

Risk Assessment – COVID-19 Return to full time education – Version 7.0

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

Title of risk assessment	COVID-19 Return to full time education	Date of Assessment	8 Sept 2020 (latest Victory revision 2/11/2020)
Name of Assessor	Jane Smith - H&S Officer Naomi Palmer – Principal Teresa Smith – Director of Finance & Operations	Location	All Academies
Who may be affected?	Staff, Pupils, Visitors and Contractors		
Description of activities	Return to full time education within academies		
Additional Guidance used for this risk assessment and for academies to refer to.	http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Reviewed 27/8/2020 – V2 Reviewed 08/09/2020 – V3 Reviewed 08/10/2020 – V4 Reviewed 14/10/2020 – V5 Reviewed 2/11/2020 – V6 Reviewed 1/12/2020 – V7 – Changes highlighted in yellow.		

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
Classrooms and Groups	Staff and pupils	Groups are created to an appropriate size in proportion to the school. Consideration is given for types of groups depending on age year groups and those with complex needs. Groups are kept as small as is reasonably practically as easier to identify those who may need to self-isolate in the case of someone tests positive of covid 19.	5	2	10	The academy will implement year group bubbles. All students in coloured lanyards denoting their year group to minimise crossover and help younger children avoid other bubbles. The focus is on ensuring	Classrooms rearranged to forward facing maintaining a 2m gap between board and front row and seating plans re planned - TSM/Site by 31/8/20 Rooms to be cleared of all excess

		<p>Pupils remain in groups and contact is avoided between other bubbles</p> <p>Classrooms are arranged so desks face forward, Staff to socially distance to 2 metres from students where possible generally at the front of the class for secondary schools. Where it is impossible to distance at 2m due to the classroom layout, staff will wear PPE.</p> <p>Staff avoid close face to face contact and minimise time spent within 2 metres of anyone. This will be assessed on an individual basis for those who have complex needs.</p> <p>Unnecessary furniture moved out of the classroom to provide more space.</p> <p>Pupils are given regular reminders about the importance of social distancing and are reminded this still must take place where possible.</p> <p>SLT/teachers clearly set out at the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is reinforced in registration and included through letters of communication to parents.</p>			<p>safety measures are in place for cleaning and movement while offering a full curriculum to students.</p> <p>Class groups will follow setting within wider year group bubbles. The bubbles have staggered times to move at start, lessons, lunch and end of day to minimise cross-over</p> <p>Those with complex needs are not expected to distance within a group.</p> <p>Wrap around care and specialist teaching groups need to be considered where some mixing may take place.</p> <p>Additional risk assessment may need to be considered for other activities such as practical lessons.</p> <p>Academies must ensure they have PHE front sheet, which they can refer to. These needs - student numbers (overall and by year group), summary of bubble arrangements (RA), number of confirmed cases and year, plus details of those including year/siblings who are symptomatic/self-</p>	<p>resources/materials throughout the academy – All Staff by 31/7/20</p> <p>Quality assurance check on all rooms - Site/TSM by 31/08/2020</p> <p>Cleaning and Hygiene protocols to be reviewed weekly and Quality Assurance incorporated into cleaning review, Site/TSM/Churchills by 17/07/2020 and then weekly</p> <p>Where possible, paper based resources to be printed the week before by Thursday and left in the Reprographics room for collection on a Monday – All Staff/GBR by 03/09/2020 and onwards</p> <p>Individual student risk assessments and additional training completed for identified SEND students to ensure that they understand the hygiene protocols –</p>
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						<p>isolating. Victory – use attendance and symptom tracker and filter for bubble</p> <p>Implemented new RTL behaviour system to reduce disruption – room is mixed bubbles, but spaced and screens in place.</p>	<p>SEND special training day as 'INSET' to teach distancing and protocols AWA by 04/09/2020</p>
Staff meetings and training sessions	Staff/SLT	<ul style="list-style-type: none"> • Staff Meetings take place virtually • Training sessions are completed virtually or remotely • Face to face meetings should be avoided 	5	2	10	<p>Meetings are only held face to face if business critical and distanced by a minimum of 2 metres.</p>	Staff meetings and training sessions
Policies and procedures	Staff/pupils	<p>All school staff and pupils revisit emergency plans and receive further training on;</p> <p>Staff and pupils complete a fire drill/lockdown on return to school.</p> <p>Academy staff complete fire refresher training. Key staff have completed infection control training on iHasco</p> <p>Staff are provided with most up to date guidance from PHE and the DFE.</p> <p>Staff are provided with procedures, so they are aware of what to do if the school has a confirmed case of covid 19.</p> <p>Staff are provided with information and understand NHS test and trace service</p> <p>Academy will identify a member of staff responsible for coordinating the COVID-19 response and any actions (NPA and TSM)</p> <p>Staff must be aware of the Covid 19 Response flow</p>	5	2	10	<p>The Academy must add to the flowchart provided by OAT the local HPT telephone number.</p> <p>PHE East of England Health Protection Team, Thetford Community Healthy Living Centre, Croxton Road, Thetford, IP24 1JD EastofEnglandHPT@phe.gov.uk phe.EoEHPT@nhs.net</p> <p>Phone: 0300 303 8537</p> <p>Academies must use 'How to</p>	<p>Lockdown and Fire procedures are included in Staff and student training days – VLF/TSM by 17/07/2020</p> <p>Relevant staff completed the Covid-19 training – TSM by 31/07/2020</p> <p>Staff training day and regular paper and video briefings to include latest guidance, Procedures for cases, Test and Trace info, response flowcharts -</p>

