

<b>Risk Assessment – Covid-19</b>		<b>Latest review 05/01/21</b>	<b>Avonbourne Academies</b>
<b>Responsible Person</b>	Mr S Ingram		
<b>Other Persons Involved</b>	Vice Principals, Operations Manager, HR Manager, Catering and Cleaning Manager, Executive Business Manager, First Aider, Senior Leadership Team		
<b>Guidance Material Considered</b>	<ul style="list-style-type: none"> <li>• DfE – <a href="#">Guidance for Full Opening – Schools</a> (30 Dec 2020)</li> <li>• DfE - <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a> (30 Dec 2020)</li> <li>• DfE - <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a> (31 Dec 2020)</li> <li>• DfE - <a href="#">Face coverings in education - GOV.UK (www.gov.uk)</a> (27 Nov 2020)</li> <li>• BEIS - <a href="#">Working safely during coronavirus (COVID-19) Offices and Contact Centres</a> (01 Jan 2021) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance.</li> <li>• NHS - <a href="#">NHS Test and Trace: how it works - GOV.UK (www.gov.uk)</a> (14 Dec 2020)</li> <li>• PHE - <a href="#">COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a> (16 Oct 2020)</li> <li>• GOV - <a href="#">National lockdown: Stay at Home - GOV.UK (www.gov.uk)</a> (04 Jan 2021)</li> </ul>		

<b>Details</b>	
<p>Covering staff and pupil H&amp;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"> <li>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</li> <li>2) Clean hands thoroughly more often than usual</li> <li>3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ &amp; ‘hands, face, space’ approach</li> <li>4) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</li> <li>5) Minimise contact between individuals and maintain social distancing wherever possible</li> <li>6) Where necessary, wear appropriate personal protective equipment (PPE)</li> <li>7) Engage with the NHS Test and Trace process</li> <li>8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>9) Contain any outbreak by following local health protection team advice 0300 303 8162 (option 1, then option 1) Out of hours advice 0300 303 8162 (option 1).</li> </ol> <ul style="list-style-type: none"> <li>• Numbers 1,3,4 and 5 are in place in all the time.</li> <li>• Numbers 2 and 6 are carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment.</li> <li>• Number 6 applies only in specific circumstances.</li> <li>• Numbers 7 to 9 are followed in every case where they are relevant.</li> </ul>	<p><b>Are Control Measures (Y, N, N/A)?</b></p>

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> <li>• An individual RA is available of those who feel they may be at a higher risk from infection.</li> <li>• Clinically extremely vulnerable (CEV) staff in tier 4 areas are not required to come to work and are supported to work from home.</li> <li>• Any staff who are not required in school and can continue to work from home will continue to do so. To be considered at first review date to take in account any updates to guidance.</li> <li>• Health screening of staff carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file. Weekly form sent to all staff to complete and reviewed by the Cover Manager. First form sent 28<sup>th</sup> May 2020.</li> <li>• Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 10 days.</li> <li>• To support the testing process, the school have been provided with a supply of home testing kits</li> <li>• If the test is positive: <ul style="list-style-type: none"> <li>○ The staff member remains off for 10 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time.</li> <li>○ The staff member must engage with the NHS Test and Trace programme. Guidance on testing sent to all staff 7/5/20 and periodic reminders sent. Guidance available via Team Covid folder.</li> <li>○ The staff member must notify the school immediately.</li> <li>○ The school contact their local Health Protection Team for advice on any further action required in school. 0300 303 8162 (option 1, then option 1) Out of hours advice 0300 303 8162 (option 1).</li> <li>○ 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.</li> </ul> </li> <li>• If the test is returned negative the staff member can return to school when they feel well enough to do so.</li> <li>• Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. Under the Test and Trace programme there is an expectation that the 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.</li> </ul>	Y	Y
		Pupils contracting COVID-19	<ul style="list-style-type: none"> <li>• Any pupil with symptoms of Covid-19 should not attend school for 10 full days from the onset of symptoms and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained.</li> <li>• To support the testing process, the school have been provided with a supply of home testing kits. When received, these will be held securely by the First Aider.</li> </ul>	Y	Y

