

Coronavirus risk assessment: Full Re-opening for Staff and Students (March 2021)



Winifred Holtby Academy

Assessment conducted by: M Brown	Job title: Headteacher	Covered by this assessment: staff, governors, parents, volunteers and visitors.
Date of assessment: 28 th June 2021	Review interval: Half Termly, or when government guidance is up-dated	Date of next review: 21 st June 2021

Related documents
<u>Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Exam Contingency Plan, Business Continuity Plan, Supporting students with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, student Confidentiality Policy, Staff and Volunteer Confidentiality Policy.</u>

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>Infection Control Policy</u> - <u>First Aid Policy</u> - <u>Coronavirus (COVID-19) Full Opening Plan</u> - <u>Behaviour Policy (Updated with reference to COVID-19)</u> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2021) 'Schools Coronavirus (COVID-19) Operational Guidance' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The academy keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE - The academy's local health protection team (HPT) • Staff and volunteers are made aware of the academy's infection control procedures and social distancing arrangements in relation to coronavirus via email. • The Contracts Manager conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the academy reopening to more students. • The SLT reviews relevant school policies to ensure they account for new provisions. 	Yes	Headteacher	26/02/21	M

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		<ul style="list-style-type: none"> The Staff and Volunteer Confidentiality Policy and student Confidentiality Policy are followed at all times (Both covered under the academy's GDPR policy) – this includes withholding the names of staff, volunteers and students with either confirmed or suspected cases of coronavirus. In the event of contact from the Track and Trace team, the contact details of contacts with a confirmed case will be shared with the NHS. Only the contact telephone number will be shared and parents and staff will be informed when/if this takes place. This is not impacted on by our GDPR guidelines as it is to prevent the spread of the virus 				
Premises	H	<ul style="list-style-type: none"> The Headteacher, in conjunction with the governing board, ensures the school opens only when it is safe and advisable to do so, in line with local and national advice. The Headteacher identifies which areas of the school may be used for school activity, and by which students, and communicates this to staff, students and volunteers accordingly. Areas of the premises which remain closed are adequately secured and clearly identifiable. The site manager arranges for any changes to the premises to be made to account for social distancing measures. The Headteacher limits access to the school for all non-essential visitors, e.g. guest speakers or third-party extra-curricular clubs. 	Yes	Headteacher	26/02/21	M
Heating and Ventilation	H	<p>Section updated in response to hse.gov.uk guidance published online on 3rd December 2020</p> <ul style="list-style-type: none"> The site manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. All ventilation systems remain energised in normal operating mode. Mechanical systems are adjusted to provide full fresh air from outside, where possible. We will continue to use mechanical ventilation as normal and set them to maximise fresh air and minimise recirculation 	Yes	Site Manager	26/02/21	M

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		<ul style="list-style-type: none"> • The operating times of the HVAC system will be extended to before and after people use work areas. • All mechanical systems will be maintained in line with manufacturers' instructions • Where possible, the windows of occupied rooms are left partially open at all times to maintain ventilation whilst, at the same time, maintaining a reasonable working temperature. Lower temperatures and likely windy weather conditions in the winter months will increase the natural ventilation through openings. This means that windows and doors do not be opened as wide, so partially opening them can still provide adequate ventilation while maintaining a comfortable workplace temperature. Opening higher-level windows is likely to generate fewer draughts. • The doors of occupied rooms must be left open. This includes teaching rooms and offices. • When not in use, all rooms should be fully aired. Staff are expected to open all windows and doors as wide as possible at the end of the day and during break and lunchtimes when the room is not occupied. • Site staff will ensure that all windows and doors open on an evening after school finishes and in a morning before school starts for the maximum amount of time possible to fully air the building. • Ventilation to chemical stores remain operational. • Fire doors will not be propped open to aid ventilation until approved door-stop release mechanisms can be fitted. • Doors on stair wells may be held open for the duration of pupil movement up and down closed stairwells but must then be closed immediately afterwards. 				
Fire safety and evacuation routes		<ul style="list-style-type: none"> • The fire safety officer and Headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. • The Headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, students, parents and contractors. 	Yes	Contracts Manager	26/02/21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Cleaning	H	<ul style="list-style-type: none"> • The site manager creates a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. - Cleaning products for high risk areas (touch points etc) conform to EN14476 • Additional cleaning staff will be provided by Roberton’s FM to cope with the increased demands of additional cleaning as a result of full reopening. • Dining areas are cleaned between use by different bubbles. • Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection. • The necessary areas of the school are deep cleaned before opening with suitable cleaning agents (EN14476) and in line with the COSHH Policy. • The Contracts Manager regularly reviews the cleaning arrangements in response to any up-dates in guidance from the DfE or HSE • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. • All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. • Adequate amounts of suitable cleaning agents are available (EN14476). • PPE is available to members of staff who require it to carry out cleaning safely. • Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly. • All classrooms and work areas are provided with disinfectant spray, wipes and gloves in case someone coughs or sneezes on resources or furniture. School nurse provides guidance to all on the safe use, removal and disposal of gloves. 	Yes	Contracts Manager	26/02/21	M

