridors are sterile environments and kept as clear as possible;</li> <li>• Corridor floors are demarcated to show direction and safe distance signage;</li> <li>• Times are allocated for each class to reduce the need to pass one another in open spaces</li> <li>• Additional staff hours to be in place to supervise movement around the school (midday supervisors)</li> <li>• Students to wear face coverings from classroom to classroom</li> </ul> <p><b>Break-times / playgrounds:</b></p> <ul style="list-style-type: none"> <li>• Separate times or areas (at a safe distance using government guidance) are issued for each separate class group</li> </ul> <p><b>Secondary / colleges:</b></p>	<p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>To action</p> <p>Medium</p> <p>Medium (in bubbles PE staff Medium</p>	<p>All belongings have been removed from cloak rooms Signage and tape in place marking 2m Rota in place to minimise bubbles meeting. Separate areas planned</p> <p>N/A Enhanced cleaning triggered. On site cleaner</p>
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		<ul style="list-style-type: none"> <li>• Students are permitted to use the time for being away from lessons or outside</li> <li>• Team sports are not permitted</li> <li>• Daily inspection and enhanced cleaning programs in place for external areas</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities">https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities</a> Respect for, and action towards guidance around BAME students</p>		
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> <li>• Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> <li>➢ Entry and exit from the school;</li> <li>➢ After using the toilet;</li> <li>➢ On entry to the dining hall;</li> <li>➢ Before and after eating;</li> <li>➢ On entry and exit from each classroom (facilities put in all rooms to sanitise)</li> </ul> </li> <li>• Unnecessary touching of the face is discouraged.</li> <li>• Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm;</li> <li>• Toilets and wash stations have single use paper towel for drying hands</li> <li>• Personal headphones encouraged for Imedia/Computing students</li> <li>• Face coverings to be worn in open areas; hall and general corridors and in between lessons</li> </ul>	<p>Medium</p> <p>Medium</p> <p>Medium</p> <p>In place</p>	<p>Additional sanitiser etc purchased</p>

		Face coverings to be worn when purchasing food and in lessons		
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> <li>• The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> <li>➢ Frequent cleaning of classrooms, Toilets, common areas and dining halls;</li> <li>➢ Frequent cleaning of all touched surfaces, such as door handles, handrails</li> </ul> </li> <li>• Classrooms will be cleaned regularly</li> <li>• Toilets will be cleaned in the morning, after break, after lunch and at the end of the day;</li> <li>• Common areas will be cleaned once a day;</li> <li>• Equipment used by the students and staff will suitably cleaned at the end of each day or before it is used by another person;</li> <li>• If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on <a href="#">COVID-19: cleaning un non-healthcare settings.</a></li> <li>• Site team have radio at all times</li> <li>• Chairs wiped down as required after staff CPD</li> <li>• Cleaning of specialist rooms in between year group bubbles using them</li> <li>• Teaching staff trained to do this if requested</li> </ul>	In place. On site cleaners.	Pauline Riddle
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> <li>• Employees are required to conform with social distancing requirements at all times;</li> <li>• School offices are either reduced in occupation and desks positioned in order to provide adequate separation or</li> </ul>	Expectation  Medium	In place. Tape put down where required. Screen in place-office,

		<p>staff are moved to other areas to reduce contact; screens in place</p> <ul style="list-style-type: none"> <li>• Reprographics has boundaries marked out</li> <li>• LSU is restricted to key staff and the Year 7 bubble</li> <li>• Staff room operates social distancing</li> <li>• Each staff area has been assessed</li> <li>• Staff toilets are used by one staff member at a time and have soap and sanitiser available</li> <li>• Staff are encouraged to bring a packed lunch, keeping a suitable distance from other occupants;</li> <li>• Students will practice social distancing from staff appropriate to their age and as described in additional points of this assessment;</li> <li>• Teaching staff to always have a 2m designated teaching space at the front of the room</li> <li>• Similar distances used for support staff as appropriate to roles</li> <li>• Employees will be provided with and wear PPE when required in accordance with government guidance .</li> <li>• Masks worn in social spaces and classrooms</li> </ul>	<p>Medium Medium Low Medium Medium</p> <p style="text-align: center;">↓</p>	<p>repro, LSU restricted</p>
9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> <li>• Dealing with general First aid;</li> <li>• Lack of trained first aiders;</li> <li>• Dealing with a suspected case of Covid-19;</li> <li>• Inappropriate handling / removal of clinical waste</li> <li>• Intimate care procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19;</li> <li>• The FA assessment takes into account numbers and ages of students, number and training of employees;</li> <li>• This information forms the decision on what activities and groups can safely be managed within the school;</li> <li>• This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision;</li> </ul>	<p>Medium</p> <p>LSU staff to lead first aid provision for students. Full PPE provided.</p>	

