

Risk Assessment – Covid-19		5 January 2021	Hunningley Primary Academy
Responsible Person	Catherine Horton-Hale (Principal)		
Other persons involved:	Catherine Horton-Hale, Diane Lassu (Business Manager), Georgina Graham (NEU Rep), SLT - Emma Hames, Andy Webb, Sadie Howard & Karen Hirst.		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Schools (30 December 2020) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (30 December 2020) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (30 December 2020) • DfE - Coronavirus (COVID-19): guidance on isolation for residential educational settings (9 November 2020) • DfE – Face coverings in education (27 November 2020) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (1 January 2021). • NHS - Test and Trace – How it works (14 December 2020) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport (10 November 2020) • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers <p>This Risk Assessment should be read in conjunction with the school's Wider Reopening Plan (September 2020).</p>		

Details	
<p>Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, including the full opening process to commence 1st September 2020</p> <p>Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) Clean hands thoroughly more often than usual 3) Staff are aware of their obligations to read and comply with the risk assessment. 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. 	

- 6) Always minimise contact between individuals and maintain social distancing.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) Contain any outbreak by following local health protection team advice
- 10) Staff wearing face coverings when moving around the building, in staffrooms (when not eating) and outside, when near to parents and visitors. Visors have been provided and are the preferred equipment, but staff may wear a mask under certain circumstances e.g. weather or health condition.
- 11) Parents strongly encouraged and prompted to wear face coverings.
- 12) Minimise contact between individuals and maintain social distancing wherever possible.
- 13) Always keeping occupied spaces well ventilated

- Numbers 1 to 5, 10, 11 and 13 are in place all the time.

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	<ul style="list-style-type: none"> • Staff contracting Covid-19 	<p>Staff</p> <ul style="list-style-type: none"> • Staff must not come to school if they have any symptoms of COVID-19 • An individual RA is available for those who feel they may be at higher risk from infection. • Clinically extremely vulnerable staff can continue to work as normal at all COVID alert levels unless in receipt of specific written instruction to shield from a medical practitioner. • All staff have an <u>obligation</u> to immediately notify the Principal in the first instance and then a member of the SLT of any changes in their personal health or the health of anyone in their household, especially if there is all or any of the following: <ul style="list-style-type: none"> ○ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) ○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) ○ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal • Any staff member with suspected symptoms of COVID-19 will be sent home immediately to self-isolate for 10 days from the on-set of the symptoms. They must 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

undertake a COVID-19 test and notify the Principal in the first instance and then a member of the SLT of updates and the outcome of the test as soon as available. Their household members are required to self-isolate for 10 days from the day the staff member started with symptoms or from the date of a positive test. Throughout this testing process and isolation period staff are contractually obliged to provide SLT with regular updates, including the outcome of the test and they must engage with the Test and Trace process.

- Health screening of employees will take place through informal discussions with line managers. The responsibility sits with individual staff to immediately inform the SLT of any health conditions or symptoms for both themselves and their household so that appropriate measures can be put in place.
- Staff must engage with the Test and Trace process. To support this process staff must provide the school with current mobile phone numbers. Where numbers need updating the information must be passed to the Business Manager.
- To support the testing process, the school have been provided with a supply of home testing kits to be used when staff are unable to access a test.
- If the test is positive:
 - The staff member must notify the Principal in the first instance and a member of the SLT immediately of the test result and date of test.
 - The staff member must follow the isolation instructions given by Test and Trace and communicate the instructions given by Test and Trace to the SLT.
 - If there is a positive test result, staff have a duty to accurately communicate to the SLT and Test and Trace, who they have been in contact with.
 - At the end of the isolation period the staff member must not return to work without agreement from a member of the SLT. Consideration will be given to whether they feel well and whether any symptoms remain. Where they remain ill at the end of the isolation period, they will be required to contact 111 for guidance and share this information with SLT.
 - The staff member must engage with the NHS Test and Trace programme.
 - The Principal will contact the Department for Education helpline to consult on any further action required in school.
 - The school will review the case against the Group guidance on *COVID-19 and ARMS* to establish if it was likely that the infection was contracted as a result of occupational exposure.
- Where the test returns negative and the staff member feels well to do so, they must contact the SLT to agree a return date so that their fitness for work can be assessed.
- Where a staff member indicates an individual in their household is unwell with Covid related symptoms, they must notify the SLT immediately and begin self-isolating for up to 10 days. Under the Test and Trace programme there is an expectation that their