			<ul style="list-style-type: none"> <li>Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. 0300 303 8162 (option 1, then option 1) Out of hours advice 0300 303 8162 (option 1).</li> <li>A negative result means the pupil can return to school.</li> <li>Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 10 days (except where the school is involved in the national mass testing programme). Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms.</li> <li>Clinically extremely vulnerable students should not attend the school in a Tier 4 area. CEV students continue to attend as normal at all other Tiers except if in receipt of clinical instruction shield.</li> </ul>		
		Visitors contracting COVID-19	<ul style="list-style-type: none"> <li>All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. Sixth Form presenters to be advised of arrangements including expected hygiene requirements, not visiting if they or others in their support bubble are displaying Covid symptoms, to keep strict 2m distancing from students, and present only in non-zoned rooms with direct access.</li> <li>Details of local procedures communicated to all visitors before they come to site.</li> <li>Parents advised to drop children off alone, i.e. not to come with partners or family</li> <li>Contractors attending while school is operational to be notified that the school is operational, and their access requirements reviewed on a case by case basis.</li> <li>Contractor/Visitor (GDPR compliant) visitor books purchased for both receptions. Further contractor information requested on the new contractor sign off form.</li> </ul>	Y	Y
Y	Y	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> <li>Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed.</li> <li>Pupil isolated in secure area in the <u>Creative Hub, Block B</u>, (staff toilet in corridor to be used if necessary and closed sign used until cleaned) if awaiting collection in line with <a href="#">government guidelines</a>.</li> <li>Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic.</li> <li>A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. Additional PPE available from the Catering and Cleaning Manager. PPE to be donned and doffed in line with poster in first aid pack. Guidance also available through Covid folder, Staff Guidance. All used PPE to be placed in the lidded bins in the isolation/first aid rooms and the Catering and Cleaning Manager made aware.</li> <li>Face covering guidance will be updated based on the appropriate 'Tier' level of escalation locally. Please see Covid 19/Guidance for Staff/Face Coverings folder for the current guidance.</li> </ul>	Y	Y

			<ul style="list-style-type: none"> <li>• Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a> Additional cleaning contractor available to supplement existing staff with any deep cleaning where required.</li> <li>• Boarding establishments manage cases in line with the DfE guidance, <i>Coronavirus (COVID-19): guidance on isolation for residential educational settings – Not applicable</i></li> </ul> <p>If pupils are presenting with signs of Covid 19, the normal routines should be followed to alert the first aider. Email <a href="mailto:firstaid@avonbourneacademy.org.uk">firstaid@avonbourneacademy.org.uk</a>, phone extension 321 or 300, or use the radio, channel 6. The first aider will attend the pupil and advise on next steps. See flowchart and FAQs Teams\Covid 19\First Aid. Symptomatic students will be taken by the first aider to the Creative Hub, Block B and parents advised to collect student and to get a test/self-isolate. Any toilet facilities used will be closed until cleaned, waste will be double bagged and taken to the Site Manager’s old office and stored for 72 hours prior to disposal as per guidance. The immediate area where the student has been, will also be cleaned during the next academic break.</p>		
<b>Infection Control (practices)</b>	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> <li>• Soap and running water or alcohol-based hand sanitiser to be readily available</li> <li>• Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum). Bespoke signage in all washrooms advising to wash hands for 20 seconds.</li> <li>• Skin friendly cleansing wipes used for those who need assistance in cleaning hands.</li> <li>• Practices built into school behaviour culture.</li> <li>• Catch-it, bin-it, kill-it, promoted throughout school. Bespoke signage throughout the school.</li> <li>• School provides tissues and sufficient bins to support disposal of waste. Stock held of boxes of tissues and limited supply of additional bins, available from Catering and Cleaning Manager.</li> <li>• School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant.</li> <li>• Face coverings in school are recommended and required for those &gt;11 yrs using public transport – will require control on entry. Large, lidded bins placed at entrance for disposable face coverings. Plastic bags will be available to store other face coverings.</li> </ul>	Y	Y
			<p><u>Grouping (key principles to be applied)</u></p> <ul style="list-style-type: none"> <li>• Schools do all they can to minimise contacts and mixing while still delivering the curriculum.</li> <li>• Aim to reduce contact between staff and pupils.</li> <li>• Two sides to this, distancing, and bubbles/groups. Blended approach likely in all settings.</li> <li>• Focus likely to be on groups for younger children, and distancing for older children.</li> <li>• KS4 and KS5 – likely whole year ‘groups’. If possible, to make smaller groups within while still delivering the curriculum, this should be done.</li> <li>• KS3 and below, smaller groups i.e. full class would be beneficial but not mandatory.</li> </ul>	Y	Y

