

Risk Assessment – COVID-19 Return to full time education – Version 8.0

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

Title of risk assessment	COVID-19 Return to full time education	Date of Assessment	7 July 2020 – updated 11/6/21
Name of Assessor	Jane Smith H&S Officer	Location	Ormiston Denes Academy
Who may be affected?	Staff, Pupils, Visitors and Contractors		
Description of activities	Return to full time education within academies		
Additional Guidance used for this risk assessment and for academies to refer to.	http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://oatoe.sharepoint.com/:f:/r/sites/Covid-19/Coronavirus%20support%20documents/Health%20%26%20Safety?csf=1&web=1&e=auA0VS		

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (Severity x Likelihood = Total)			Additional Control Measures	Final Risk Rating (S X L = Total)			Actions (Who, Due Date)
			S	L	T		Severity	Likelihood	Total	
Contracting CV19	Staff, pupils and visitors	See – infection control below Social distancing Face coverings (secondaries in communal areas, with revised internal guidance to recommend their usage in lessons where appropriate) Stay at home for clinically vulnerable	5	3	15	Reduce numbers of pupils in bubbles Mass testing in schools Additional cleaning	5	2	10	All
Classrooms and Groups	Staff and pupils	<ul style="list-style-type: none"> Groups are created to an appropriate size in proportion to the school. Consideration is given for types of groups depending on age year groups and those with complex needs. Groups are kept as small as is reasonably practically as easier to identify those who may need to 	5	2	10	Younger children and those with complex needs are not expected to distance within a group. Wrap around care and specialist teaching groups need to be considered where some mixing may take place. Additional risk assessment may need to be considered for other activities such as practical lessons. Academies must ensure they have PHE front sheet, which they can refer to. These needs - student numbers (overall and by	5	2	10	JLN 09/20 JNN/PDG 09/20 KOS 11/20

		<p>self-isolate in the case of someone tests positive of covid 19.</p> <ul style="list-style-type: none"> ● Pupils remain in groups and contact is avoided between other bubbles ● Classrooms are arranged so desks face forward, ● Staff to socially distance to 2 meters from students where possible generally at the front of the class for secondary schools. ● Staff avoid close face to face contact and minimise time spent within 1 metre of anyone. This will be assessed on an individual basis for those who have complex needs. ● Unnecessary furniture moved out of the classroom to provide more space, where possible. ● Pupils are given regular reminders about the importance of social distancing and are reminded this still must take place where possible. ● Biometrics, to be avoided and alternative used where possible. ● SLT/teachers clearly set out at the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is reinforced in registration and included through letters of communication to parents. 				<p>year group), summary of bubble arrangements (RA), number of confirmed cases and year, plus details of those including year/siblings who are symptomatic/self-isolating</p> <p>Academy site designated to year group zones to facilitate autonomous but concurrent running. Facilitates even distribution according to year group size, behaviour/SEND support and access to academy facilities (e.g. toilets)</p> <p>Avoidable group changes facilitated through form grouping where appropriate (particularly at KS3)</p> <p>Compulsory seating plans to continue to enable more effective determination of close contacts</p> <p>Access control system to enhance inter-bubble security; complemented through academy signage, verbal instruction, designated entrances and one-way system for balcony area.</p> <p>PPE for COVID+/potential COVID+ case where close supervision is necessary for student safety</p> <p>Booking system for specialist teaching areas (thorough cleaning between different bubbles)</p> <p>Reinforced through amended behaviour policy; student and staff briefings; digital and regular signage</p>				<p>PDG 09/20</p> <p>DON 09/20</p> <p>DKI/MAL 09/20</p> <p>DON 09/20</p> <p>MAL/PDG 09/20</p> <p>PDG/MAL/JLN 09/20</p> <p>MAL completed</p> <p>DON 03/21</p> <p>MCO in place</p> <p>JLN 09/20</p>
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		<ul style="list-style-type: none"> Assessment is completed verbally all through self and peer marking or online 			<p>Staff working practice office/logistics review</p> <p>Behaviour policy review completed to reduce close/group working</p> <p>Online payments for food/uniforms</p> <p>Biometrics not in use.</p> <p>Changeover: Initial staff member to ensure students stood behind seats, wait for receiving staff member to arrive, then move on. Outline arrangement in PD day.</p> <p>Department linked to classroom responsible for providing standard resources e.g. whiteboards/scissors for in-bubble use</p> <p>Liaison with EOTAS providers for risk assessments/COVID arrangements, curriculum and timetable details</p> <p>Examinations and other assessed work completed on paper from Monday 12 October. (Staff announcement on Monday 5 October and parental newsletter on Friday 9 October.) If assessed work is completed on paper that has been handed out by the teacher in that lesson, then this assessment can be marked by the teacher. As the paper has been handed out and collected within that one lesson, the risk of transmission of the virus is low, however staff may wish to take the additional measure of isolating the work for 72 hours prior to marking.</p>			<p>PDG/CLs – ongoing</p> <p>JLN/KOS – ongoing</p> <p>PDG from 12/10/20</p> <p>PDG ongoing</p> <p>All ongoing</p> <p>DON 04/21</p>
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					<p>Whole class marking strategies shared with staff to support in providing effective feedback, whilst minimising risk to staff. Phase 1 Core and Ebacc; Phase 2 other subjects</p> <p>Academies must still follow the system of controls set by Guidance for full opening: schools - GOV.UK (www.gov.uk) Smaller bubbles should be considered particularly in primary schools where social distancing is more difficult to maintain. Limit sharing of spaces and rooms. Staff particularly in secondary schools must maintain distance of 2 metres from other staff and children. Schools must keep spaces that are occupied well ventilated see section below.</p> <p>Reflection Room Provision and Thrive rooms now a whole school resource, as part of next stage of re-opening. Sanitising, seating measures in place to mitigate</p> <p>Limited use of non-year toilet, but within the key stage for KS3 to facilitate safer movement within the academy.</p>				JLN/CEM – 06/21
Staff related absence resulting in low numbers of staff to operate	Staff/ SLT/Pupils/ Catering and cleaning staff	SLT to provide contingency planning when school have a reduced number of staff in place. Academies to bring in supply staff to cover absence if needed. Academy remote learning plan in place. Reconsidered groups temporarily. Remind staff of sickness policy. Only essential task is carried out where there are staff shortages. Where possible staff are deployed from other areas to assist			<p>Core functions prioritised</p> <p>Use of supply</p> <p>Redistribution of roles</p> <p>SLT cover where necessary</p> <p>Use of under-allocated timetable staff</p>	5	2	10	SLT - ongoing RAS/Caterlink - ongoing