		<p>charts.</p> <p>Pupils to be reminded daily during registration about Covid 19 social distancing and the importance of handwashing.</p> <p>Staff receive refresher induction training and revisit policies which include.</p> <ul style="list-style-type: none"> Behaviour policy, H&S policy, Infection control guidance Safeguarding Lockdown procedure Fire Evacuation procedures <p>PEEPS are in place for those who need assistance leaving the building in the event of an emergency.</p> <p>First Aid needs assessment is in place Academy ensures they have adequate number of first aid trained staff in place.</p>				<p>Mitigate the Risk' guidance document and COVID 19 checklist for weekly monitoring.</p> <p>Academy keeps registers of children in bubbles if needed as part of the NHS test and trace service</p> <p>COVID checklist from OAT on agenda for SLT (from 17th October)</p> <p>Parents are regularly informed of the NHS test and trace service and what do to if? We provide parents with a handout when collecting children with symptoms.</p> <p>Digital displays provide information and PC screensaver reinforces the rules</p> <p>Academy has created shared Google folder for access to policies.</p> <p>First Aid Trained staff to be reviewed to increase numbers</p>	<p>NPA - 02/09/2020</p> <p>Staff Handbook updated – RAG/JBU – by 31/08/2020</p> <p>Review PEEPS – AWA/SCL by 31/08/2020</p> <p>Digital signage to be kept up to date with key messages for safety measures – ARO by 31/08/2020</p> <p>First Aid Trained Staff to be reviewed and training arranged – TSM 21/09/2020</p>
Communal areas		<p>Social distancing signs and marking are still visible throughout communal areas.</p> <p>Use of staff room is limited and in some cases a rota is in place to avoid area becoming congested.</p>	5	2	10	<p>Increased duties for staff to help with supervision and keep children safe.</p>	<p>Signage reviewed and in place around entire site - TSM/Site by 31/07/2020</p>