Yes

			<p>symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms but <u>must</u> consult with SLT on a return date first.</p> <ul style="list-style-type: none"> • If staff develop symptoms whilst on site, they <u>must</u> notify SLT immediately. If they are unable to drive themselves home, they <u>must</u> immediately move themselves to the designated isolation area without crossing bubbles and remain there until they are collected by a member of their household. • Staff <u>must</u> wear a face covering when moving around the school, when in staffrooms (except when eating), when outside or when speaking to a parent or visitor. • Staff <u>must</u> always maintain 2 metre distancing and maintain bubbles inside school and outside of school hours, following Government guidance for regional restrictions. • Staff <u>must not</u> car share with any other members of staff who are not in their households as this breaks the tier 3 regulations that Barnsley must follow. 		
Infection Control (people)	Staff, Pupils, Visitors	<ul style="list-style-type: none"> • Pupils contracting Covid-19 	<p>Pupils</p> <ul style="list-style-type: none"> • Where a child has symptoms, or a positive test result, the school must be notified immediately. • Any pupil with symptoms of Covid-19 should not attend school for 10 days from the first onset of symptoms and is expected to undertake a test under the NHS Test and Trace programme. • Parents are instructed to notify the school immediately if a positive result is obtained. • Where there is a positive result their household <u>must</u> engage with the Test and Trace process and isolate for 10 days from the first onset of symptoms. Parents <u>must</u> update the school of progress or changes throughout the isolation process. • To support the testing process, the school have been provided with a supply of home testing kits, to be used when parents are unable to access test. • Where a positive result is obtained, the school will contact the Department for Education helpline for advice on any further action required. • Where a child has a negative result the parent/carer <u>must</u> contact the school to agree a start date. The start date is at the discretion of the Principal and will take into consideration the advice from Test and Trace, the child's health and the health of the child's household. • Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they <u>must</u> engage with the Test and Trace process, the instruction likely to be to self-isolate for up to 10 days from when the onset of symptoms. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school at the Principals discretion if they do not have any COVID-19 related symptoms. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	

			<ul style="list-style-type: none"> • If a pupil develops symptoms whilst on site or the school becomes aware that the household are isolating the child will <u>immediately</u> be transferred to the designated isolation area (the office next to 6W and for Early Years/KS1, the small office in the Early Years entry/exit area) until they are collected by an appropriate adult. The child <u>must</u> be accompanied by a member of staff and transferred to the isolation room without crossing other bubbles. <u>SLT must be notified immediately. The staff member accompanying the child must maintain a 2-meter distance at all times and must wear PPE. Parents collecting a child from the early Years/KS1 isolation room will collect them from the adjacent Entry/Exit door. Parents collecting a child from the KS2 isolation room will collect them from the external door adjacent to class 6W. At the end of use, PPE must be removed and disposed of in the waste bin provided before exiting the room. Staff must thoroughly apply the hand washing guidance, using additional anti-bacterial gel as necessary. If a visor has been used the visor must be thoroughly cleaned with the antibacterial wipes provided before leaving the isolation room.</u> • Staff do not need to go home after accompanying a symptomatic child unless they themselves are symptomatic. • Cleaning/disinfection of the isolation room and toilet and disposal of the waste must be carried out by cleaning staff in accordance with DfE guidance <u>COVID-19: cleaning of non-healthcare settings</u>. Staff must notify the cleaner immediately after use of the <u>isolation room or toilet and also inform a member of the SLT.</u> • During the use of the Early Years/KS1 isolation room, if the child requires use of a toilet they must use the designated Early Years isolation toilet adjacent to the disabled toilet. The accompanying member of staff must ensure the toilet is then secured until it has been cleaned. • Where a member of staff suspects a child is ill or has symptoms, they will take the child's temperature using an infrared electronic temperature gauge. Where a high temperature of 37.8 degrees Celsius or above or where a child has any of the Covid symptoms the child will be moved to an isolation room, following the isolation room instructions detailed above. • Clinically extremely vulnerable students can continue to attend as normal at all COVID alert levels unless in receipt of specific written instruction to shield from a medical practitioner. • Pupils will wash hands immediately on arrival wherever possible and/or will use hand sanitiser on entering the school. • Frequent hand washing <u>must</u> take place throughout the day and especially at transition times. If hand washing is not possible then hand sanitiser will be applied. • Parents will be encouraged to engage with the NHS Covid 19 app. 		
Infection Control (people)	Staff, Pupils, Visitors	Visitors contracting Covid-19	<p>Visitors</p> <ul style="list-style-type: none"> • Parent/carers are strongly encouraged to wear a face covering during their time on site unless they are medically exempt. 	Yes Yes	