<p>the school or if there is an increase in the local pandemic risk</p>		<p>with on-site operations e.g re direct site team to support the catering team. If kitchen must close, emergency sandwiches can be bought from local supermarkets on day and parents informed that pupils would need packed lunches following on from then or academy externally sourced lunch(sandwiches) provided for pupils entitled to free meals. Where academies have a reduced number of cleaners, as above staff may be deployed from other areas, if the school is still affected cleaners can be provided externally or from another school site if within the vicinity. In the event of significant staff absence, the principal will review the viability of school remaining open. The Head Teacher will consult with follow normal protocols as mentioned, If school is to be closed, then this will be communicated to staff and parents via email, letter, PLMR, and the school website</p>								
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Staff meeting and training sessions	Staff/SLT	<ul style="list-style-type: none"> · Whole Staff Meetings take place virtually · Training sessions are completed virtually or remotely · Face to face department/team meetings to take place with additional hygiene/safety measures. 	5	2	10	Meetings, where held face to face are distanced by a minimum of 2 metres. Use of face coverings to support and ventilation where possible.	5	2	10	All Staff
Policies and procedures	Staff/pupils	<p>All school staff and pupils revisit emergency plans and receive further training on;</p> <ul style="list-style-type: none"> ● Staff and pupils complete a fire drill/lockdown on return to school. ● Academy staff complete fire refresher training. ● Staff have completed infection control training on iHasco ● Staff are provided with most up to date guidance from PHE and the DFE. ● Staff are provided with procedures, so they are aware of what to do if the school has a confirmed case of covid 19. ● Staff are provided with information and understand NHS test and trace service ● Academy will identify a member of staff responsible for coordinating the COVID-19 response and any actions. ● Staff must be aware of the Covid 19 Response flow charts. ● Pupils to be reminded daily during registration about Covid 19 social distancing and the importance of handwashing. ● Staff receive refresher induction training and revisit policies which include. 	5	2	10	<p>The Academy must add to the flowchart provided by OAT the local HPT telephone number.</p> <p>Academies must use how to Mitigate the risk guidance document and COVID 19 checklist for weekly monitoring</p> <p>Schedule fire + lockdown drills iHasco fire warden training</p> <p>Emergency arrangements, risk assessment protocols CPD on PD day</p> <p>CMT remains in place Include in annual declarations</p> <p>Digital signage to supplement tutor reminders</p> <p>Parents must be informed of the NHS test and trace service; to be included in parent letter/website. Academy keeps registers of children in bubbles if needed as part of the NHS test and trace service</p> <p>PD day schedule inclusive of these agenda items</p>	5	2	10	<p>JLN/MAL 09/20 MAL/JLN – complete</p> <p>JLN/MAL 11/20</p> <p>JLN, JNN and MAL 09/20</p> <p>JNN ongoing JLN – 09/20</p> <p>HoKS + Tutors ongoing</p> <p>JNN/JLN – 09/20</p> <p>JLN via PMs 09/20</p>

		<p>Behaviour policy, H&S policy, Infection control guidance Safeguarding Lockdown procedure Fire policy</p> <ul style="list-style-type: none"> • PEEPS are in place for those who need assistance leaving the building in the event of an emergency. • First Aid needs assessment is in place • Academy ensures they have adequate number of first aid trained staff in place. 				<p>PEEPs in place; PEEP review scheduled on our return to take into account new/resolved cases</p> <p>Academy creates shared folder for access to policies.</p> <p>First aiders in place, training reviewed Delivery in year areas where possible, followed by escort to medical room. Sanitising between bubble use where possible, unless delay of medical treatment is greater than CV19 risk. Other student(s) removed from room where possible – unless movement risk outweighs CV19 risk. Judged on a case-by-case basis by duty staff.</p>				<p>SWA – in place</p> <p>JLN/KWI - ongoing</p>
Reception	Staff pupils and visitors	<p>Visitor reception has a screen in place to protect staff Visitors/parents are advised that any access requests are by appointment only Furniture removed to allow social distancing Social distancing markers located in the reception area Hand sanitisation station is prominent in reception Deliveries/post are made contactless and are not signed for Touch/digital sign in systems are not used by visitors/staff – academy receptionist to manually input information into these systems where possible. Alternative local arrangements made where digital sign in not used. Any manual sign in sheets must be kept safe to comply with GDPR</p>	5	2	10	<p>Designated entrances for students and distributed pastoral teams to reduce traffic at pinchpoints</p> <p>Approved and non-approved visitor stickers All visitors must wear face coverings in communal areas – but not required for classrooms in accordance with updated government guidelines</p> <p>Sign-in documents locked away when not in use or supervised</p>	5	2	10	<p>JNN, MAL – in place</p> <p>KWI/MAL – 05/21</p> <p>EFO/MAL – FYI</p> <p>Admin - ongoing</p>