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		<ul style="list-style-type: none"> To limit the handling of students' work, a dedicated 'feedback station' is placed at the front of each classroom. Teachers can view the student's work, take a photo if necessary, and provide verbal feedback. Marking desks will be wiped after use. In all other cases, the emphasis will be placed on the electronic submission of work that requires marking and review or 72 hour quarantine of work before marking. Resources that are shared between bubbles, e.g. sports equipment, are regularly cleaned and thoroughly cleaned before they are shared between bubbles. Some resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (or 72 hours for plastics) between use by different bubbles. Students are reminded to only bring essential equipment and clothing into the academy. This includes basic writing equipment provided by the academy, the planner and the usual uniform. If items of uniform are loaned to pupils, these are placed in designated bins at the end of the day and washed on a min 60°C cycle before re-loaning. 				
Minimising contact with individuals who are unwell	H	<ul style="list-style-type: none"> Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school grounds. In addition to the reported symptoms, the Delta variant symptoms include - Headache, sore throat and runny nose Instances of staff, students, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the Infection Control Policy, and any unwell individuals are sent home as soon as possible. Students awaiting collection are moved to the downstairs First Aid room where they can be isolated behind a closed door. If it is not possible to isolate the student, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the student. After use, the site team are notified so that the room can be deep cleaned appropriately. If the student needs to use the toilet while awaiting collection, they use the bathroom within the First Aid room only. The bathroom is cleaned 	Yes	School Nurse	26/02/21	M

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		<p>and disinfected using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> • PPE is worn by supervising staff if they cannot maintain a distance of two metres. • Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds. • The area around the unwell individual is cleaned with normal household bleach after they have left the premises. • Staff members who have helped someone with symptoms and any students who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. • The school does not routinely take the temperature of students. 				
Test and trace	H	<ul style="list-style-type: none"> • LFD testing kits allocated to students and available daily at break and lunch time. Parents and carers asked to email dedicated email addresses to provide test results. SLT and Attendance Team monitor Covid emails daily and implement SI protocols as required. Reporting requirements from parents will be updated in the light of new Government guidance. • All staff continue home testing and report results directly to the dedicated Covid emails that are monitored daily until further guidance removes the need to do so. • Staff are required to report all positive tests to the Academy and self-isolate for 10 days from the date the test was taken. • Staff providing evidence of engagement in the National Daily Testing Programme will be supported as a means to continuing education and enabling society to live with the impact of COVID 19, staff must conduct their LFD Test each morning before attending work. If a staff member has a positive LFD Test or they have any of the COVID symptoms (including the Delta variant symptoms) they must remain at home and book a PCR in line with national guidance. The staff member must remain at home until the PCR test results come back as negative. • If the PCR test is positive the colleague will remain isolated at home, and notify the school who will commence the usual test and trace procedures 	Yes	Operations Manager	28/06/21	M

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		<p>in school. The staff member must continue to be extra vigilant with other measures throughout the 10 day period to minimise the risk to other in the workplace and students.</p> <ul style="list-style-type: none"> • Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. • Anyone in school who displays symptoms is encouraged to get a test. • If available, the school provides staff and parents with a PCR home testing kit if they develop symptoms. These tests will be passed to the parent and will not be administered by any member of academy staff. The school nurse will follow up the following day to check that the parent has administered the test and returned it to the postal address (not the academy). • Parents and staff are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period. 				
Confirmed cases of Coronavirus	H	<ul style="list-style-type: none"> • Where an individual in the school community tests positive for coronavirus, the Headteacher contacts the local HPT and reports the case to the DfE helpline immediately. 	Yes	Headteacher	26/02/21	M