- All visitors to site must be carefully managed and identification details recorded (including mobile telephone numbers) and held for 21 days to support the Test and Trace process if called upon. The mobile number must be recorded on the signing in system or where this is not possible, recorded by the office staff.
- Details of the school's procedures must be communicated to all visitors before they come to site and a copy of the risk assessment must be made available.
- Only one parent/carer may accompany children on site, they must not come with partners, other family and friends. Staff must challenge this at every opportunity.
- The parent/carer accompanying children should arrive no more than 5 minutes before the start and end of the day. Whilst on site they must maintain 2m distancing at all times and leave the site immediately on dropping off or collecting their child.
- Children must remain with their parent/carer at all times when on site. Parent/carers must ensure children remain with them at all times, must not use the outdoor play equipment and families must not congregate.
- Each external door will be marked to ensure a safe distance is maintained for access. Parent/carers must ensure that adults and children remain 2 metre distanced at all times and do not move across the demarcation line unless asked to do so.
- The requirement for contractors to attend site will be reviewed on a case by case basis by the Business Manager and limited to essential maintenance/ statutory checks only.
- Parent meetings must be conducted via Teams. In exceptional circumstances where face to face meetings are agreed by the Principal, the meeting must take place in the designated **parent meeting room**. On arrival parents must sign in and then exit the building, re-entering via the external door adjacent to the meeting room. Parents must wear a face covering whilst on site and provide a contact number for Test and Trace purposes which will be held for 21 days.
- Specialist and agency meetings must be conducted via Teams. Where this is not possible for safeguarding purposes, they are permitted to enter the school at the Principal's discretion and only at a pre-arranged time. Whilst on site, visitors must wear a face covering and engage with the collection of information for Test and Trace.
- General visitors are not permitted on site unless at the discretion of the Principle. Where site access is agreed, they must wear a face covering and comply with the school's arrangements for keeping safe, including taking particular care to maintain distance from staff and pupils. They will be expected to provide contact information for the Test and Trace process, information will be destroyed after 21 days. Unless medically exempt, must bring and wear a mask if permitted access to the building and must apply antibacterial hand gel on entry/exit and when transitioning. Where they arrive without a mask the school will provide a disposable mask.
- Deliveries, where possible should be at non-peak times and will be managed at the main entrance to the school, using the intercom.

Yes
Yes
Yes
Yes
Yes
Yes
Yes

			<ul style="list-style-type: none"> School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. Specific arrangements (risk assessments) are in place to support named individuals. Individual risk assessments <u>must</u> be shared with staff by the Safeguarding Lead. Face coverings in school are not permitted for pupils. Where pupils arrive at school wearing a face covering this must be removed and appropriately stored on entering the building. All teaching areas and classrooms are fitted with hand washing facilities. Handwashing is built into the school timetable. Individual children with skin conditions are identified through care plans. Frequent reminders throughout the day to promote good hand and respiratory hygiene. Regular robust handwashing to be carried out. Signage advocating more frequent handwashing is displayed in various locations around the premises. Staff <u>must</u> wear a face covering when moving around the school, when in staffrooms (except when eating), when outside or when speaking to a parent or visitor. The school would prefer this to be the visor that has been provided to each member of staff. Staff are strongly encouraged not to linger in the staffroom after eating and instead to return to their bubbles. Specialist teachers – staff must escort children to the specialist teacher to avoid infection spread, for example Sports Coaches will wait outside, intervention teachers will wait in the intervention room/area. See 'Infection Control' for procedures on how to deal with children and staff with symptoms. 	<p>Yes</p>	<p>Yes</p>
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection.	<p><u>Grouping (key principles to be applied)</u></p> <ul style="list-style-type: none"> Schools must do all it can to minimise contacts and mixing during the delivery of the curriculum. All group work in small spaces to stop immediately unless the area permits 2 metre distancing. Where 2 metre distancing is not possible, relocate to a larger area such as the small Hall or notify SLT. Contact between staff and pupils must where possible be at a 2m distance, where this is not possible close contact must not exceed 1 minute. Staff sign in and then exit the building, entering their bubble through their designated door i.e. UKS2 through KS2 door, LKS2 through main reception, KS1 through the door adjacent to KS1 toilets and Early Years through the early Years external door. The exception to this would be for any staff remaining on site after dark; after dark it is permissible to cross bubbles for signing out purposes as long as the link corridor is unoccupied. Staff must not enter the main office or SLT Room at any time. All communication must be via the reception desk window or via email. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>N/A</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>N/A</p> <p>N/A</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>N/A</p>