		Visitors (unless exempt through medical) reminded to wear masks through posters in reception, with additional prompting by reception staff if not worn. Incidents of abusive behaviour reported to on-call/leadership team for support.				Reception Posters Verbal reminders where necessary Alert on-call/leadership				
Fire	Staff/pupils	Fire plans are updated to ensure staff & pupils assemble in social groups. Staff and pupils are updated with new fire arrangements Academy ensures that the school still operates with a suitable number of fire wardens A fire drill, applying social distancing where possible, should take place at the earliest opportunity if the muster point has been relocated. If the muster point remains, termly drills should be completed in line with usual procedures.	5	2	10	Numbers re-issued to enable social distancing between bubbles iHasco fire training Emergency expectations outlined on PD day Drill scheduled Muster points reallocated to facilitate separation between bubbles Repeat Fire Warden declarations to supplement iHasco given additional staff movement	5	2	10	JLN/MAL – 09/20 MAL– 09/20 JLN 09/20 JLN 09/20
Face coverings	Staff/pupils	Face coverings are not mandatory but are will be made available to staff and pupils (12 and over) as an option where staff/pupils may be vulnerable or feel anxious this is based on individual circumstances and assessed by the academy. Students and staff are advised how to wear, remove and dispose of face coverings. Staff and pupils are instructed not to touch their faces when removing face coverings. Face coverings are worn in communal areas within the academy. If teachers chose to wear face coverings in the classroom this will be assessed locally on what type to wear eg. Visors	5	2	10	Following further government advice academy must be following the COVID alert level High or Very high for their academy for the use of face coverings. During a local lockdown face covering are to be worn in secondary schools for pupils aged 12 and over. This will be in communal areas or where it is difficult to maintain social distancing. Staff/SLT must be aware of those who may be exempt from wearing face coverings this may involve those who have mental health issues or have certain disabilities. Include update in staff PD day and student information for tutors Following the review, students are not required to wear face coverings, but may	5	2	10	JNN/JLN – ongoing JLN 09/20 All staff/visitors From 17/5/21

		<p>are more appropriate if teaching any children with a speech or hearing impairment.</p> <p>Hands are washed before and after touching face coverings – including how to remove or put them on.</p> <p>Staff and pupils are aware of how to safely store them, this is in an individual, sealable plastic bag between use. Where a face covering becomes damp, it is not worn and the face covering is replaced carefully.</p> <p>Parents are informed with the updated guidance on face coverings.</p>				do so if they wish. Staff are not required to wear them in classrooms, but should do so in situations where social distancing is not possible. Staff can wear them in classrooms should they wish to do so. Guidance may change dependent on any local outbreaks, new variants or revised national guidelines				
Heating and Ventilation	Staff/Pupils	<p>Guidance is followed in line with the HSE and CIBSE Heating and ventilation guidance have been produced by OAT and followed which is available. https://oatoe.sharepoint.com/sites/Covid-19 Manufacturer's guidance referred to and Professional supplier used where further advice is needed for academies own HVAC system. Recirculation of air within a single room where this is complemented by an outdoor air supply is acceptable Where possible in occupied spaces windows are open for natural ventilation If it is windy, cold or raining then it may not be practical to fully open the windows/vents, however they remain open as far as reasonably possible without causing discomfort. Internal doors are propped open where appropriate.</p>	5	2	10	<p>Academies to assess the risk and highlight any changes relevant to local arrangements</p> <p>Fire doors can only be propped open if fitted with automatic closers so they can still function as fire doors in the event of the alarm being activated - this also needs to be managed in house. 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 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)</p> <p>Students have flexibility to wear the optional grey V-neck academy jumper to complement core uniform items..</p>	5	2	10	JNN/PDG/MAL/Staff - ongoing

Communal areas	Staff/Pupils	<ul style="list-style-type: none"> • Social distancing signs are still visible throughout communal areas. • Use of staff room is limited, additional work room created in C2 to avoid congestion. • Assemblies take place only within group bubbles. • Pupil flow in corridors and use of communal areas to be restricted to social bubble/groups where possible • Staff to maintain 2m distancing from pupils and other staff where possible. • The school avoid creating busy corridors, entrances and exits by scheduling timetables to avoid congestion. • Academy ensures good ventilation is in place by keeping doors and windows open. 	5	2	10	<p>Designated social zone per bubble. Expanded to merge Y-9 to KS3 and Y10-11 to KS4 from w/c 3/5/21. Changes outlined to parents and students via newsletter and assemblies</p> <p>Designated entry/exit door per bubble/zone.</p> <p>Inter-bubble movement also prevented through access control system. One way system in balcony area.</p> <p>Communal work spaces laid out in accordance with social distancing and safer working practice criteria Designated staff work room - aspire/staff room</p> <p>Designated meeting rooms available, with extra office space allocated for year hubs to reduce inter-year zone access Facilitation of outside or virtual meetings already in place</p> <p>Amended wet weather plans to increase inside capacity where needed</p> <p>Assembly seating plan and distancing measures in place. Sanitising and/or quarantine between key stages in accordance with social space bubbles.</p>	5	2	10	<p>w/c 3/5/21 JLN</p> <p>PDG/MAL - 09/20</p> <p>DKI – 09/20</p> <p>MAL – 09/20</p> <p>JNN/MAL – 09/20 JLN – ongoing PDG 10/20</p> <p>HoKS w/c 3/5/21</p> <p>JLN, site team, KOS 06/21</p>
Catering		<p>Water fountains are switched off and students bring in their own bottles water.</p> <p>Corridors and catering areas are supervised during lunch/break.</p> <p>Consideration to marking each seat that can be used, and removing all other</p>	5	2	10	<p>Catering provision run in conjunction with food business guidelines: https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <p>Academy canteen in use from 3/5/21</p>	5	2	10	<p>MCO – 09/20</p> <p>MCO – 09/20</p> <p>JLN 05/21</p>