		<p>Key Assemblies take place only within groups. Pupil flow in corridors and use of communal areas to be restricted to social bubble/groups where possible Staff to maintain distance from pupils and other staff where possible. The school avoid creating busy corridors, entrances and exits by scheduling timetables to avoid congestion.</p> <p>Academy ensures good ventilation is in place by keeping doors and windows open where possible.</p>				<p>Considering timings of lesson changes and flow around the building of staff and pupils within groups/bubbles. The movement of staff will be limited by ensuring they are in consistent rooming as much as possible.</p> <p>Staggered start, break, lessons, lunch and end of day to minimise crossover.</p> <p>Outside spaces will be zoned for student year groups. Year Group staff will supervise their students to support pastoral care.</p> <p>Wet break protocol established to maintain the integrity of the bubbles.</p> <p>The academy will utilise a keep left system within designated areas. Where this is not possible the corridors exceed the minimum width and will be clearly signed. The system will ensure that queuing is negated within the building and where there is queuing outside it will be distanced and clear.</p> <p>Stocks of door stops to be provided</p>	<p>Student training days to outline all processes with a particular focus on student movement - VLF by 04/09/2020</p> <p>Additional induction for students who are vulnerable or require by reinforcement – DAL/AWA by 04/09/2020</p> <p>Assembly procedures to be reviewed by VLF – by 04/09/2020</p> <p>Ventilation policy issued to all staff – October 2020 TSM</p> <p>Lesson changeover staff presence, meet and greet and student release protocols covered in training days NPA/VLF 02/09/2020</p> <p>Order Door Stops – TSM by 04/09/2020</p>
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Catering	Staff/pupils	<p>Mouth Water fountains are switched off and students bring in their own bottles water.</p> <p>Corridors and catering areas are supervised during lunch/break.</p> <p>Zoned Areas for each year group</p> <p>Screens provided where required to ensure food is protected. Counter layout reviewed to ensure food is protected.</p> <p>Consideration to limited menu, pre ordering or packed lunch only in consultation with academy catering team.</p> <p>Additional waste bins to be provided to reduce litter and ease disposal</p> <p>Hand sanitiser stations are in place for pupils and staff to use.</p>	5	2	10	<p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <p>See Lunch Breaks for more information</p> <p>Hot food in operation from 1/10/2020 for FSM and pre-ordered</p> <p>Regular reviews carried out with catering contractor</p> <p>Supervised bottle filling to ensure hydration. Parents reminded to bring two bottles to avoid using the water dispenser.</p> <p>Water provided to all FSM students</p> <p>Vending machine in operation with sanitiser adjacent</p>	
Reception	Staff pupils and visitors	<p>Visitor reception has a screen in place to protect staff</p> <p>Visitors/parents are advised that any access requests are by appointment only</p> <p>Furniture removed to allow social distancing</p> <p>Social distancing markers located in the reception area</p> <p>Hand sanitisation station is prominent in reception</p> <p>Deliveries/post are made contactless and are not</p>	5	2	10	<p>Visitors and parents will be clearly informed on protocols.</p> <p>QR code for NHS downloaded in preparation for events (none to date 09/10/2020)</p>	<p>Manual signing in sheets completed by reception staff – LMC/CHI by 31/08/2020</p> <p>Reception furniture arranged to ensure 2m social distancing -</p>

		<p>signed for</p> <p>Touch/digital sign in systems are not used by visitors/staff – academy receptionist to manually input information into these systems where possible. Alternative local arrangements made where digital sign in not used. Any manual sign in sheets must be kept safe to comply with GDPR</p> <p>All visitors to wear a face covering</p> <p>Visitors must provide details for NHS Track & Trace</p>					<p>LMC/CHI by 31/08/2020</p> <p>Parent meetings on site by appointment only communicated in Newsletter – NPA by 17/07/2020</p>
Heating and Ventilation	Staff/pupils	<p>Guidance is followed in line with the HSE and CIBSE Heating and ventilation guidance have been produced by OAT and followed which is available. https://oatoc.sharepoint.com/sites/Covid-19</p> <p>Manufacturer's guidance referred to and Professional supplier used where further advice is needed for academies own HVAC system.</p> <p>Recirculation of air within a single room where this is complemented by an outdoor air supply is acceptable</p> <p>Where possible in occupied spaces windows are open for natural ventilation If it is windy, cold or raining then it may not be practical to fully open the windows/vents, however they remain open as far as reasonably possible without causing discomfort.</p> <p>Internal doors are propped open where appropriate</p>	5	2	10	<p>Academies to assess the risk and highlight any changes relevant to local arrangements</p> <p>Fire doors can only be propped open if fitted with automatic closers so they can still function as fire doors in the event of the alarm being activated - this also needs to be managed in house.</p> <p>Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</p> <p>opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a</p>	