			<ul style="list-style-type: none"> Adults within classes <u>must</u> observe 2 metre social distancing with other adults. Cleaning materials have been provided and <u>must</u> be used by staff in each bubble throughout the day at regular intervals. Such as sink areas before and after fruit and milk distribution, tables where cleaners have not been able to gain access, etc. It is a contractual obligation that staff observe the 2 metre distancing requirement and hold <u>all</u> meetings via Teams 	Yes	
			<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> No face to face assemblies will be held for the foreseeable future. Where assemblies take place these will be within class bubbles. Passing persons on corridors remains low risk but pinch-points have been considered and children passing in corridors should be avoided. Staff must always wear face coverings when moving around the building. Fire evacuation procedures have been updated to reflect building layout changes (though in a real fire, the risk from fire takes precedence). Staggered break and lunchtimes have been timetabled to minimise mixing of groups. A cleaning rota has been created for the dining halls to ensure that surfaces are cleaned between groups. Staff spaces have been considered. Local staff rooms have been created; EYFS in the small kitchen, Key Stage 1 in The Hive, Key Stage 2 in the main staff room and admin/SLT in the SLT room. Rotas for use are in place and have been shared with staff. Reference to BEIS guidance on <u>Office and Contact Centres</u> for guidance on staff only areas has been made. Regular and thorough handwashing or use of alcohol-based sanitiser <u>must</u> be carried out by all pupils and <u>staff</u> members including: <ul style="list-style-type: none"> On arrival and before departure Before and after break When groups change areas Before and after using the bathroom Before and after distributing fruit and milk, etc. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Yes

			<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> • All children will arrive at school for 08:45, leaving at 15:00. KS2 children will come down the driveway independently and KS1 children will be accompanied by 1 parent/carer.. • Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates. • Process required for those arriving wearing face coverings, including safe disposal (covered bin) and washing hands before going to class (note point 2 on the system of control 'Clean hands more often than usual' which accepts alcohol based hand sanitiser as a suitable substitute for soap and water. This may be more practical for schools that have large numbers of pupils arriving by public transport. • Breakfast Club, booking system in place for working parents and vulnerable children. Pupils will be grouped into bubbles. • A one-way system has been introduced to avoid parents having face to face contact with others; they are also encouraged to wear face coverings when they drop off or collect their children. 	Yes	Yes
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			<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> • Take steps to depress demand at peak times (Stagger start/finish times) • Promote walking/cycling to school if possible • Car sharing by staff is not permitted unless they live in the same household. 	Yes	
Infection control (Premises)	Staff, Pupils, Visitors		<ul style="list-style-type: none"> • Any unnecessary furniture must be removed to aid distancing. • Corridors, stairwells and room entrances have been demarcated with social distancing lines and one-way arrows where appropriate. • The parent/carer accompanying and collecting children from school should arrive no more than 5 minutes before the start and end of the day. 	Yes Yes Yes	