	<p>seats where furniture allows. For bench style seating each eating space should be made clear.</p> <p>Screens provided where required to ensure food is protected.</p> <p>Consideration to limited menu, pre ordering or packed lunch only in consultation with academy catering team.</p> <p>Touch terminals/cash is not used – a suitable alternative arrangement is agreed with the catering team e.g. cashless payments recorded by a till operator; manual searches for pupil by name instead of using fingerprint</p> <p>Cash top up machines are not used, students to top up account using online methods or via locally agreed procedure.</p> <p>Additional waste bins to be provided to reduce litter and ease disposal</p> <p>Hand sanitiser stations</p>				<p>Designated separate KS4 and KS4 entrance. KS3 break 1 access, KS4 break 2.</p> <p>Designated queuing and distribution points, separated by year group.</p> <p>Food is consumed in designated areas within the year zones.</p> <p>Areas updated and communicated</p> <p>Students reminded to clean hands prior to consuming food drink, verbally and/or through notices in food areas</p> <p>Staff to consume lunch in offices, year areas, staffroom, outside or in classroom of previous/next lesson.</p> <p>Staff encouraged to be mindful of hygiene practices</p>				<p>JLN 05/21 HoKS, MAL</p> <p>JLN 09/20 JLN 04/21</p> <p>JLN/MAL – 09/20</p>
Mental health	<p>Re-orientation of staff and pupils within the academy takes place.</p> <p>Staff can complete iHasco Covid return to work.</p> <p>Counselling service available for staff.</p> <p>SLT discusses the implications on staff and pupil workload when the school reopens to minimise stress.</p> <p>SLT considers reasonable requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</p>	5	3	15	<p>The PHE, DFE and NHS are hosting a free webinar on 9 July on how to support returning student and pupils wellbeing.</p> <p>https://www.eventbrite.co.uk/e/dfе-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380</p> <p>https://youtu.be/MYmBLnSQh3M</p> <p>Increase communication, support and training. PSHE lessons revised</p> <p>Academy website updated, kooth, academy counsellor, MHFA staff in place, inclusion</p>	5	2	10	<p>KGA attended and fed back JLN feedback to SLT – 15/7/20</p> <p>DON - ongoing</p> <p>JLN – ongoing DON – 09/20</p> <p>DCA – ongoing</p>

		<p>If required, staff can adjust their working hours, as agreed by SLT.</p> <p>The principal and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens</p> <p>Staff and pupil bereavement is managed in line with the bereavement policy.</p>				<p>room provision and amended PSHE/form time curriculum</p> <p>Staff supervision, counselling and wellbeing hub in place; wellbeing area on google drive</p> <p>Whole staff reconnection and reorientation on Friday wellbeing event and PD day in advance of student return</p> <p>Behaviour policy reviewed to acknowledge likely additional need/flexibility and "trauma-informed lens" – ACEs CPD for DSLs</p>				<p>JNN – ongoing</p> <p>JLN – 02/21</p> <p>JLN - ongoing</p>
Safeguarding	Staff and pupils.	<p>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school reopening, e.g. ongoing bullying, social issues etc..</p> <p>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</p> <p>The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</p>	5	2	10	<p>T4T, annual updates, KCSIE OAT training and update in place</p> <p>SG Officer, PMs, HoY, HoKS liaison</p> <p>Handover mapping</p> <p>PD day offer; iHasco and in-house online CPD</p> <p>HoY and New PM CAF training</p> <p>CISS enhanced package and CISS traded offer purchased</p>	5	2	10	<p>JNN/JLN – ongoing</p> <p>JLN - ongoing</p> <p>JLN – Aut Term</p> <p>JNN and JLN – 09 and 10/20</p>
Practical lessons PE	Staff and pupils	<p>Pupils to be kept in consistent groups.</p> <p>Equipment cleaned between each group</p> <p>Contact sports do not take place</p> <p>Outdoor sports are prioritised or large indoor spaces where outdoor use is not available. Where outside provision is not available, the maximising of natural ventilation flows through opening windows and doors or using air conditioning systems wherever possible is facilitated.</p>	5	2	10	<p>https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra- curricular activities where they are satisfied that it is safe to do so. Schools in Tier 4 (in current situation) -</p>	5	2	10	TWO - ongoing

<p>D&T/Science and Food Technology</p>		<p>Academies only provide team sports on the list available at return to recreational team sport framework. Attention to cleaning and hygiene and maximising distancing takes place during sporting because of the way people breathe during exercise. Indoor team sports can take place as long as specific techniques, within their own system of controls are followed and the academy must follow the list available below; https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</p> <p>D&T teachers refer to the latest guidance from CLEAPSS http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</p> <p>Science teachers also refer to CLEAPSS: http://science.cleapss.org.uk</p>				<p>Competition between different schools does not take place, in line with the local restrictions on grassroots sports. Others providers are Swim England and sports England. The academy must be considering the type of sports - this must include the NGB guidance and following the systems of controls from the PHE.</p> <p>PE changing rooms in use - hand sanitising by students before and after lesson - reinforced by staff; student wipe down of their changing space before and after lesson. cleaning time support hygiene at break 1 and break 2 and morning CV19 clean.</p>				<p>TWO, all staff 05/21</p> <p>Site - ongoing</p>
<p>Music/Dance/Drama</p>		<p>Art/Tech/Sci/DT CLEAPSS guidance updated in august</p> <p>Social distancing takes place where possible Background or accompanying music are kept to levels which do not encourage teachers or other performers to raise their voices unduly. Microphones are used reduce the need for shouting or prolonged periods of</p>				<p>D&T risk assessment is available on Oatnet http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf</p> <p>Science, art, DT risk assessments Sanitiser containing high</p>				<p>ABU – ongoing</p> <p>SRP/JWE/ABU – ongoing MAL/PDG - ASAP</p>