						room is unused), providing flexibility to allow additional, suitable indoor clothing.	
Fire	Staff/pupils	<p>Fire plans are updated to ensure staff & pupils assemble in social groups.</p> <p>Staff and pupils are updated with new fire arrangements</p> <p>Academy ensures that the school still operates with a suitable number of fire wardens</p> <p>A fire drill, applying social distancing where possible, should take place at the earliest opportunity and, termly drills should be completed in line with usual procedures.</p>	5	2	10	<p>These will be rearranged to encompass year group bubbles. They are colour coded to match the Year Group lanyards</p> <p>All other arrangements will be maintained as current practice.</p> <p>Edge Year Group to turn and face inwards to minimise contact.</p>	<p>Lockdown and Fire procedures are included in staff/student training days – VLF 02/09/2020</p>
Face coverings	Staff/pupils	<p>Students and staff are advised how to wear, remove and dispose of face coverings.</p> <p>Staff and pupils are instructed not to touch their faces when removing face coverings.</p> <p>Face coverings are worn in communal areas within the academy.</p> <p>If teachers chose to wear face coverings in the classroom this will be assessed locally on what type to wear eg. Visors are more appropriate if teaching any children with a speech or hearing impairment.</p> <p>Hands are washed before and after touching face coverings – including how to remove or put them on.</p> <p>Staff and pupils are aware of how to safely store them, this is in an individual, sealable plastic bag between use. Where a face covering becomes damp, it is not worn and the face covering is replaced carefully.</p> <p>Parents are informed with the updated guidance on</p>	5	2	10	<p>Staff/SLT must be aware of those who may be exempt from wearing face coverings this may involve those who have mental health issues or have certain disabilities.</p> <ul style="list-style-type: none"> • Those cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability • Those who speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to 	<p>Set up staff ordering system for PPE – Maintained by PRO to ensure stock held is sufficient at all times – TSM by 4/09/2020</p> <p>Signage for mandatory Face coverings for Visitors – in Place – TSM by 7/09/2020</p> <p>Posters updated around the academy for all to wear face coverings in communal areas – 4/11/2020</p>

		<p>face coverings. All visitors to wear a face covering</p>				<p>communicate</p> <ul style="list-style-type: none"> When moving around indoors e.g. communal areas/corridors face coverings must be worn by year 7 pupils and above, this also applies to staff, visitors and contractors. <p>Stocks of Visors and Masks held at the academy.</p>	<p>Exempt students and staff to have relevant exempt badge on their lanyards – HOY(B) – 5/11/2020</p>
Mental health		<p>Re-orientation of staff and pupils within the academy takes place.</p> <p>Staff can complete iHasco Covid return to work. Counselling service available for staff.</p> <p>SLT discusses the implications on staff and pupil workload when the school reopens to minimise stress.</p> <p>Principal considers reasonable requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</p> <p>The principal and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the academy reopens</p> <p>Staff and pupil bereavement is managed in line with the bereavement policy.</p>	5	2	10	<p>Training link removed - version for training still available from You Tube https://youtu.be/MYmBLnS Qh3M</p> <p>Any working requests (on a more permanent basis for extremely vulnerable) to be considered by Principal</p> <p>Risk assessments carried out for all staff who are vulnerable/anxious/ previously shielding</p> <p>Staff can request to work from home where they are not required to teach so they can work safely in a comfortable environment – Googledoc tracks this</p> <p>Students' well-being support in place:</p> <ul style="list-style-type: none"> Wide pastoral team, including new 	<p>Staff (2nd/3rd Sep) and Student training (4th - 8th Sep) planned – NPA/VLF/JBU</p> <p>Supportive email and opportunity to engage support (counselling) is sent to all staff on return from holiday – TSM by 31/08/2020</p> <p>Student training day incorporates a session on well-being and mental health that raises awareness and signposts support - DAL/VLF - 04/09/2020</p> <p>Bereavement training completed by key staff - DAL to co-ordinate by 31/07/2020</p>

						<p>SEMH worker to help those in distress</p> <ul style="list-style-type: none"> • Access to school counsellor • Regular communications with parents • Well-being survey and follow-up actions <p>Focus on staff well-being continues, but at a safe distance, including:</p> <ul style="list-style-type: none"> • Whoop Whoop Wednesdays • Video briefings and online CPD to support those juggling childcare • Data collected on who lives alone • Positive postcards from children to staff • Chocolate pick-me-ups • Access to school counsellor • Well-being survey in lockdown 	
Safeguarding	Staff and pupils.	<p>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school reopening, e.g. ongoing bullying, social issues etc..</p> <p>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</p>	5	2	10	<p>Contact and support has been maintained with all students on a regular basis along with at least weekly contact with all identified vulnerable students/families.</p>	<p>Target identified concerns pro-actively and engage in supportive mechanisms before return in September – DAL by 17/07/2020</p>