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		<ul style="list-style-type: none"> • The school works with the local HPT to manage the response. The Headteacher, or a deputy Headteacher – in his absence, and the school nurse will be the identified liaison team with the local HPT. Contact details are provided to each of the team. • Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> - Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) - Proximity contacts – extended close contact (within one to two metres for more than 15 minutes – cumulative time for separate contact episodes is counted) with an infected individual - Travelling in a small vehicle, like a car, with an infected person • Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. • A record is kept of students and staff in each bubble and of any close contact between individuals at school. • If required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. • The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. • If the school has two or more confirmed cases within 14 days or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions. • The Headteacher will ensure appropriate communication with local Trades Union Representatives, through the Academy Trust, about potential outbreaks. In all cases, these will be treated as urgent and shared with staff at the earliest and most appropriate stage. 				

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Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> • Hand washing and sanitising stations are set up, providing soap and water, bins and alcohol-based hand sanitiser. Every teaching space has its own hand sanitizing station. In addition, automatic no-touch hand sanitizer dispensers are located at external entry points and at the bottom of stairs. Duty staff ensure that all students sanitise their hands appropriately. • Adequate amounts of soap, tissues and bins are available in the relevant areas. A good stock of hand sanitiser, soap and tissues will be maintained. Staff will be reminded to alert the Contracts Manager when classroom supplies of tissues, hand sanitiser etc. are running low so that these can be replenished and re-ordered. • Students and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating. • Hand driers in toilets are automatic and therefore will not be disconnected, as there are no touch points. Any non-functioning hand driers will be reported to site staff immediately for repair. • Students are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. Toilets are single use and students will be reminded to use toilets one at a time to prevent over crowding. • Students with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. • Individual risk assessments are conducted in relation to students with complex needs who struggle to maintain good respiratory hygiene. • In line with the latest government guidance, face coverings are not required to be worn by students in indoor areas, including classrooms. This will be updated in the light of new guidance. Staff are still required to wear a suitable face covering in communal areas where social distancing cannot be maintained. • Any student who wishes to continue to wear a face covering in lessons or in communal areas will be supported in doing so. 	Yes	Contracts Manager	26/02/21	M

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		<ul style="list-style-type: none"> • Disposable face masks are disposed in a lidded bin, reusable face coverings are stored on the student's own person in a plastic bag. Parents are notified of this requirement in a letter. • Students who wish to continue to wear a face covering are reminded to bring 2 face coverings each day so that they can be changed if they become damp. Students will be reminded to wash / sanitise their hands when changing the face covering and not to touch their face. To reduce the risk of transmission, students will be reminded not to frequently put on / remove their face covering. • Posters around the building remind students of the 'catch it, bin it, kill it' approach and staff regularly remind students to catch coughs and sneezes in a tissue or elbow, disposing of tissues in lidded bins. • Lidded bins, with double bags are available in every classroom and other work areas. These are emptied by site cleaning staff wearing an appropriate level of PPE. Where these are suspected to be infected, site staff will ensure these are incinerated immediately. • Windows and doors of occupied spaces will be kept partially open to aid ventilation, whilst maintaining a comfortable working temperature. • Air handling units / mechanical ventilation systems are all set to extract only and not recirculate air internally. • Hygiene measures are explained to visitors and contractors upon their arrival. 				
Minimising contact between individuals and social distancing	H	<ul style="list-style-type: none"> • The Social Distancing Policy Statement is shared with all relevant members of the school community and adhered to as far as possible. • Students are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. • Students and staff are separated into groups (or 'bubbles') and each Year Group 'bubble' has its own dedicated zone within the academy. • Most bubbles are the size of a year group to enable the school to deliver the full range of curriculum subjects and ensure students receive specialist teaching. Students do not mix with those outside of their 	Yes	Deputy Headteacher (Curriculum & Standards)	07/06/21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>bubble and social distancing is maintained within a bubble as much as possible.</p> <ul style="list-style-type: none"> • In Key Stage 3, students are taught as class groups, reducing mixing further. • Staff will move between bubbles, but minimise close contact with others whilst doing so. In classrooms and other teaching spaces, a clear 2 metre teacher zone is marked out. Staff will be frequently reminded of the requirement to stay within the 2-metre Teacher Zone. At the end of each lesson, teachers are to wipe the teacher desk, computer and any other equipment before they leave. Adequate sprays and wipes are provided. • All classrooms are organised with front-facing desks for students seated side-by-side, 2 metres away from the teacher’s zone. A dedicated ‘feedback station’ is provided at the front of each room to enable staff to review and provide feedback on students’ work. Students place their work on the desk and return to the seat, enabling the teacher to review and, if necessary, photograph the work for further review and feedback whilst maintaining a safe 2 metre distance from students. • All additional furniture is removed from classrooms to provide more space. • Staff maintain a two-metre distance from each other and from students, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone. • Students’ educational and care support plans are provided as normal. Wherever possible, consistent levels of support are provided from the student’s ‘usual’ support worker. • Wherever possible, staff are reminded to seat students with SEND on the outside seat in each row to enable support staff to provide any necessary support from a suitable distance. • Staff who need to visit classrooms, e.g. IT technicians, will be reminded of social distancing requirements, hand hygiene etc. If they do need to provide support across bubbles, they are required to wash their hands 				