- Early years settings no longer have limits on group size (from 20 July).
- Keep groups apart as much as possible.
- In shared environments/equipment increase cleaning frequencies.
- Older children (KS4 and KS5) encouraged to keep distance in their groups.
- Mixing in wider groups for specialist subjects, wraparound care, or on transport is permitted.
- The larger the group, the more robust the other controls need to be.
- No expectation that young children distance within their groups.
- Partial fulfilment of these aims acknowledged as being of benefit.
- Siblings can be in different groups.
- All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible.
- To enable the tracing process to be work effectively, schools will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as,
  - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
  - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
  - travelling in a small vehicle, like a car, with an infected person
- There will need to a reliable way of identifying which group an individual is part of so that breaches of these groups can be identified.

Details of local arrangements:

- Year group sized bubbles, with Year 12 and 13 merged to be one bubble given the low numbers of students in these years.
- Bubbles are zoned in different areas of the school building, so they do not mix. This includes designated classrooms, outside space and indoor space per bubble.
- All KS3 classes will take place in designated classroom apart from PE lessons. Tutor groups and teaching streams to be the same for KS3 classes to limit movement in transitions.
- KS4 classes will be able to go to designated spaces for specialist subject teaching (Art, Dance, Drama, Technology, Music, PE). P6 sessions to be undertaken in Year 11 zone – where specialist rooming required, cleaners are aware of need to deep clean before and after.
- Saturday academy for Year 11 using rooms that have been cleaned and will be cleaned before use again.

			<ul style="list-style-type: none"> <li>IT facilities will also be designated for use for option subjects which need this, only one bubble will use a specific IT room on one day, allowing for rigorous cleaning to take place at the end of the day.</li> <li>No IT rooms will be used by different year group bubbles on the same day.</li> <li>Year 12 &amp; Year 13 movement to and from S1, S2, S3 &amp; S4 rooms for lessons will be around the outside of the building, not through the Humanities corridor (Year 8 zone).</li> </ul>		
			<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> <li>Secondaries – <ul style="list-style-type: none"> <li>Staff remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties where possible.</li> <li>Pupils sitting side by side and facing forwards where possible.</li> <li>Avoid face to face contact and limit time spent within 1m of anyone.</li> <li>Education and care support for those with complex needs to be provided as normal.</li> </ul> </li> </ul> <p>Details of local arrangements:</p> <ul style="list-style-type: none"> <li>Classes will be directed to hand sanitizers before entering classrooms.</li> <li>Teacher desks will be placed 2m from students however students will be seated next to one other on 2 person tables. All students will be facing forwards. Only where practicable will further distancing be implemented e.g. Theatre Workshop.</li> <li>Teachers will direct them to the seat which will remain theirs according to the seating plan, no students will change seats or desks with their peers.</li> <li>Staff will utilise visualisers to teach and feedback effectively without the need for movement around students' desks. Closer support will only be given where absolutely necessary.</li> <li>Year group badges will be visible, and colour coded specifically to the bubble area.</li> <li>Arrival and dismissal at the start and end of the day will be led by tutors through predetermined entrance / exit points. Students will be escorted off site by their tutors at the end of the day in socially distanced single file lines.</li> <li>Staggered arrival time and dismissal time to avoid year group bubbles arriving / leaving at the same time.</li> </ul>	Y	Y