		<ul style="list-style-type: none"> <li>• Qualified first aiders are in place at an appropriate ratio The school has a specific room dedicated for suspected cases of COVID-19;</li> <li>• Occupants (staff or students) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</li> <li>• First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> <li>• First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></li> <li>• PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• The first aid room will be cleaned frequently and after each use (when first aid care has been provided)</li> </ul> <p><b>Waste disposal measures</b> Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>• Put in a plastic rubbish bag and tied when full;</li> <li>• The plastic bag is placed in a second bin bag and tied;</li> <li>• It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>• Waste is stored safely and kept away from children;</li> </ul>	<p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p>	<p>Specific room allocated</p>
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		<ul style="list-style-type: none"> <li>Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>If the individual tests negative, this can be put in with the normal waste;</li> <li>If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> <li>If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment</li> </ul>	<p>Pauline Riddle to communicate to site/cleaners.</p> <p>New bins all in place.</p>	
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> <li>Parents;</li> <li>Maintenance contractors;</li> <li>External Teachers;</li> <li>Inspectors;</li> <li>Delivery personnel</li> </ul>	<ul style="list-style-type: none"> <li>Parents are not permitted to enter the school;</li> <li>Parents have been informed to call the school office or email if they have any questions or concerns;</li> <li>If parents need to drop off items for students, they should be left at the school main entrance for staff to collect;</li> <li>The SLT are able to TEAMS (or other) parents if face to face meetings are required;</li> <li>For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff;</li> <li>Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk;</li> <li>Visitors will only be permitted into the school if they have an appointment;</li> <li>Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available;</li> </ul>	<p>In place</p> <p>In place</p> <p>If required. Low</p> <p>To install</p> <p>All low. In place and considered</p>	<p>ITT students are permitted in school along with professionals</p>

		<ul style="list-style-type: none"> <li>• The school contact is required to attend reception in good time to meet their visitor;</li> <li>• Meetings with visitors will be via video conference or phone where possible;</li> <li>• If not possible social distancing measures will be adhered to at all times;</li> <li>• Face to face meetings in small room or within 2m are not permitted;</li> <li>• Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time;</li> <li>• Deliveries will be accepted at designated quiet times only;</li> <li>• Delivered items will be left outside of the school building for staff to collect</li> <li>• Professionals visitors to have sight of risk assessment</li> <li>• Midday supervisors employed for longer hours to support flow/traffic around the school</li> <li>• Face coverings to be worn in open areas and in classrooms Spring 2021</li> </ul>		
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> <li>• Toilets allocated by bubbles</li> <li>• Two bubbles can share facilities (up to 250 are allowed in each bubble)</li> <li>• Toilet use protocols are managed by Teachers if located adjacent to classrooms;</li> <li>• Student use of toilets outside of early years' is managed by staff and communicated to students;</li> <li>• Toilet in use signs are in use;</li> <li>• Toilets are cleaned throughout the day</li> <li>• No additional curriculum opportunities in the first instance. E.g clubs. Rock academy leader (BH) to be trained in deep cleaning</li> </ul>	Medium. Signage up and duty staff assigned	

		<ul style="list-style-type: none"> <li>• Face coverings to be worn in larger, public spaces (corridors, hall etc) and lessons</li> </ul>		
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> <li>• Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;</li> <li>• Children are suitably supervised at all times</li> <li>• Staff duties will increase temporarily</li> </ul>	In place  In place	To be reviewed as needed
13.	Lack of suitable premises management	<ul style="list-style-type: none"> <li>• The school adheres to the government guidance on managing buildings that are partially open;</li> <li>• The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time;</li> <li>• Premises staff levels are maintained and suitable for the use of the building;</li> <li>• Appropriate cleaning and premises staffing levels are in place;</li> <li>• Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>• Contingency in place for sudden premises staff absence;</li> <li>• The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six part series of guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed</li> </ul>	All in place  Pauline Riddle	
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> <li>• Suitable storage and management of flammable hand sanitizer is in place;</li> </ul>	Medium. Site team/Adrian Parker	