	<p>loud speaking or singing. Microphones are not shared.</p> <p>Groups are kept separate (in bubbles) through to avoid mixing. The duration of social interaction opportunities ie rehearsals or performances are limited.</p> <p>Numbers are limited in bubbles.</p> <p>Staff maintain social distancing between pupils and other staff.</p> <p>Playing instruments and singing in groups take place outdoors wherever possible.</p> <p>When playing indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission.</p> <p>Numbers are limited to account for ventilation of the space and the ability to social distance.</p> <p>Rooms have good ventilation.</p> <p>Singing, wind and brass playing does not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing.</p> <p>Pupils are positioned back-to-back or side-to-side when playing or singing (rather than face-to-face).</p> <p>Wind and brass players are positioned so that the air from their instrument does not blow into another player.</p> <p>Increased handwashing takes place before and after handling equipment.</p> <p>Sharing equipment is avoided wherever possible.</p>				<p>alcohol content should not be stored or located in high risk fire areas.</p> <p>Pre-booking system for practical lessons; room cleaned thoroughly before use by next class out of bubble</p> <p>Individuals sanitise hands before and after use of specialist room</p> <p>For live performances academies must follow the link below a separate RA may be needed for live shows or academies that specialise in performing arts https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>Schools in local restriction tier 3: very high alert areas should not host performances with an audience Schools in other local restriction tier areas planning an indoor or outdoor performance in front of an audience should follow the latest advice in the DCMS performing arts guidance, Peripatetic teachers can move between schools, but schools should consider how to minimise the number of visitors where possible.</p> <p>Visitors are restricted unless deemed necessary and no viable alternative</p>				<p>SRP</p> <p>Booked staff, ongoing</p> <p>JTU - ongoing</p> <p>All staff - ongoing</p>
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		<p>Name labels are issued on equipment to help identify the designated user, for example, percussionists' own sticks and mallets.</p> <p>Where instruments and equipment have to be shared, they disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. The government guidance on cleaning and handling equipment is followed.</p> <p>When individual lessons take place for music, dance and drama, social distancing is maintained wherever possible, teachers do not provide physical correction.</p> <p>If teachers interact with pupils from multiple groups, so schools will need to take particular care, in line with the measures set out above on peripatetic teachers. If there is no viable alternative, music lessons in private homes can resume, following the same guidelines, and additionally following the government guidance for working in homes, and the guidance for out-of-school provision.</p>								
Infection control	Staff, pupils, visitors, contractors, parents and external agencies.	<p>Respiratory hygiene promoted by staff and pupils using the catch it, bin it, kill it, approach.</p> <p>Hands are washed more often than usual; children and staff wash their hands regularly particularly before entering and leaving the classroom.</p> <p>Where possible tissues are provided for students and staff in each room.</p> <p>Students are encouraged to bring in their own tissues from home.</p>	5	3	10	<p>Dedicated toilets per year group bubble.</p> <p>Identification of students who require assistance with personal care</p> <p>Map duties to enhance supervision of hygiene/food areas</p>	5	2	10	<p>JLN/MAL – 09/20</p> <p>KEL – ASAP</p> <p>JLN/PDG – 09/20</p>

	<p>Small children and pupils with complex needs are provided with assistant to clean hands if needed. Skin friendly wipes are also used for those who may have any skin conditions.</p> <p>Younger children are supervised when cleaning hands.</p> <p>Social distancing applied where possible.</p> <p>Frequently touched surfaces are cleaned on a regular basis using disinfectant.</p> <p>Increased cleaning staff - on site and an enhanced cleaning regime is in place during the school day as well as after school.</p> <p>Hand sanitiser stations are based throughout the academy.</p> <p>Academy ensures they have enough stock levels of sanitiser.</p> <p>Posters displaying handwashing guidelines are located throughout the school.</p> <p>Pupils and staff wash their hands when changing activities, changing locations, on arrival to school and when leaving school, this is reinforced during registration each morning.</p> <p>PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with Covid 19 symptoms whilst in school where 2 metres cannot be maintained.</p> <p>PPE provided for staff when working children or young persons who cough, spit or vomit.</p> <p>Lidded bins are used throughout the academy.</p> <p>Parents are briefed on new provision for the drop off and collection of their children.</p>				<p>Staff working patterns amended to facilitate additional cleaning and focussed on key areas</p> <p>Compliance calendar created to check publicity/risk assessment implementation</p> <p>Duty guidance amended to ensure staff are vigilant to check/challenge personal hygiene and social distancing</p> <p>Reduce numbers of pupils in bubbles. Mass testing in schools Additional cleaning</p> <p>Dance studio continues as designated waiting area, with adjacent designated toilet. Social distancing supervision enabled through sports centre reception.</p> <p>Dance studio fogged at end of each day along with adjacent toilet</p> <p>Sanitiser containing high alcohol content should not be stored or located in high risk fire areas</p> <p>Refer to face coverings guidance above.</p>				<p>MAL 02.11.20</p> <p>JLN – 09/20</p> <p>JLN – 09/20</p> <p>SLT - ongoing</p> <p>MAL/JLN – ongoing</p> <p>MAL/JLN – ongoing</p>
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		<p>Where possible use of school transport is restricted to essential use only and then cleaned after use.</p> <p>Academy identifies an additional isolation room for anyone displaying Covid symptoms.</p>								
Communications	<p>Staff, Pupils, volunteers, visitors, parents and external agencies.</p>	<p>The school's website is kept up to date with any information regarding reopening, e.g. dates and local arrangements.</p> <p>Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.</p> <p>Where a child tests positive parents must advise the school immediately.</p> <p>Parents and their children are encouraged, where possible, to walk or cycle to school.</p> <p>Staff and volunteers are informed through email/letter about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</p> <p>Visitors attend the academy on appointment only. All visitors including external agencies are briefed on infection control and social distancing before attending the academy.</p> <p>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</p>	5	2	10	<p>Template posters and electronic materials available on OATnet.</p> <p>Periodic check through H&S learning walk</p> <p>For positive covid cases academy uses action plan and flowchart on OATnet to assist in identifying various scenarios – template letters provided with support from PLMR under covid action plan, forms and letters</p> <p>Discourage unplanned visitors or contractors</p> <p>Separate risk assessments in place for contractors and deliveries.</p> <p>Capital works funded by Head Office require a risk assessment being completed as part of the process to raise a PO. Template available on OATnet.</p> <p>Parent/carer information letter and updates on the academy website and social media, inclusive of updates to face coverings guidance</p> <p>Safeguarding CPD update</p>	5	2	10	<p>MAL and JLN – 09/20</p> <p>Designated staff - ongoing</p> <p>MAL – ongoing</p> <p>EFO/MAL – ongoing</p> <p>MAL – ongoing</p> <p>JNN/JLN – ongoing</p> <p>JLN/DCA – 09/20</p> <p>JNN/DCA – ongoing</p>