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		<p>following each classroom visit and use gloves, wipes and spray, as appropriate.</p> <ul style="list-style-type: none"> • Visual aids are used to display social distancing measures. • Students take breaktimes and lunchtimes in their groups, and these breaks are staggered throughout the day. • Seating areas are clearly marked with black and yellow hazard tape to indicate where students can / cannot sit and duty staff will remind students of these expectations. After eating, students will be encouraged to go outside for fresh air. • If required, assemblies are staggered throughout the day within students' groups where necessary. External and internal doors will be propped open for the duration of the assembly and entry / exit carefully controlled to minimise crowding. Air handling will be set to extract and students are reminded to face forwards for the duration of the assembly and have no conversations with the person sitting next to them. Staff will supervise an orderly entrance, to prevent overcrowding at the doors and an orderly exit. • The LRC (library) is taken out of action and converted into a teaching space. • The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. • Where students, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. • Start and finish times, break and lunch times are staggered. This is to minimise overcrowding on corridors. Staggered break and lunch times in dedicated zones provides adequate time for a full clean following each session. This includes the conversion of the theatre into an additional dining space. Additional cleaners are identified to enable this to take place. Additional catering provision has been agreed with ISS, the catering provider, to cope with additional requirements. 				

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		<ul style="list-style-type: none"> • The one-way system is no longer in operation due to the Year Group zoning of the building. However, clear floor signage and large banners indicate the need for 2 metre social distancing. Staff on corridors remind students of this requirement. • Students are reminded to walk on the right hand side of the corridors. Staff may walk on the left to reduce mixing with students. • SLT, supported by other duty staff, will be on hand at all major change-over points to ensure the safe movement around the site. • The Reflection Room will be organised so that students from different Year Group bubbles are segregated and windows and doors will remain open. • DT4 has been dedicated as a staff work room to provide a quiet space for staff to carry out PPA. This is in addition to the staff relaxation room. • Heads of specialist subjects requiring access to equipment, e.g. DT, PE and science, have organised resources in accordance with specific guidance from their subject association. • Clear signage indicates that only 1 adult is permitted to use the lifts at any one time, or 1 adult supporting 1 student. In this case they should face away from each other. Lifts are cleaned regularly as part of the daily cleaning routine. • Parents are briefed on new provision for the drop-off and collection of their children. • Staff are on duty on each gate before and after school to move students on and prevent over crowding. Hub staff will oversee the safe arrival and departure of students with SEND, as necessary. • Where necessary, school transport is restricted to essential use only. • Where school transport is essential, infection control and social distancing measures are implemented. • Public transport to and from school is minimised as far as possible. Where it is totally necessary, students are encouraged not to travel during peak times, and staggered start and end times are implemented to ensure this is possible. 				