			<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> <li>• Groups to be kept apart where possible. Bubbles have designated areas that they use, and they are zoned across the school site.</li> <li>• Assemblies/worship, one group at a time.</li> <li>• Timetable to keep groups apart and minimise movement around the site as much as possible. Timetable has double lessons built in for KS4/KS5 as much as possible to limit movement. KS3 classes stay in one classroom for all lessons apart from PE.</li> <li>• Passing the odd person remains low risk but consider pinch-points – one-way system likely to be needed. Directional flow posters for each year group to year group zones only. Year 10 and 11 students will go to designated line-up areas at the start of each option lesson, to minimise risk of unsupervised movement around the site.</li> <li>• Consider impact on fire evacuation (though in a real fire the risk from fire takes precedence). Fire evacuation procedures to be further clarified and shared with staff, however limiting change in process to avoid unnecessary confusion. Fire drills for each year group were carried out in September.</li> <li>• Consider staggered break and lunch, to minimise mixing of groups with cleaning of dining hall surfaces between groups.  Staggered break and lunch times will be in place, with set times for certain year group bubbles to access the main canteen for food. Allowances have been made for cleaning between bubbles regarding this. Food will be available in further locations (MPS in B Block, Block B Hall and Cold café in Block A) to be accessed by designated Year group bubbles.</li> <li>• Consider staff spaces. Staff room use may be impractical. Refer to BEIS guidance on <a href="#">Office and Contact Centres</a> for guidance on staff only areas. Staff rooms currently open for access to resources only. Staff are encouraged to take breaks within their offices/classrooms/hubs where possible, to maintain social distancing.</li> <li>• Regular and thorough handwashing or use of alcohol-based sanitiser to be carried out by all pupils and staff members including: <ul style="list-style-type: none"> <li>○ On arrival and before departure</li> <li>○ Before break</li> <li>○ When groups change areas</li> <li>○ After using the bathroom</li> </ul> </li> <li>• Routine assemblies will be delivered virtually using IT resources to project live videos to classrooms rather than gathering all year group students in one space.</li> <li>• Start of term welcome assemblies will be delivered by the Principal to each year group in Block B Halls. Cleaning will take place between year groups. Further assemblies may be agreed at the discretion of the Principal.</li> <li>• Breaktime / lunchtime / morning arrival time – outdoor spaces split into year group zones.</li> </ul>	Y	Y
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		<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> <li>Specific assessment for those with SEND needs to help with adjustments.</li> <li>Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal.</li> <li>Consider contractors and other visitors to site so that they can distance as much as possible. Explain local processes to them before arrival. Keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE).</li> <li>Dual registered children can attend, but the two settings should liaise to agree controls.</li> <li>Equipment – <ul style="list-style-type: none"> <li>Personal items, e.g. pens and pencils recommended to remain individual</li> <li>Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning</li> <li>Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items).</li> </ul> </li> </ul>	Y	Y