		<p>All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</p> <p>School consults with staff and pupils who are clinically vulnerable and/or extremely vulnerable.</p> <p>Children and young people are informed to limit what they bring into school and just bring in the essentials and not share equipment.</p> <p>School work with parents, pupils and staff to ensure behaviour expectations are clearly understood.</p>				<p>Risk assessments, continued dialogue BAME risk assessment offer</p> <p>Behaviour policy, information for parents/carers on website/letter home</p> <p>Mapping of key families – handover/welcome conversations with pastoral team</p>				<p>JLN – in place</p> <p>JNN/JLN – ongoing</p> <p>JLN/HoKS – ASAP</p>
Lunch/break times	Staff/Pupils/Lunch time supervisors	<p>Break and lunch times are staggered to reduce numbers for outdoors.</p> <p>Groups stay within their own group and avoid mixing.</p> <p>Outdoor playground equipment must be cleaned more frequently.</p> <p>Students stay inside within their groups during wet weather.</p>	5	2	10	<p>2 x equal break periods of 30 minutes each to create stagger for food provision</p> <p>Canteen not in use</p> <p>Designated bubble social area to ensure groups do not mix</p> <p>Supervision enhanced through duty teams, MDSAs and designated HoY and PMs to year bubbles</p>	5	2	10	JLN, HoKS - ongoing
Welfare/Toilet Provision	Staff/pupils	<p>Academy identify a maximum occupancy for each toilet facility and operates a one in one out system for using the toilet.</p> <p>Hand sanitiser located in communal areas.</p> <p>Advice on changing room and showers. If used, these should be cleaned after every lesson.</p> <p>Wiping of surfaces is a reasonable approach.</p>	5	2	10	<p>Passive monitoring of toilet entrances via duty mapping</p> <p>CCTV coverage audit for corridors leading to toilets</p> <p>On-call checking communal and toilet areas</p> <p>https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</p>	5	2	10	<p>JLN – ASAP</p> <p>JLN/DKI – ASAP</p> <p>JLN/HoKS – ASAP</p>

		<p>Attending school with PE kit on will limit the need to use changing rooms. Ensure sufficient standard cleaning equipment is available in all changing areas.</p> <p>Social distancing measures still apply and marking out areas which cannot be used will help you to manage the area effectively.</p>								
Cleaning	Staff, pupils, Cleaner, and visitors	<p>Regular cleaning takes place including but not limited to;</p> <ul style="list-style-type: none"> ● Door handles and door opening buttons ● Light switches (carefully) ● Floors in toilets ● Toilet seats ● Toilet flush handles ● Toilet roll holders ● Toilet door handles ● Toilet bowls ● Wash hand basin taps <p>Hand contact surfaces, Frequent cleaning is increased especially for touch surfaces.</p> <p>Staff use the most up to date cleaning checklist updated for the pandemic.</p> <p>Cleaning takes place in the dining hall in between groups, if in use.</p> <p>All areas that are cleaned are checked to ensure surfaces are dry e.g. rooms are safe to re occupy – no slip hazards.</p> <p>All areas/rooms that are being cleaned will be clearly identified to ensure no one enters the room.</p>	5	2	10	<p>Cleaning guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>All Staff have responsibility for sanitising workstations after use. September PD day</p> <p>Sanitising wipes to be made available for all staff</p> <p>PPE available for staff for cleaning</p> <p>Foggers can be used in Academies – further advice is available in the C19 cleaning guidance document, and mitigation guide under H&S on OATnet Coronavirus advice - Home (sharepoint.com) or for further info school site team to liaise with REM or H&S officer.</p> <p>The isolation room is cleaned every night with the Fogger. Further information below on cleaning following a confirmed case.</p> <p>Communal spaces designated to each bubble to avoid need to cleaning in-between use;</p>	5	2	10	<p>MAL – ongoing</p> <p>MAL – ongoing</p> <p>JLN – 09/20</p> <p>MAL – ongoing</p> <p>Site team - ongoing</p> <p>MAL – ongoing</p> <p>PDG/MAL – ongoing</p>