		The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.				Safeguarding Team expanded for 2020/2021 to cater for growing academy	Safeguarding and support training incorporated into training day – DAL by 02/09/2020
PE	Staff and pupils	<p>Pupils to be kept in consistent groups. Equipment cleaned between each group Contact sports do not take place Outdoor sports are prioritised or large indoor spaces where outdoor use is not available maximising natural ventilation flows through opening windows and doors or using air conditioning systems wherever possible. Attention to cleaning and hygiene and maximising distancing takes place during sporting because of the way people breathe during exercise.</p> <p>Indoor team sports can take place as long as specific techniques, within their own system of controls are followed and the academy must follow the list available below;</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</p>	5	2	10	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Academies should refer to https://www.afpe.org.uk/coronavirus-guidance-support/</p> <p>Others providers are Swim England and sports England.</p>	<p>PE curriculum adapted to incorporate latest guidance – LBU/MDU by 02/09/2020</p> <p>PE signage created and displayed to reinforce distancing – LBU/MDU by 31/08/2020</p> <p>PE lesson start and end protocol implemented - LBU/MDU by 04/09/2020</p>
D&T/Science and Food Technology		<p>D&T teachers refer to the latest guidance from CLEAPSS Consider demonstration activities only. Separate RA in place for D&T</p>	5	2	10	<p>http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf</p> <p>Updated D&T risk assessment is available on Oatnet</p>	<p>Creative Design subjects checked using guidance and any concerns raised – PDU by 17/07/2020</p> <p>Creative Design subjects re-checked and prepped for use -</p>

							<p>PDU by 04/09/2020 Science checked using guidance and any concerns raised - OBA by 17/07/2020</p> <p>Science subjects re-checked and prepped for use - OBA by 04/09/2020</p>
Music, Dance and Drama	Staff, pupil.	<p>Social distancing takes place where possible</p> <p>Background or accompanying music are kept to levels which do not encourage teachers or other performers to raise their voices unduly.</p> <p>Microphones are used reduce the need for shouting or prolonged periods of loud speaking or singing. Microphones are not shared.</p> <p>Groups are kept separate (in bubbles) through to avoid mixing.</p> <p>The duration of social interaction opportunities ie rehearsals or performances are limited.</p> <p>Numbers are limited in bubbles.</p> <p>Staff maintain social distancing between pupils and other staff.</p> <p>Playing instruments and singing in groups take place outdoors wherever possible.</p> <p>When playing indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission.</p> <p>Numbers are limited to account for ventilation of the space and the ability to social distance.</p> <p>Rooms have good ventilation.</p> <p>Singing, wind and brass playing does not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including</p>	5	2	10	<p>Music controls in previous RA removed and updated in this section</p> <p>For live performances academies must follow the link below a separate RA may be needed for live shows or academies that specialise in performing arts https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>Schools in local restriction tier 3: very high alert areas should not host performances with an audience Schools in other local restriction tier areas planning an indoor or outdoor performance in</p>	<p>30 exam tables chairs to Dance and Drama studio – Site by 02/09/2020</p>

		<p>audiences) and strict social distancing. Pupils are positioned back-to-back or side-to-side when playing or singing (rather than face-to-face). Wind and brass players are positioned so that the air from their instrument does not blow into another player.</p> <p>Increased handwashing takes place before and after handling equipment.</p> <p>Sharing equipment is avoided wherever possible. Name labels are issued on equipment to help identify the designated user, for example, percussionists' own sticks and mallets.</p> <p>Where instruments and equipment have to be shared, they disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. The government guidance on cleaning and handling equipment is followed.</p> <p>When individual lessons take place for music, dance and drama, social distancing is maintained wherever possible, teachers do not provide physical correction.</p> <p>If teachers interact with pupils from multiple groups, so schools will need to take particular care, in line with the measures set out above on peripatetic teachers.</p> <p>If there is no viable alternative, music lessons in private homes can resume, following the same guidelines, and additionally following the government guidance for working in homes, and the guidance for out-of-school provision.</p>				<p>front of an audience should follow the latest advice in the DCMS performing arts guidance, Peripatetic teachers can move between schools, but schools should consider how to minimise the number of visitors where possible.</p> <p>When hiring equipment suppliers are kept to a minimum and clean equipment on arrival and before use.</p>	
Infection control	Staff, pupils, visitors, contractors, parents and external	Respiratory hygiene promoted by staff and pupils using the catch it, bin it, kill it, approach. Hands are washed more often than usual; children and staff wash their hands regularly particularly before entering and leaving the classroom.	5	2	10	Sanitiser containing high alcohol content should not be stored or located in high risk fire areas	Hand cleaning in all used spaces throughout the academy - TSM by 31/08/2020