			<ul style="list-style-type: none"> Shared workstations must be a last resort and where unavoidable must be cleaned thoroughly between users. All shared equipment such as telephones, audio controls etc. must be thoroughly cleaned with antibacterial wipes immediately after use. Caretaker to conduct daily quality assurance checks of cleaning standards by the cleaning contractor and to rectify any areas before school opens for the day. New lidded bins provided throughout the school. Lids must always remain down. Staff are responsible for their own areas; staff <u>must</u> check bins regularly and empty them to avoid over filling if the cleaner has not been able to do this for them. Complete and display the <i>Covid-19 Secure in 2020</i> poster. 		
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work, or school may be anxious, worried or stressed.	<ul style="list-style-type: none"> All staff members have the opportunity to feedback and input into the Risk Assessment either through SLT, their line manager or their union representative. The risk assessment is published on the school website and has been shared with all stakeholders. Staff have access to the Group's occupational health and counselling service, CIC. Feed the determined approach into the communication strategy. Leaders to provide reassurance that school have followed all advice and guidance when completing the risk assessment and to all who are feeling anxious, nervous or stressed about returning to work. SLT periodic briefings and shared updates with all staff. Timetables have explicit well-being lessons. (Morning meeting) SLT to communicate to the whole school community using letters and the school website. 	Yes Yes Yes Yes Yes Yes Yes Yes	Yes
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> Additional cleaners have been employed to enable all areas of the school to be cleaned thoroughly daily, with a focus on regular emptying of bins and cleaning frequently handled surfaces, such as door handles, light switches, chairs photocopiers, telephones, toilets, sinks, taps, handles and other areas that are touched regularly. No requirement for additional PPE to be worn unless dealing with a confirmed test. Cleaning staff reminded to be mindful to maintain 2 metre distancing, wear a face covering when moving around the school and the need for regular handwashing. Cleaning following a confirmed/suspected case will be in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings The school keeps a record of what enhanced processes have been implemented and checks that the contractor is operating in line with Government guidance and not just carrying out business as usual. Confirmation by email from Barnsley Norse cleaning. All staff will provide an element of day-to-day cleaning, wiping of surfaces and resources during the day. This is in addition to the thorough cleaning provided by 	Yes Yes Yes Yes	

			<p>contracted cleaners. Staff will be trained in the use of appropriate PPE for such tasks and guidance will be provided on the safe disposal of waste.</p> <ul style="list-style-type: none"> • Each class has been provided with cleaning stations for intermittent cleaning throughout the day. • Staff made aware of COSHH/data sheets and staff must only use products supplied by the school. • Cleaning stations have been provided in the staffrooms to allow staff to clean their eating area before and after use. 	Yes Yes Yes Yes	
Delivery of 'higher risk' subjects		<p>Delivery of lessons such as Science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection.</p> <p>Educational Visits</p>	<ul style="list-style-type: none"> • Subject leads to review their risk assessments for the planned activities and update accordingly. • CLEAPSS guidance referred to in planning science, D&T and Art • AfPE and national governing body guidance referred to in planning school sport activities • Consideration required for the capability of practical lessons to be delivered while maintaining social distancing and hygiene. • PE will be delivered outside in class bubbles, weather permitting. Any equipment must be cleaned before and after use and between different bubbles, no contact sport permitted. • Sports Coaches have been given an individual risk assessment. • All visits are suspended. 	Yes Yes Yes Yes Yes Yes	
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> • Staff providing intimate care must wear full PPE. • If a child, becomes unwell with symptoms of Coronavirus while in their setting they must be transferred to the isolation area immediately via a route that does not cross bubbles and full PPE and a <u>visor</u> must be worn by staff accompanying the child until they are collected by a parent. See earlier guidance 	Yes Yes	
Failure to follow local rules	Staff, Pupil, Visitors	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	<ul style="list-style-type: none"> • Pupils will receive refresher training during inductions within their class bubbles on the first day back after each half term. • Staff will receive instructions on inset days and reminders during periodic briefings to ensure clarity of arrangements and social distancing. • No parents/carers will be admitted into the school building unless with the agreement of the Principal. Deliveries are via the front car park with accessibility through the intercom or by pre arrangement with the site manager. • Leaders have developed a new behaviour policy to reflect the current climate and increased numbers of children returning to school. The policy has been shared with all members of staff, children and their parents. 	Yes Yes Yes Yes Yes	