		<p>Rooms to be cleaned between each bubbles use.</p> <p>PPE available for staff for cleaning.</p> <p>Academies refer to the most update to guidance from the PHE on cleaning.</p> <p>Staff and pupils have their own pens and pencils that are not shared.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble are sanitised regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between groups, such as sports, art and science equipment are cleaned frequently and meticulously and always between group use, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different social groups.</p>				<p>Specialist room booking system</p> <p>Behaviour policy, parent/carer expectations</p> <p>Designated rooms and specialist room booking system to avoid this requirements</p>				<p>JLN/JNN – ongoing</p> <p>PDG/MAL - ongoing</p>
Arrival/Departure to school	Parents/Pupils/Staff	<p>Signs are clearly marked on school entrancing displaying rules on social distancing.</p> <p>Pupils and staff are aware to wash/sanitise their hands again before entering the building/classroom.</p> <p>Dedicated entry/exit points for each bubble to avoid mixing.</p> <p>Where available academies use separate entrances.</p>	3	3	9	<p>Section removed on face coverings (refer to guidance in previous sections)</p> <p>Communication re arrival/departure to parents/carers/staff/students</p>	5	2	10	<p>JNN / JLN – 09/20</p> <p>JNN/JLN - ongoing</p>

		If biometrics are used by staff to access gates/entrances, they will require wiping/sanitising. (not applicable in our setting)								
Dedicated School Transport – not applicable for ODA	Bus driver, and pupils	Sanitiser is used by all pupils upon boarding and disembarking. Vehicles are cleaned more frequently. Organised queuing and boarding take place. Distancing within vehicles where possible. Face covering for children over 11 only where appropriate.	5	2	10	Academies must work on how pupils are grouped together on transport, where possible this should reflect the social grouping that is adopted within the school.	5	2	10	
SEND	Pupils	Specialists, therapists, clinicians, and other support staff for pupils provide interventions as usual. Supply teachers and peripatetic teachers move between settings. Contact between staff is minimised where possible. Mainstream teachers have access to free webinars available for staff to attend for supporting SEND pupils returning to mainstream school.	5	2	10	A separate risk assessment is carried out for SEND pupils. It should also be noted if the pupil routinely attends more than one setting. HCP to be updated. Update pupil risk assessment from OAT for all eligible returning students https://www.sendgateway.org.uk/training-events.html CISS traded and CISS bespoke packages purchased and dates assigned of roll staff and front line pastoral and SLT Inclusion Room Outreach Provision to support year hub. Designated staff per year group to reduce cross-bubble working where possible.	5	2	10	JLN – 09/20 JLN – 09/20 JLN – 09/20 JLN/HoKS – 09/20

						Handover support from current to new key workers Supply teacher record to record the settings otherwise attended by temporary staff members. Agency risk assessments sought and logged				DCA/TGR – 7/9/20 and ongoing
Shielding pupils	Pupils	<p>Pupils who are self-isolating due to COVID symptoms or have tested positive or have close contact with someone who has COVID 19 do not attend school.</p> <p>If disease rates rise locally pupils shield in line with government guidance.</p> <p>Pupils who are still shielding are supported with learning at home.</p> <p>The school consults with the parents of clinically vulnerable child if their child will return to school following medical advice.</p>	5	2	10	<p>Blended learning offer to continue</p> <p>Separate risk assessment to be completed for pupils returning to school in conjunction with their HCP.</p> <p>To support children with medical needs https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf</p>	5	2	10	DON - ongoing
Clinically and extremely vulnerable staff	Staff	<p>CEV staff in Tier 4 work from home Separate RA in place for CEV staff in remaining Tiers here.</p> <p>Social distancing measures are in place for those who have returned to work.</p> <p>Extremely clinically vulnerable and clinically vulnerable staff are offered the safest available on-site roles which allow them to socially distance. This is assessed through a checklist before they return to work.</p>	5	3	15	<p>Individuals in this group will have been identified through a letter from the NHS or from their GP are advised to shield.</p> <p>A checklist and return to work discussion is completed for clinically vulnerable and extremely vulnerable staff returning to work post lockdown.</p> <p>Shielding measures are paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue.</p>	5	2	10	DCA/JNN – ongoing

		<p>Face coverings are available if needed. Staff ensure they follow strict hand and respiratory hygiene measures.</p> <p>A separate risk assessment based on the individual is in place.</p> <p>Staff ensure they update academy records with any changes to medical conditions.</p> <p>Return to work IHASCO Covid 19 module is completed.</p> <p>Those who will be working from home are supported.</p>				<p>Pre-identified roles compatible with partial homeworking factored in to office locations</p> <p>Separate RA in place for CEV staff. For areas of very high local alert levels extremely clinically vulnerable staff if they have received a new notification advising them to shield from their GP/Consultant/NHS they are strongly advised to work from home</p> <p>Following new national restrictions from 5th November CEV staff should be working from home unless guidance changes.</p> <p>Separate risk assessment is in place for expectant mothers and is reviewed every 3 months, included with this is any associated health risks. A staff checklist can be used to accompany anyone with any medical conditions https://oatoe.sharepoint.com/:w:/r/sites/Covid-19/Coronavirus%20support%20documents/Estates/Health%20%26%20Safety/Risk%20Assessments%20Documents/Individual%20Staff%20Risk%20Assessment%20Checklist%20for%20Vulnerable%20staff%20Covid%2019%20V2.docx?d=wc1c489f57aff4e31b3d8b76d36aedc52&csf=1&web=1&e=ve377t Face coverings to be worn when moving around the academy.</p>				<p>JNN/MCO – ongoing</p> <p>JNN/DCA - ongoing</p>
Local lockdown	Staff and pupils	<p>Advice is sought from the DfE, Health Protection Team (HPT) and Public Health England (PHE) for decisions at a local level.</p> <p>Remote education plans are in place to support students with remote learning.</p>	5	2	10	<p>Inform Head Office on any guidance or requests from Local authorities or regulatory bodies</p>	5	2	10	<p>JNN – ongoing</p> <p>DON/PDG - ongoing</p>