	<p>agencies.</p>	<p>Tissues are provided for students and staff in each room. Students are encouraged to bring in their own tissues from home. Skin friendly wipes are also used for those who may have any skin conditions. Frequently touched surfaces are cleaned on a regular basis using disinfectant. Increased cleaning staff - on site and an enhanced cleaning regime is in place during the school day as well as after school. Hand sanitiser stations are based throughout the academy. Academy ensures they have enough stock levels of sanitiser. Posters displaying handwashing guidelines are located throughout the school. Pupils and staff wash their hands when changing activities, changing locations, on arrival to school and when leaving school, this is reinforced during registration each morning. PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with Covid 19 symptoms whilst in school where 2 metres cannot be maintained. PPE provided for staff when working children or young persons who cough, spit or vomit. Lidded bins are used throughout the academy. Parents are briefed on new provision for the drop off and collection of their children. Where possible use of school transport is restricted to essential use only and then cleaned after use.</p> <p>Academy identifies an additional isolation room for anyone displaying Covid symptoms.</p>				<p>Refer to face coverings guidance above.</p> <p>Staff sanitise rooms at lesson changeover with a buddy from non-teaching staff</p> <p>Sanitiser is wall-mounted and available in classrooms if preferred</p> <p>All staff who prefer to wear PPE all day are permitted to. PPE ordering system launched</p> <p>Dedicated tissue and mask bins in every classroom</p> <p>Reminders everywhere on site re hygiene and protocols</p> <p>Dedicated Isolation room by student services. Parents given handout to advise on family protocol and who to contact if they cannot access a test</p> <p>Minibus only used in emergencies and students and staff to wear masks as well as cleaning</p> <p>Housekeeper on site all day to keep standards of hygiene high and support duty rota</p>	<p>Sanitiser units outside all classrooms, entry/exit doors and changing rooms – TSM/Site by 31/08/2020</p> <p>Social distancing signage reviewed - TSM/Reprographics – 31/08/2020</p> <p>Cleaning reviewed - outlined below</p> <p>Signage included in all staff toilets and student toilets– TSM 31/08/2020</p> <p>PPE stock checked and ordered if required. PPE staff packs made up – TSM/Site 31/8/2020</p>
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<p>Communications</p>	<p>Staff, Pupils, volunteers, visitors, parents and external agencies.</p>	<p>The school's website is kept up to date with any information regarding reopening, e.g. dates and local arrangements.</p> <p>Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.</p> <p>Where a child tests positive parents must advise the school immediately.</p> <p>Parents and their children are encouraged, where possible, to walk or cycle to school.</p> <p>Staff and volunteers are informed through email/letter about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</p> <p>Visitors attend the academy on appointment only. All visitors including external agencies are briefed on infection control and social distancing before attending the academy.</p> <p>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</p> <p>All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</p> <p>School consults with staff and pupils who are clinically vulnerable and/or extremely vulnerable.</p> <p>Children and young people are informed to limit what they bring into school and just bring in the essentials and not share equipment.</p> <p>School work with parents, pupils and staff to ensure behaviour expectations are clearly understood.</p>	<p>5</p>	<p>2</p>	<p>10</p>	<p>Regular reminders to staff via video briefing and email</p> <p>Regular reminders to parents via text, email and newsletter</p> <p>Personalised advice and guidance given where needed</p> <p>Communication to students via ClassCharts implemented to improve communication with children and parents</p> <p>Template posters and electronic materials available on OATnet</p> <p>For positive covid cases academy uses action plan and flowchart on oatnet to assist in identifying various scenarios – template letters provided with support from PLMR under covid action plan, forms and letters https://oatoe.sharepoint.com/sites/Covid-19</p> <p>Reporting system implemented via the website of anyone in the family who experiences symptoms which rapidly gathers key info. This has also been rolled out to encompass non-COVID absence</p>	<p>Communication with parents before summer and a reminder before 4th September including:</p> <p>Communication with staff - NPA 17/07/2020</p> <p>And followed up with detailed orientation in September – NPA 02/09/2020</p> <p>Share plans and offer 1-2-1 conversations with those who are clinically vulnerable, extremely vulnerable or have concerns - TSM/NPA17/07/2020</p> <p>Where relevant - equipment packs are provided to all PP students – letter to parents to advise on what students needs from Sept – OBA/TSM/NPA by 04/09/2020</p> <p>Updated guidance on face coverings is communicated to parents - NPA</p>
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						<p>Discourage unplanned visitors or contractors</p> <p>Capital works funded by Head Office require a risk assessment being completed as part of the process to raise a PO. Template available on OATnet.</p>	
Lunch/break times	Staff/ Pupils/Lunch time supervisors	Break and lunch times are staggered to reduce numbers for outdoors. Groups stay within their own group and avoid mixing. Outdoor playground equipment must be cleaned more frequently. Students stay inside within their groups during wet weather.	5	2	10	<p>Measures in place to ensure no queuing necessary, no shared utensils and social distancing can be maintained at all times.</p> <p>Seating for outdoors being improved for Year 7 – October 2020</p> <p>Cold and hot lunches will be pre-ordered and provided</p> <p>Dining space will be rearranged to facilitate only a one way system that creates a social distanced plan.</p> <p>Students will need to bring water into the academy where possible</p> <p>Dedicated wet break areas for adverse weather conditions to maintain the integrity of the bubbles</p>	<p>Staggered breaks and lunches timings clearly shared with all staff and students - NPA 02/09/2020</p> <p>Duties implemented for new break/lunches - VLF – 02/09/2020</p> <p>Dining area zoned using new table layout – TSM - 04/09/2020</p> <p>Outside areas rearranged and sign posted – VLF/Site – 31/08/2020</p> <p>Field area zoned into 3 spaces, front lawn into 2 spaces – Site/VLF – 02/09/2020</p> <p>Fencing around kerb area at the back of Luke Day – Site by</p>