			<ul style="list-style-type: none"> <li>○ Outdoor play equipment cleaned more regularly (refer to the previous point)</li> <li>○ Pupils should limit the amount of equipment they bring to school</li> <li>○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above.</li> </ul> <p>Details of local arrangements:</p> <ul style="list-style-type: none"> <li>● No sharing of stationary between students. Rigorous checking of student personal equipment in morning line-ups.</li> </ul>		
			<p><u>Dedicated school transport (key principles applied)</u></p> <ul style="list-style-type: none"> <li>● Is not public transport and so 2m or 1m+ social distancing won't apply in Autumn term.</li> <li>● Principles outlined above should be carried over, with emphasis on maintaining groups where possible</li> <li>● If maintaining groups is not possible then some form of distancing should be implemented, and perhaps the wearing of face coverings (though younger children may have difficulty with this).</li> <li>● DfE to publish further guidance for LA provided transport.</li> </ul> <p>Details of local arrangements:</p> <ul style="list-style-type: none"> <li>● Most young people with SEND eligible for Council travel assistance, travel on dedicated school transport. The Government advise that social distancing will not apply on dedicated transport from the autumn term.</li> <li>● BCP council have introduced a range of infection control measures to minimise risks to travellers using school transport: <ul style="list-style-type: none"> <li>○ Use of hand sanitiser upon boarding and/or disembarking.</li> <li>○ Additional cleaning of vehicles.</li> <li>○ A requirement to ventilate.</li> <li>○ Organised queuing and boarding.</li> <li>○ Distancing within vehicles wherever possible.</li> <li>○ Full PPE has been issued to Passenger Assistants.</li> <li>○ The optional use of face coverings for passengers. There is no requirement for these on dedicated school transport.</li> </ul> </li> <li>● There is no provision for staggered arrival / finish times from School transport providers. Students arriving earlier than their year group official time will be directed to wait in the line-up area specific to their year group zone.</li> </ul>	Y	Y

			<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> <li>• Take steps to depress demand at peak times (Stagger start/finish times)</li> <li>• Promote walking/cycling to school if possible</li> <li>• Face coverings are required on public transport for all over 11 years old. Schools need to plan for how to manage safe arrival of these students (See above)</li> </ul> <p>Details of local arrangements:</p> <ul style="list-style-type: none"> <li>• Cycle lock up area has more than one entrance to avoid congestion with students departing and arriving at different times.</li> </ul>	Y	Y
			<p><u>Boarding Schools – Not applicable</u></p> <ul style="list-style-type: none"> <li>• The School has signed up to the BSA COVID-SAFE Charter</li> <li>• The school has completed the BSA Boarding House reopening checklist and implemented all actions arising from it.</li> <li>• Guardians and Parents have been informed about the schools arrangements</li> </ul>	N/A	N/A
<b>Infection Control (premises)</b>	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> <li>• Any unnecessary furniture removed to aid distancing between groups</li> <li>• One-way system implemented in corridors and on stairwells via posters on corridor walls, or if outside, via non-permanent line markings.</li> <li>• Demarcating playground space to help with group management. Each year group has a dedicated space for breaks (see maps within staff handbook).</li> <li>• Demarcating staff rooms or other areas where adult may congregate. Barrier in open plan reception Block A, staff rooms closed except for access to resources.</li> <li>• Review access to print rooms/photocopiers ideally limiting to one person. Large photocopying requests should be sent to the Reprographics Technician. Any copying required urgently by staff can be accessed from their normal photocopier with the screen cleaned between each use. Wipes are available at each main copier.</li> <li>• HVAC system switched to fresh air mode where this can be achieved. If in doubt, the AC will be switched off until expert clarification is received.</li> <li>• Reduce occupancy for lifts. No lifts are installed.</li> <li>• Windows opened where possible, where temperature allows it, and without creating undue risks.</li> <li>• Non-fire doors propped open to remove need for hand contact. Door guards installed on main corridor routes identified.</li> <li>• Outdoor play equipment thoroughly cleaned between groups. Play/gym equipment not to be used unless a member of SLT has signed off on cleaning regime.</li> <li>• Removal of soft furnishings and soft toys or toys that are hard to clean</li> </ul>	Y	Y