		School has a contingency plan in place if the PHE advise that the school closes temporarily to help control transmission. Support for key worker pupils on site with strict social distancing measures in place.				Blended learning offer and current rota is re-established				
Displaying symptoms of COVID 19	Staff and pupils	Staff are aware of how to contact local Health Protection Team (HPT) Each academy has nominated a Covid response Co Ordinator. Staff and pupils are aware not to come into the setting if they have symptoms and must be sent home to self-isolate if they develop them within the academy and are advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection If a child is waiting to be collected, they are moved to an isolated room if appropriate for age of the child, windows in the room are opened for ventilation. If a child cannot be isolated, they are moved to an area which is at least 2 metres away from others. PPE is worn by staff if 2 metres cannot be maintained. This includes face coverings. Staff member dealing the pupil/staff displaying symptoms must wash their hands for at least 20 seconds.	5	2	10	Refer to separate OAT Flowcharts – Academy to enter local HPT number Sept PD day and COVID19 inclusive with KCSIE declarations As above parents, and carers are informed of the test and trace service. Settings will be provided with a small number of home testing kits. Isolation room identified for a suspected infected person to use. (Dance studio and adjacent toilet is designated space) CV19 symptoms to alert on-call; social distance escort to medical room; reinforce on PD day Included on KCSIE declaration confirmation document; Designated agenda item on PD day.	5	2	10	JLN – 09/20 JNN – 09/20 MAL – 09/20 JLN – ongoing JLN – 09/20 SWA/MCR - ongoing

		<p>The room/area round the person who develops symptoms is cleaned with normal household disinfectant after they have left.</p> <p>If the child needs the bathroom it is separate from others and cleaned and disinfected before being used by anyone else.</p> <p>Staff are aware of how to book a test if they are displaying symptoms.</p> <p>Staff are aware to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. Advice from Track and Trace must be followed.</p>				Academies have been supplied with an initial supply of least 10 test kits, schools should ring the test and trace helpdesk on 119 if these have not arrived				
Confirmed cases of COVID 19	Staff and pupils	For confirmed cases staff must refer to the OAT flowcharts	5	2	10	<p>Staff must keep a record of pupils and staff in each group and any close contact between other groups but must be proportionate.</p> <p>Amend/continue close contact/Cv19 go4sch slip to record any prolonged/risky contact in event of transmission.</p> <p>Report incidents to Suffolk LA and OAT</p>	5	2	10	<p>JLN/EFO – 09/20</p> <p>JLN; JNN - ongoing</p>
Cleaning after a confirmed case	Staff and pupils	Action plan and infection flow chart followed. All surfaces that the symptomatic person has come into contact with are cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells including isolation room Academies use a Fogger in only areas affected after each confirmed case. If Cloths and mops are used as addition they must disposed of and put into waste bags for 72 hours as per the guidance outlined in COVID-19:	5	2	10		5	2	10	Site team - ongoing

		cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)								
Site specific to Academy	Staff, Pupils and Visitors	<p>First aid administered where possible in year group areas.</p> <p>For more serious cases requiring the medical room, staff escort to medical room.</p> <p>If medical room is used after a student in a different bubble, it is sanitised beforehand where possible.</p> <p>In the event that sanitising would delay access to the medical room and the risk associated with delay is greater than bubble breach risk, either an alternative location, movement of the lower risk party or additional control measures (e.g. PPE) can be used.</p> <p>Medications to be administered in the medical room. Students escorted between year area and medical room by staff member.</p> <p>Counselling is delivered in designated meeting rooms, booked using central room booking system, blocked by year group, with sanitising in-between bubble use. Person who needs room is responsible for sanitising.</p> <p>Students escorted to/from designated room</p>	5	2	10	<p>Outline first aid and medical arrangements on PD day</p> <p>Review procedure with medical/pastoral</p> <p>Medical care plans in place</p> <p>Centralised booking system</p>	5	2	10	<p>JLN 1/9/20</p> <p>JLN 4/9/20</p> <p>KWI – 1/9/20</p> <p>SWA – 3/9/20</p>

Risk Assessor: By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.		Management: By signing this risk assessment, I acknowledge my responsibility as the department management for reviewing and approving this risk assessment and communicating controls and any improvements to staff.	
Risk Assessor Name and Signature Jane Smith	Date: 2 nd July 2020	Manager Name and Signature: James Lowden	Date: 11/6/21
Review date:			

Guidance		
<u>Severity of Harm from this Hazard</u>		
<ul style="list-style-type: none"> Total Estimated Risk = Severity x Likelihood Hazards with significance factors equal to or greater than 16 or a Severity Rating of 4 or 5 warrants the use of additional controls and an action plan that has been reviewed 		
Score	Severity / Consequence	Effects
1	NEGLIGIBLE	Negligible injury or health implications with no treatment or first-aid only. .
2	MINOR	No-Lost Time Injury(ies) and no chronic effects, but treatment beyond first aid may be required.
3	MODERATE	Person suffering Lost Time Injury, RIDDOR, hospital treatment or job restriction/business affected by outbreak
4	SERIOUS	Illness resulting in time off work long term/ill health
5	MAJOR	Fatality
<u>Likelihood of Potential Exposure to this Hazard</u>		
Score	Definition	
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.	
2	Not likely to occur in normal circumstances	
3	Possible when additional factors are present but otherwise unlikely to occur.	
4	Such an event is known to have occurred and is likely to re occur.	
5	Almost inevitable that an incident would result / occurs frequently	

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

Rating Bandings		
Low risk (1-6)	Medium Risk (8-12)	High Risk (15-25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to a low or medium level