							<p>02/09/2020</p> <p>Packed lunch menu agreed and processes setup - TSM/SOA – 31/07/2020</p> <p>Food payment and booking system setup - TSM/ARO – 31/07/2020</p> <p>Dining serving area setup – SOA – 04/09/2020</p> <p>Water fountain in Sports Block to be turned off and signed out if use and communication to parents that students should bring their own water to the academy - NPA/VLF – 04/09/2020</p> <p>Main build fountain to be used to refill bottles during break/lunch – PRO to sanitise and monitor</p>
Welfare/Toilet Provision	Staff/pupils	Academy identifies a maximum occupancy for each toilet facility and operates a one in one out system for using the toilet. Hand sanitiser located outside entrance to toilet areas. Advice on changing room and showers. If used, these should be cleaned after every lesson. Wiping of surfaces is a reasonable approach.	5	2	10	<p>Consider passive monitoring of toilet entrances to help instil good practices.</p> <p>https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-</p>	<p>All toilets open but maintain a one way system - TSM 04/09/2020</p> <p>Cleaning protocol in place for toilets and changing rooms -</p>

		<p>Attending school with PE kit on will limit the need to use changing rooms.</p> <p>Ensure sufficient standard cleaning equipment is available in all changing areas.</p> <p>Social distancing measures still apply and marking out areas which cannot be used will help you to manage the area effectively.</p>				<p>Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</p> <p>Changing rooms not in use</p> <p>Dedicated toilets for wet break to minimise traffic</p> <p>Changed toilets to unisex on the ground floor to avoid cross-contamination across bubbles</p> <p>Separate staff toilets</p>	<p>TSM/Churchills – 04/09/2020</p> <p>PE changing areas not in use– LBU/MDU – 04/09/2020</p>
Cleaning	Staff, pupils, Cleaner, and visitors	<p>Regular cleaning takes place including but not limited to;</p> <ul style="list-style-type: none"> ● Door handles and door opening buttons ● Light switches (carefully) ● Floors in toilets ● Toilet seats ● Toilet flush handles ● Toilet roll holders ● Toilet door handles ● Toilet bowls ● Wash hand basin taps <p>Hand contact surfaces, Frequent cleaning is increased especially for touch surfaces.</p> <p>Staff use the most up to date cleaning checklist updated for the pandemic.</p> <p>Cleaning takes place in the dining hall in between groups.</p> <p>All areas that are cleaned are checked to ensure surfaces are dry e.g. rooms are safe to re occupy – no slip hazards.</p> <p>All areas/rooms that are being cleaned will be clearly identified to ensure no one enters the room.</p>	5	2	10	<p>A key focus of our strategy will be to embed the habits of sanitising personal workspaces for both students and staff. Provision will be made along with training to ensure this is in place.</p> <p>Teachers assigned sanitising ‘buddies’ for lesson/bubble changeover</p> <p>Cleaning guidance</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>All Staff have responsibility for sanitising workstations after use.</p>	<p>Additional day time cleaner to increase capacity - TSM/Churchills – 02/09/2020</p> <p>Daytime schedule in place to cover key areas with regular cleaning TSM/Churchills – 02/09/2020</p> <p>Cleaning standards checklist produced and completed on the back of doors in all areas - TSM/Site – 31/08/2020</p> <p>Quality Assurance process in place to ensure standard – TSM/Site – 02/09/2020</p> <p>Training of cleaning</p>