		<ul style="list-style-type: none"> <li>• All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>• Material safety data sheets are held for all chemicals and readily available to all staff;</li> <li>• All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>• COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>• Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment</li> </ul>		
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> <li>• Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> <li>➢ Safe assembly of occupants following social distancing requirements;</li> <li>➢ Masks on if time permits;</li> <li>➢ Safe exit via the nearest final exit;</li> <li>➢ Training occupants of any changes to evacuation;</li> <li>➢ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school;</li> <li>➢ Use of the school has been reduced to enable safe sweeping and evacuation;</li> <li>➢ Due to reduced numbers use of the school is kept to ground floors or specific areas where possible</li> </ul> </li> <li>• All other fire system testing and maintenance has continued as normal.</li> <li>• Both fire and lockdown procedures have been tested under covid (Oct 2020)</li> </ul>	Pauline Riddle	Fire trumps COVID. Normal fire procedures stand

<b>ACTION PLAN (Additional Control Measures Required/Recommended Actions)</b>		
<b>Hazards and Risks</b>		<b>Recommended Actions</b>
16.	Staff who are vulnerable or shielding	<ul style="list-style-type: none"> <li>• Separate risk assessment in place as required</li> <li>• Staff offered personal school visit</li> <li>• Offer the opportunity to see whole school risk assessment</li> <li>• Regular checks for reassurance, adaptations to be made as needed</li> <li>• Opportunity to wear mask if required</li> <li>• Individual actions taken if/as needed</li> <li>• <a href="https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities">https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities</a> respect for guidance with staff members or students belonging to BAME groups</li> <li>• SENCo oversees support for children with SEND in conjunction with Director of Student Well-Being (SLT)</li> </ul>
17.	Transport (students)	<ul style="list-style-type: none"> <li>• Students are encouraged to walk, cycle or get dropped off by car</li> <li>• School to update parents and students on safety measures; queue in year group bubbles and sit on the bus in year groups</li> <li>• Students advised to wear masks on public transport. Face masks available in school if required</li> <li>• Students to wear masks in indoors areas (this mitigates any cross over with students from other bubbles on way in to school)</li> <li>• <a href="https://www.warwickshire.gov.uk/information-coronavirus/information-guidance-education-schools/9">https://www.warwickshire.gov.uk/information-coronavirus/information-guidance-education-schools/9</a></li> <li>• Separate risk assessment for trip transport (Dec 2020 end of term)</li> </ul>
18a)	Poor behaviour of students impacting on safety of peers and staff	<ul style="list-style-type: none"> <li>• SLT have visible presence</li> <li>• Walkie Talkies in place to contact LSU staff</li> <li>• Duty staff allocated</li> <li>• Groups of students considered with seating plan</li> </ul>

18b)	Students don't socially distance	<ul style="list-style-type: none"> <li>• Behaviour Policy (appendix to be added)</li> <li>• SLT remove students and send home; further action if required</li> <li>• LSU team are spread around bubbles to support</li> <li>• Students may arrive at classrooms prior to staff due to staff having to move around the site. Additional warnings required in science labs where water and electricity cannot be switched off (Behaviour Policy)</li> </ul>
18c)	Students refuse to engage with teachers positively	<ul style="list-style-type: none"> <li>- As above</li> </ul>
18d)	Students refuse to wear masks	<ul style="list-style-type: none"> <li>• Parents contacted</li> <li>• Student removed and sent home</li> <li>• SLT arrange discussion with parent and child</li> </ul>
20.	Bubble member displays COVID symptoms	<ul style="list-style-type: none"> <li>• Reported to SLT</li> <li>• PPE first aider if required using medical room</li> <li>• Guidance measures followed to include informing all bubble members and isolation for 14 days and testing as required</li> <li>• Bubble not invited back until isolation period is completed</li> <li>• Guidance from PHE</li> </ul>
21.	Student or staff member receives COVID diagnosis	<ul style="list-style-type: none"> <li>• National guidance followed according to PHE to include informing all necessary parties and advising testing</li> <li>• Authority notified</li> <li>• School closed</li> <li>• Deep clean triggered</li> </ul>
22.	Fire Bell	<ul style="list-style-type: none"> <li>• Fire risk over rides COVID. Students and staff respond and go out to the evacuation point</li> <li>• If poor behaviour causes fire bell to ring, HT to reserve the right to exclude on safety grounds</li> <li>• Students wear masks to line up outside</li> </ul>