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		<ul style="list-style-type: none"> Students are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school. Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals. Social distancing measures are explained to all contractors and visitors upon their arrival. A record is kept of all essential visitors and contractors that come to the academy site. All other visitors, including parents, are denied access to the academy site unless given permission by the Headteacher. Any on-site meetings will be pre-arranged and strictly by appointment only. This requirement is communicated to all parents with essential contact details via House Teams. 				
Staff who are vulnerable or at increased risk	H	<ul style="list-style-type: none"> Staff in their third trimester of pregnancy will not be permitted to work on site and will be required to work from home. Risk Assessments will be undertaken with any staff who identify as at increased risk, e.g. BAME, older staff, disabled staff. The Operations Manager works closely with TCAT HR to maintain an overview of these staff and put necessary risk assessments in place. The Headteacher and Operations Manager will liaise with TCAT HR, when notified to do so, and ensure that appropriate and proportionate measures are put in place for any staff who are ECV or CV. These will be placed under regular review. 	Yes	Operations Manager	26/02/21	M
Resources	H	<ul style="list-style-type: none"> Staff and students have their own individual and frequently used items, e.g. pencils and pens. Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly. Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles. 	Yes	Deputy Headteacher (Curriculum & Standards)	26/02/21	M

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		<ul style="list-style-type: none"> Students only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationary and mobile phones. Students are permitted to bring bags to school. Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place. Students are not permitted to use remote photocopiers and printers. 				
PPE	H	<ul style="list-style-type: none"> PPE is distributed to staff who provide intimate care for students in need and for cases where a student becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. Staff working in the Hub (SEND) are provided with enhanced supplies of PPE and appropriate training from the school nurse on its use, removal and disposal. The SENCO will undertake a regular review of students with additional needs, particularly in the Hub and ensure appropriate risk assessment assessments and PPE are in place, as required. Appropriate levels of PPE will be available to staff previously deemed extremely clinically vulnerable, clinically vulnerable or otherwise at higher risk of infection. Pregnant women will not return to work in the academy but will continue to work and provide support from home. 	Yes	Operations Manager	26/02/21	M
Mental health and well-being	H	<ul style="list-style-type: none"> All staff will be provided with updates and regular reminders of changes to the Risk Assessment as well as routines and expectations. All staff will have opportunities to raise questions and concerns. Removal of other events, such as parents' evenings, has ensured that 1265 has not been exceeded. This additional time was communicated to all Year 11 parents in July, providing reassurance that the academy is providing additional support following an extended period of lockdown. The academic calendar is published in the Staff Planner, clearly indicating directed time. 	Yes	Headteacher	26/02/21	M

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		<ul style="list-style-type: none"> • Meetings are kept to a minimum and, where possible, these will take place online. Leaders will aim to keep any physical group meetings to 15 minutes maximum, followed by a period of self-directed work. In all cases, essential group meetings will follow all necessary 2 metre social distancing, forward facing, sanitisation protocols. • Student and parent surveys will be conducted to assess how they feel about being on the school site and to enable staff to act on any concerns students and parents may have. • Staff and volunteer surveys will be conducted termly to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have. This will include workload impact assessments in the light of changed working arrangements. • The relevant staff liaise with the parents of students who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. • Staff and volunteers notify the Headteacher and their line manager if they need to be shielded because they are extremely clinically vulnerable or if they are otherwise at increased risk from coronavirus. • Extremely clinically vulnerable staff and volunteers notify the Headteacher and their line manager if they wish to return to work following a period of shielding. The Headteacher and line manager ensure measures are in place to keep the staff member or volunteer safe whilst on the school site. In all cases, advice will be sought from TCAT HR. • Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. • The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • If required, staff can adjust their working hours, as agreed by the Headteacher. • The Headteacher ensures that the school can be adequately and safely staffed. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The SLT discusses the implications on staff and student workload when the school reopens and puts a plan in place to minimise the risk of stress. • Pupils who are new to the school, e.g. in-year transfers, receive the appropriate support. • The Headteacher and the DSL liaise with the LA to determine what additional support is available for students who are suffering with their mental health once they return to school. • The Headteacher and the SENCO identify students with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Teachers and the SENCO work together to ensure students with SEND are prepared for changes to their routine. • The Headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and students have access to psychological support when the school reopens. • Access to counselling and other support will be provided to staff on a needs basis. 				
Attendance	H	<ul style="list-style-type: none"> • Parents have been informed that the usual rules on school attendance apply from March 8th – this means parents have a duty to secure that their child attends regularly. • In the first week, the focus will be on re-engaging and reassuring parents, carers and students rather than imposing unauthorised absence with the aim of working towards full attendance. • In the case of Black students, those with SEND and others who may be concerned about returning, House teams and the SEND team will ensure regular liaison and support for students and their families. • The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy. • Where a student is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. 	Yes	Assistant Headteacher (Safeguarding)	26/02/21	Yes