			<ul style="list-style-type: none"> Children who are known to present a possibility of not following the rules have individual risk assessments, which have been agreed with the staff, parents and social workers, where appropriate. Staff working with these children will be provided with PPE equipment. Leaders will not allow any individual to compromise the Covid risk assessment that is in place to ensure all staff and children remain safe whilst at school. Staff have a contractual obligation to read and comply with the risk assessment. Staff who wilfully choose not to follow the steps outlined in the risk assessment and wider re-opening plan, could be subject to disciplinary procedures; similarly, children could be subject to exclusions. 	Yes	
			<ul style="list-style-type: none"> Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible records of all contractor details will be held for 21 days (to support Test and Trace process if necessary) Premises compliance status to be reviewed by the Business Manager prior to reopening and briefing provided to the school's Head. School has remained open throughout and all compliance checks are currently up-to-date. The caretaker will be directed by the SBM to ensure all mandatory compliance checks for holiday periods continue to be completed weekly. <p>Key Checks</p> <p>Fire</p> <ul style="list-style-type: none"> A log of who is on site Daily Fire alarm panel operability checks Daily site walks and checks on evacuation routes Weekly fire alarm call point testing Emergency lighting testing and maintenance for units located above ground level, in areas with no natural light, and in accommodation settings as a minimum e.g. boarding Annotate the fire risk assessment providing details on the changes made <p>Legionella/Water Hygiene</p> <ul style="list-style-type: none"> Do not drain down systems Maintain hot water provision and circulation Expand the weekly flushing of little used outlets to include every outlet, toilet, sink, urinal, shower etc. By maintaining throughput at all outlets, it may be possible to eliminate the need for chlorination of the system prior to reopening. Annotate the legionella risk assessment providing details on the changes made. <p>Gas</p>	Yes	
Maintaining a compliant premise	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.		Yes	

			<ul style="list-style-type: none"> Systems to remain operational to boilers and hot water generators and any other plant that is necessary Isolation of supplies to labs and prep rooms wherever possible. <p>Ventilation</p> <ul style="list-style-type: none"> Systems to remain energised and in normal operating mode Occupied rooms to have windows open. Ensure that chemical store ventilation always remains operational. <p>Security</p> <ul style="list-style-type: none"> Secure as much of the school as is possible. Carry out (at least) weekly inspections of unoccupied areas. <p>General</p> <ul style="list-style-type: none"> Maintain adequate first-aid provision linked to the sort of work being carried out. Training on specialist equipment or procedures with a safety critical element e.g. D&T equipment, scaffold towers 		
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes to be included in Jon Cole's Heads Bulletins. Principal to ensure that all relevant guidance is followed and communicated SLT to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. Parents/Pupils updated via classrooms/email/parent text as necessary. Any change in information to be shared with Chair of LGB and passed on to parents by text and staff by email 	Yes Yes Yes Yes Yes Yes	
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> Extra-curricular provision subject to specific risk assessment developed with reference to DfE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Fire risk assessment reviewed Fire safety procedures in place as pre COVID. Staff training scheduled monitored and any slippage identified and updated as necessary Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. 	Yes Yes Yes Yes	
Display Screen Equipment	Staff	Staff working from home not having	<ul style="list-style-type: none"> For extended working from home, staff can take home peripherals and office chairs by agreement with the Principal. 	Yes Yes	

(temporary home workers)		access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> • Guidance on setting up a suitable workstation provided on Hub coronavirus pages • Additional equipment needs to be reviewed on a case-by-case basis • Laptop provided to staff required to work from home 	Yes Yes	
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> • Low-risk, office-style work. No specific controls required. • Any accidents to be logged onto ARMS. 	Yes Yes	
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> • Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section • Guidance provided to managers on supporting their teams and reasonable expectations during this period. • Managers <u>must</u> maintain regular contact with their employees, preferably by video link. 	Yes Yes Yes	

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	Catherine Horton-Hale	Date:	24th July 2020	Date of next review:	w/c 24 th August 2020
Review completed by:	Catherine Horton-Hale	Date	28 th August 2020	Date of next review	3 rd September
Review completed by:	Catherine Horton-Hale & Leadership Team	Date:	3 rd September 2020	Date of next review:	9 th September 2020
Review completed by:	Catherine Horton-Hale & Diane Lassu	Date:	9 th September 2020	Date of next review:	16 th September 2020
Review completed by:	Diane Lassu, Georgina Graham & Andrew Webb	Date:	24 September 2020	Date of next review:	1 October 2020
Review completed by:	Emma Hames, Georgina Graham & Andrew Webb	Date:	1 October 2020	Date of next review:	8 October 2020
Review completed by:	Emma Hames, Diane Lassu & Andrew Webb	Date:	27 October 2020	Date of next review:	
Review completed by:	Diane Lassu & Karen Hirst	Date:	5/1/21	Date of next review:	w/e 15/1/21

Guidance on completing the form

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

Risk Assessment Title and Responsible Person

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

Details

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

What are the hazards and Who is at Risk?

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

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

What harm is associated with the hazard?

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

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

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

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

Evaluation of Adequacy

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

Areas of additional control for consideration

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

Review Period

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