23.	Major incident (lockdown)	<ul style="list-style-type: none"> <li>• Staff to follow protocols in place for school lockdown</li> <li>• Students are safest staying in bubbles</li> </ul>
24.	Unexpected Site closure (floods)	<ul style="list-style-type: none"> <li>• Protocols to be followed.</li> <li>• Students return to COVID tutor groups (bubbles)</li> <li>• SLT to arrange dismissal by year group at set times with siblings collected as required at each point</li> </ul>
25.	Changing rooms (PE)	<ul style="list-style-type: none"> <li>• Students asked to wear their PE kit to school in order to restrict mixed bubbles in changing rooms</li> </ul>
26.	Laptop Hygiene	<ul style="list-style-type: none"> <li>• Each bubble has a designated IT suite or set of laptops</li> </ul>
26.	Use of specialist teaching rooms	<ul style="list-style-type: none"> <li>• These will be restricted to Y11 as a priority</li> <li>• Rooms to be cleaned after use</li> <li>• Key equipment cleaned after use</li> </ul>
27.	Cloakroom facilities	<ul style="list-style-type: none"> <li>• These are unavailable. Students to carry essential belongings or use lockers</li> </ul>
28.	Events	<ul style="list-style-type: none"> <li>• All trips and visits are cancelled</li> <li>• Open Week to become 'virtual'</li> <li>• Parents' Evenings held in school to be cancelled</li> </ul> <p>Mock exams Y11</p> <ul style="list-style-type: none"> <li>- New routines established to include entrance and exit to exam room</li> <li>- Separate COVID invigilator training session held with exams Officer</li> <li>- All students expected to wear face coverings. Any students exempt must sit at the back of the exam room</li> <li>- Invigilators to have face coverings on and limit movement</li> <li>- Papers to be collected at the end of the exam for safety when students have left</li> <li>- Students asked to supply their own equipment</li> </ul>

		<ul style="list-style-type: none"> <li>- Students have the same seat for all exams</li> <li>- Contingency in place for absent students to catch up</li> </ul>
29	External professionals entering school e.g music teachers, educational psychologist, specialist teachers, ITT trainees	<ul style="list-style-type: none"> <li>• R/A has been shared</li> <li>• Professionals are aware of the boundaries in place prior to coming in to school</li> <li>• Bubbles are maintained during any one visit, or areas/equipment cleaned in between seeing students</li> <li>• Professionals to inform the school if they are suffering symptoms during, or post visit. Vice sa versa</li> <li>• Professionals to inform the school urgently if they are diagnosed with COV-ID. School to follow PHE procedures.</li> <li>•</li> </ul>
30	Pregnant staff	<ul style="list-style-type: none"> <li>• Separate risk assessment in place with Business Manager</li> <li>• To be regularly reviewed</li> </ul>
31	Staff returning from shielding	<ul style="list-style-type: none"> <li>• Offer opportunity to visit the empty site; review safety measures in place</li> <li>• Offer the opportunity to see risk assessment</li> <li>• Regular checks for reassurance, adaptations to be made as needed</li> <li>• Face Coverings worn</li> </ul>
32	Uniform	<ul style="list-style-type: none"> <li>• No need to mitigate risk of students wearing uniform. Changing of clothes is no longer a necessity under DfE guidance</li> <li>• Extra layer recommended in colder months due to ventilation needed</li> <li>• Alternative PE wear sourced to mitigate poor supply of warmer garments during COVID</li> </ul>
33	T and L	<ul style="list-style-type: none"> <li>• Policy to be updated to include an appendix in order to allow for verbal feedback during this period of time. Staff to be updated.</li> </ul>
34	Financial risk	<ul style="list-style-type: none"> <li>• COVID expenses.</li> </ul>
35	Students not returning to school in September because of COVID; impact on progress	<ul style="list-style-type: none"> <li>• ME to meet Attendance Officer daily for absence updates</li> <li>• Reasons for absence or non return to be established</li> <li>• Parents updated on DfE expectations to attend school</li> </ul>