			<ul style="list-style-type: none"> <li>• Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> <li>○ Work back-to-back</li> <li>○ Install screens between workstations where required. Screens available through site.</li> <li>○ Developing a rota so that staff don't have to work together</li> <li>○ Gap analysis of school arrangements against BEIS guidance carried out and control measures to be updated in line with updates to Government guidance as applicable.</li> </ul> </li> <li>• Prohibit shared workstations if robust cleaning cannot be ensured between users, additional keyboards/mouse available to avoid cross contamination. Please contact IT team. Teachers to clean keyboards/resources in classrooms before changing rooms.</li> <li>• Complete and display the <i>Covid-19 Secure in 2020</i> poster. Displayed in both receptions.</li> <li>• Additional office space to be identified where 2m distancing cannot be achieved.</li> </ul>		
Asymptomatic Testing Programme	Staff, Pupils	Additional measures required to support the routine weekly and daily contacts testing programme from January 2021.	<ul style="list-style-type: none"> <li>• All testing to be carried out in strict adherence to the procedures contained in the "NHS How to Guide: Rapid Testing in Schools and Colleges".</li> <li>• Training – The school have followed the "NHS Training Guide for Rapid Testing in Schools and Colleges". All staff involved in the mass testing programme have completed the online training programme relevant to their assigned role(s) and have been signed off as competent by the using the competency assessment templates provided by DfE/PHE.</li> <li>• Premises – The Sports Hall and has been set up in compliance with the "NHS How to Guide Rapid Testing in Schools and Colleges". The school have made provision for all materials required as detailed in the same. Testing areas will be cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already managed covered in other existing school risk assessments.</li> <li>• Signage – the testing area has been clearly demarcated to support flow and to prevent unauthorised entry. · Logistics – [Pupils will arrive at the Sports Hall, be escorted to the Common Space area for testing and return to await results)</li> <li>• PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff will be training in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the "NHS How to Guide: Rapid Testing in Schools and Colleges"</li> <li>• Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school's existing manual handling procedures.</li> <li>• Waste – Clinical waste contracts have been established and Staff will ensure that waste streams are not contaminated.</li> <li>• Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the How to Guide and the linked training modules. · First Aid – the school will ensure that access to first aid provision is possible at all times that asymptomatic testing is being carried out.</li> <li>• Monitoring – the school's Quality Lead/Team Leader will verify the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained.</li> <li>• Testing – tests will be self-administered under direction of the testing team. Where additional assistance is required. <ul style="list-style-type: none"> <li>• For routine weekly testing, participants may return to work or class while awaiting their result.</li> <li>• For daily contact testing, participants will need to be held in a holding space, with a separate space for each group of close contacts that is cleaned once each group leaves.</li> </ul> </li> <li>• Anyone in receipt of a positive result needs to self-isolate and take a confirmatory PCR test. Schools will be supplied with PCR kits for participants to use at home.</li> </ul>		

Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried our stressed	<ul style="list-style-type: none"> <li>Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance). The Executive Principal to discuss with Union reps on behalf of staff. SLT and other senior staff actively involved in creation and ongoing maintenance of RA.</li> <li>Communicate this risk assessment and its findings to staff and potentially pupils/parents. New September subfolder (Covid-19 folder) accessible to all staff and email sent to direct staff to the folder.</li> <li>Feed the determined approach into the communication strategy. The school is following the UL communications guidance.</li> <li>Staff have access to Group's <a href="#">occupational health and counselling service</a></li> <li>Publish the findings of this risk assessment on the school website.</li> <li>Staff have access to the following folders containing guidance and information on wellbeing. Teams\Covid 19\Guidance for Staff and Covid 19\Wellbeing.</li> </ul>	Y	Y
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> <li>Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. Further cleaning staff on rota during the day to carry out immediate and repetitive cleaning. Revised cleaning schedule available from the Catering and Cleaning Manager. Additional hours authorised for Autumn Term, to be reviewed at the end of the year. Casual cleaner vacancies advertised July 2020.</li> <li>Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. Regular meetings with cleaning staff to update on current guidance and reminders on safe working practices.</li> <li>Cleaning following confirmed/suspected case in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a>. External cleaning contractor available with chemical atomiser to deep clean where required.</li> <li>Where cleaning is contracted out the school still a record of what enhanced processes have been implemented and should check/evidence that the contractor is operating in line with Govt guidance and not just carrying out business as usual.</li> <li>If the school is looking to teaching/support staff to provide an element of cleaning, then training will be required. May 20 COSHH training of cleaning and some support staff to clean where necessary if a cleaner is not available. Further training September INSET. COSHH information for hand sanitiser to be placed in Covid 19 folder and hard copies have been placed in each classroom.</li> <li>High contact areas/toilets cleaned throughout the day. Classrooms wiped down with anti-viral spray each evening/where there is a suspected case/between groups using shared facilities e.g. specialist rooms/dining areas.</li> </ul>	Y	Y
Delivery of 'higher risk' subjects	Staff, Pupils	Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in proximity thereby increasing the risk of infection	<ul style="list-style-type: none"> <li>Subject leads to review their risk assessments for the planned activities and update accordingly. Subject leaders for Art, Drama, Music, Dance, PE and Technology have written individual risk assessments for their areas. Rooming has been looked at in detail so only one bubble uses a specific practical room per day, allowing for rigorous cleaning to take place at the end of day.</li> </ul>	Y	Y

		Educational visits	<p>Practical equipment will not be shared across bubbles, unless a 48-hour quarantine period (72 hours for plastics) has taken place or it has been cleaned meticulously.</p> <ul style="list-style-type: none"> <li>• Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). Alcohol gels/wipes NOT to be used in high risk areas, e.g. science labs. Handwashing facilities are available and hand sanitiser available outside of the classrooms.</li> <li>• Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing.</li> <li>• Science will not provide practical lessons for the first 4 weeks of term, to allow H&amp;S practices to be in place, and newly appointed Senior Science Technician to familiarise with protocols. This will be reviewed at the end of this period, and risk assessment completed/protocols put in place should practical lessons resume.</li> <li>• No bubbles are designated to use science labs as part of the zoning plan. Only exception is Year 12/13 students if needed.</li> <li>• Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning.</li> <li>• No use of PE changing rooms – PE delivered in classrooms or outdoors (weather permitting) without the need for clothing to be changed. Inclement weather – classroom-based theory lessons.</li> <li>• PE staff will collect classes from teaching rooms and escort to lesson area for outdoor, practical PE – following outdoor route and avoiding going through zones of other year groups.</li> <li>• PE equipment use minimised and not shared between year group bubbles.</li> </ul>		
<b>Intimate Care/Higher Dependency Pupils</b>	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> <li>• Staff providing intimate care to use PPE as they would do normally for providing care in line with children’s needs</li> <li>• No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section).</li> <li>• Guidance should be requested from Helen Hayward and the instructions for doffing and donning PPE followed. Also available in shared Covid folder.</li> <li>• PPE including gloves, facemasks, visors, disposable aprons are available for those circumstances advised in the guidance. SEN staff made aware. Supplies available in isolation and first aid rooms and further stocks from the Catering and Cleaning Manager.</li> </ul>	Y	Y
<b>Failure to follow local rules</b>	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness.  Persons violate local rules	<ul style="list-style-type: none"> <li>• Details of communications strategy and engagement with worker representatives and LGB. Risk assessment to be shared with SIB prior to reopening. Ongoing discussions with Union representatives.</li> <li>• Walk through of arrangements during September INSET with staff representatives.</li> <li>• Updated Staff Handbook shared with staff prior to return.</li> <li>• Social distancing measures communicated to students on day 1 in September during welcome assembly and during tutor presentations and practiced during ‘on-boarding’ procedures.</li> <li>• INSET day programme for staff to include social distancing measures and protocols.</li> </ul>	Y	Y