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Where a student is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised. The most up-to-date national guidance on attendance will be followed. Any concerns from staff, parents and students about being on school site are discussed between appropriate individuals. Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these students. The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure students' regular attendance. 				
Access to learning	H	<ul style="list-style-type: none"> The Headteacher and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material. The Headteacher and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans. The Headteacher and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution. Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND. The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side. PE lessons take place outside where possible and pupils are kept in consistent groups. See additional PE Risk Assessment 	Yes	Deputy Headteacher (Curriculum & Standards)	26/02/21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Extra-curricular activities and educational visits	H	<ul style="list-style-type: none"> The SLT determines whether before and after school clubs can resume. This will be reviewed in June in the light of any additional guidance received. As and when clubs resume, only a reduced number of pupils per session will be allowed to attend. Clubs will only be resumed in line with protective measures, e.g. keeping pupils in their bubbles where possible. There will be no external visits, including those involving overnight stays, until TCAT / government guidance states that it is permissible to do so. Any student booked onto a residential visit planned prior to the Covid pandemic will receive a full refund. Future educational visits will only be approved by the Headteacher if transportation to / from the venue(s) and the venue(s) is / are Covid secure. Future educational visits will only take place with a full risk assessment in place, approved by the Headteacher. Breakfast club will be replaced by delivery of Bagels and drinks to morning tutor sessions. 	Yes	Headteacher	26/02/21	M
Safeguarding	H	<ul style="list-style-type: none"> The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying. The DSL ensures that adequate pastoral care is in place to support students and staff who require it. The DSL ensures the relevant staff have the appropriate training to support students and staff who require pastoral care. The DSL, and their deputies, are provided with time to help them support staff and students in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. 	Yes	Assistant Headteacher (Safeguarding)	26/02/21	M
Behaviour expectations	H	<ul style="list-style-type: none"> The academy's Behaviour Policy sets out behaviour expectations for students. This has been reviewed and approved by governors in response to the latest Covid-19 guidance for the full reopening of schools. 	Yes	Deputy Headteacher (Personal)	26/02/21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Expectations are communicated clearly to staff, students and parents. • Pupils who are struggling to reengage with school are supported appropriately. • Students with a known propensity for poor behaviour have a risk assessment and expectations of non-compliance are clearly communicated with parents / carers. Reasonable adjustments continue to be made for students with SEND, in accordance with the academy's behaviour and SEND policies. • If students engage in a physical confrontation, staff will remain at a safe distance of 2m and give a clear verbal instruction to STOP. Staff actively encouraged to wear adequate PPE prior to any decision to provide physical intervention. Any staff involved in physical interventions given time to wash, change and supported to seek a Covid test. 		Development, Behaviour & Welfare)		
School transport	H	<ul style="list-style-type: none"> • Almost all students arrive at school on foot or in parents' cars. A small minority use public transport. • A small number of students with SEND in the Hub arrive in dedicated transport. The Risk Assessment has been shared with the academy. • Students who travel to and from school on public transport have been reminded of the need to wear a face covering. 	Yes	Director of Learning Support	26/02/21	M
Communication	H	<ul style="list-style-type: none"> • The Headteacher contacts the local HPT for specific recommendations for their school • The Headteacher puts into place any actions or precautions advised by the local HPT. • The Headteacher liaises with the Trust and the LA about reopening the school and includes any local guidance into the Coronavirus (COVID-19) Opening Plan, where required. • The school's website is kept up to date with any information regarding the school being open to all students, e.g. dates and local arrangements. • Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. • Parents and their children are encouraged, where possible, to walk or cycle to school. 	Yes	Headteacher	26/02/21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Staff and volunteers are informed via email about the relevant information regarding opening to all students, including any changes to the workday, e.g. staggered lunchtimes and social distancing. • 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. • All staff, students and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • The Headteacher liaises with the governing board about possible arrangements for reopening the school, where necessary. • Pupils are informed via letter about the relevant information regarding opening to all students, e.g. social distancing measures and how lessons will be delivered. • The SBM communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services. • The Headteacher informs staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens. 				
Contingency planning		<ul style="list-style-type: none"> • There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs. 				