		<ul style="list-style-type: none"> <li>• Suitable support offered; Oak Academy resources, laptop, meetings, after hours visits etc</li> <li>• Regular review</li> <li>• DfE guidance/expectations sent to parents</li> </ul>
36	Progress of students impeded	<ul style="list-style-type: none"> <li>• See COVID Catch Up Premium Strategy (Sep document)</li> </ul>
37	Arrangements for other organisations linked to school – cleaners, caterers	<ul style="list-style-type: none"> <li>• All other organisations to have separate risk assessment</li> </ul>
38	Children of staff arriving/departing	<ul style="list-style-type: none"> <li>• During morning arrival, go to social area or straight to tutor room (following the correct route)</li> <li>• After school, wait, and go straight to parent point wearing mask</li> </ul>
39	Staff updated with information	<ul style="list-style-type: none"> <li>• Monday after school briefings. Minutes provided</li> <li>• E mail communication as needed</li> <li>• LSU contact; first aid, behaviour</li> <li>• SLT presence</li> <li>• Site team radio</li> </ul>
40	Students sat on high stools throughout the day Y8	<ul style="list-style-type: none"> <li>• Staff asked to allow students to stand up regularly</li> <li>• SLT to look at more comfort; cushions to be trialled</li> <li>• Re-organise the year group bubbles do all groups take a turn</li> <li>• Use of exam desks when available in labs</li> </ul>
41	Examinations	<ul style="list-style-type: none"> <li>• Y11 mocks to be held in the hall</li> <li>• Face coverings to be worn by all</li> <li>• Students to have same desk for all exams (min cleaning)</li> <li>• Students to bring own equipment</li> <li>• Papers to be left on exam desks after exam for collection</li> </ul>
42	Sanctions	<ul style="list-style-type: none"> <li>• Detentions to be set in bubbles and sep rooms</li> <li>• Subject detentions and academy detentions merged to support safety, efficiency and organisation</li> </ul>
43	Student and staff well-being	Students: Regular questionnaire

		<p>School council  Additional counsellor sessions organised  Reminder about Apps to support  Mobilised LSU in bubble areas  LSU staff are trained mental health first aiders</p> <p>Staff:  Regular questionnaire  Reduced responsibilities where possible  Well-being committee  Staff counsellor in place  Governor input (trained mental health first aider)  Colleague support; referral system if required  SLT presence  Regular agenda item</p>
44	End of term activities (Dec 2020)	<ul style="list-style-type: none"> <li>- Trips have separate risk assessments as do centres such as Warwick Castle</li> <li>- Activities to operate in bubbles as per teaching</li> <li>- Seating plans to be meticulously kept in case there is a positive case</li> <li>- Face coverings on any transport</li> </ul>
45	January 2021 National Lockdown	<ul style="list-style-type: none"> <li>• For staff and students working in the school building during the national lockdown, refer to safety procedure highlighted in points 1-44 as required</li> <li>• Visitors and contractors are to be kept to an absolute minimum during this time</li> <li>• For detail about lateral flow testing, see the separate risk assessment</li> <li>• For external Y11 exams, students will be left before the exam along with invigilators. On line preparation for exams will take place led by the subject leader. A 2m distance will be respected between candidates in the exam room with fewer candidates in the exam space. Additional natural ventilation will be added to rooms. Students and invigilators will wear face coverings.</li> </ul>

	<p>From 17th May 2021, the following guidance has changed:</p> <ul style="list-style-type: none"> <li>- Face coverings no longer need to be worn in classrooms or walking along Gerard Road.</li> <li>- Face coverings will still be worn in communal areas such as corridors and the hall.</li> <li>- Year group bubbles still apply until 21st June when any further guidance is released.</li> <li>- Visitors to school still need to approach with caution and should wear a face covering and be symptom free.</li> </ul>
46	<ul style="list-style-type: none"> <li>- Localised decisions to return to face coverings in class will be made if Governors and SLT feel that this might further mitigate cases of coronavirus and keep students in school rather than having to self isolate</li> </ul>
47	<p>End of term arrangements July 2021 Year 6 induction will be virtual</p> <ul style="list-style-type: none"> <li>- Production auditions will take place in year group bubbles</li> <li>- Sports day will operate on the top field with students sat separately in their bubbles</li> <li>- End of term trips will require all students to wear a face covering on transport in order to mitigate the unnecessary risk of coronavirus infection in a confined space. This protects all students travelling and staff.</li> <li>- End of term assembly will be on line</li> <li>- Celebration reward events will be recorded and streamed to parents</li> <li>- Rock academy performances will be video'ed</li> </ul>

**Please note:**

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

In order to calculate the risk level please use the Judicium Education 'Guide to risk assessment'. This document is available on our template site and includes a risk matrix. If required, you have unlimited access to the Judicium e-learning library including 'Risk Assessment Training for Schools – General'.

*Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If however additional controls or actions are assessed to be required please place a  $\surd$  in the box and note the action in the action plan.*



*Any further actions identified should be completed before the assessed task is carried out.*

The academy continues to be committed to a culture of safeguarding