			<ul style="list-style-type: none"> <li>Zones / maps / staggered break and lunch / arrival and dismissal times distributed and communicated to staff – July 2020.</li> <li>Distribution of colour coded badges to identify year group and zoned areas allowed for break / lunch / movement times.</li> <li>HOY meeting July 2020 – discussion of sanctions for students not complying discussed.</li> <li>Amended behaviour and sanctions policy and systems for September 2020.</li> </ul>		
<b>Maintaining a compliant premises</b>	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> <li>Premises compliance status to be reviewed by Site/Facilities/Estates Manager to be reviewed prior to reopening and briefing provided to the school's Head. The Operations Manager to brief the Principal and EBM of any issues during the Sept INSET days and update.</li> <li>Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary)</li> </ul>	Y	Y
<b>The school lapses in following national/group guidelines and advice</b>	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"> <li>Central office to ensure that Coronavirus pages on the Hub are kept updated</li> <li>Important updates/changes to be included in the Chief Executive United Learning, Heads' Bulletins.</li> <li>Headteacher to ensure that all relevant guidance is followed and communicated</li> <li>Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly</li> <li>Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. Letters are placed in Parent Area.</li> <li>Parents/Pupils updated via classrooms/email/parent text as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents by text/email and staff by email.</li> </ul>	Y	Y
<b>Other Risk Assessments</b>	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> <li>Extra-curricular provision subject to specific risk assessment developed with reference to <a href="#">DFE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a></li> <li>Fire risk assessment reviewed. Reviewed June 2020, and action plan in place.</li> <li>Fire safety procedures amended to support COVID-19 arrangements, fire evacuation process to be considered however limiting change to avoid unnecessary confusion.</li> <li>Staff training scheduled monitored and any slippage identified. Gap analysis currently being undertaken as part of the H&amp;S audit recommendations.</li> <li>Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. Newly appointed Operations Manager is currently reviewing as a priority (start date July 2020).</li> </ul>	Y	Y

<b>Display Screen Equipment (temporary home workers)</b>	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> <li>Staff allowed to take home peripherals and chairs from office (EBM to be made aware for asset register).</li> <li>Guidance on setting up a suitable workstation provided on Hub coronavirus pages DSE guidance available at Teams\Covid 19\Guidance for Staff.</li> <li>Additional equipment needs to be reviewed on a case-by-case basis.</li> </ul>	Y	Y
<b>First Aid (temporary home workers)</b>	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> <li>Low-risk, office-style work. No specific controls required.</li> <li>Any accidents to be logged onto ARMS.</li> <li>All accident forms to be forwarded to the First Aider for entry into ARMS. The accident report form template is stored at Teams\All Staff\Health &amp; Safety\Accidents. PLEASE PRINT OFF. DO <u>NOT</u> SAVE CONFIDENTIAL INFORMATION TO THIS FOLDER.</li> </ul>	Y	Y
<b>Wellbeing/ Stress (temporary home workers)</b>	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> <li>Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section</li> <li>Guidance provided to managers on supporting their teams and reasonable expectations during this period.</li> <li>Managers to maintain regular contact with their employees, preferably by video link. Where staff meet onsite, meetings to ensure strict 2m social distancing.</li> <li>Furloughed staff to have keep in touch days with their line manager. Locally, all furloughed staff will return 1<sup>st</sup> September at the latest.</li> <li>Further information is available via Teams\Covid 19\Wellbeing.</li> </ul>	Y	Y

<b>Details of any additional control measures for consideration</b>	<b>Target for completion</b>	<b>Date of completion</b>	<b>Completed By</b>

<b>Assessment completed by:</b>	<b>Principal</b>	<b>Date:</b>	06/12/21	<b>Date of next review:</b>	06/02/2021
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## Guidance on completing the form

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

## Risk Assessment Title and Responsible Person

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

## Details

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

## What are the hazards and Who is at Risk?

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

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

## What harm is associated with the hazard?

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

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

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

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

## Evaluation of Adequacy

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

## Areas of additional control for consideration

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

## Review Period

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