		<p>Rooms to be cleaned between each groups. PPE provided for staff for cleaning. Academies refer to the most update to guidance from the PHE on cleaning. Staff and pupils have their own pens and pencils that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble are cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between groups, such as sports, art and science equipment are cleaned frequently and meticulously and always between group use, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different social groups.</p>				<p>Compliant cleaning materials used - Sanitising wipes to be made available for all staff</p> <p>Foggers can be used in Academies – further advice can be sourced through the Regional Estate Managers – not currently being used in Victory</p> <p>The isolation/sick room is cleaned every night with the Fogger. Further information below on cleaning following a confirmed case.</p>	<p>staff on new standards and processes – TSM – 31/08/2020</p> <p>Kitchen staff/Maggie to implement cleaning of dining spaces between sittings – 02/09/2020</p> <p>Cleaning protocols in place for staff and students to ensure frequent and meticulous cleaning of shared spaces and equipment - TSM/VLF – 02/09/2020</p> <p>Training for staff and students on protocols - NPA – 02/09/2020</p>
Arrival/Departure to school	Parents/Pupils /Staff	<p>Signs are clearly marked on school entrancing displaying rules on social distancing.</p> <p>Staff and students who wear face coverings to school remove them before entrance to academy. Pupils and staff are instructed not to touch their face and wash their hands upon arrival. Disposable face covering are placed in a covered bin and re-useable coverings are placed in a plastic bag to take home with them. Pupils and staff are aware to wash their hands again before entering the classroom.</p> <p>Arrival and finishing times to be staggered to avoid mixing.</p> <p>Where available academies use separate entrances.</p>	3	3	9	<p>Students held outside in their zones and brought in by bubble to avoid cross-over as per their staggered times</p> <p>Staggered end to the day and waiting tables by Year Group for those waiting for siblings or needing to attend homework support club</p> <p>All entrances have a bin and sanitiser to enable the correct procedure.</p>	<p>Bins relocated to outside entrances – TSM/Site 31/08/2020</p> <p>All entrances setup to allow contactless entry – Site 31/08/2020</p> <p>Duties reviewed for all areas for supervision before lessons - VLF 02/09/2020</p> <p>Communication to parents regarding drop off/pick up and protocols around arrival and departure – NPA</p>

							by 17/07/2020 Controlled/Staggered release of groups at the end of the day – All staff – 04/09/2020
Dedicated School Transport	Bus driver, and pupils	Sanitiser is used by all pupils upon boarding and disembarking. Vehicles are cleaned more frequently. Organised queuing and boarding take place. Distancing within vehicles where possible. Face covering for children over 11 only where appropriate.	5	2	10	Academies must work on how pupils are grouped together on transport, where possible this should reflect the social grouping that is adopted within the school. First Bus have provided a separate 'public' bus for the school	Communication with transport companies to reiterate and agree protocols – VLF by 02/09/2020
SEND	Pupils	Specialists, therapists, clinicians, and other support staff for pupils provide interventions as usual. Supply teachers and peripatetic teachers move between settings. Contact between staff is minimised where possible. Mainstream teachers have access to free webinars available for staff to attend for supporting SEND pupils returning to mainstream school.	5	2	10	A separate risk assessment is carried out for SEND pupils. It should also be noted if the pupil routinely attends more than one setting. HCP to be updated. LTAs provided with PPE for any closer contact work with students SEND Director providing additional personalised training for staff where needed https://www.sendgateway.org.uk/training-events.html	Risk Assessment made for SEND students - DAL/AWA by 02/09/2020 Actions followed up and orientation planned to address any concerns - DAL/AWA/VLF by 05/09/2020 Staff briefed on strategies and approaches to support return of SEND students – DAL/VLF on 02/09/2020

<p>Extremely Clinically Vulnerable Shielding or self-isolating pupils</p>	<p>Pupils</p>	<p>Pupils who are self-isolating due to COVID symptoms or have tested positive or have close contact with someone who has COVID 19 do not attend school.</p> <p>If disease rates rise locally depending on local alert levels pupils who are extremely clinically vulnerable shield in line with government guidance where local levels are very high and where this is re iterated by the child's consultant/GP.</p> <p>If disease rates rise locally pupils shield in line with government guidance.</p> <p>Pupils who are still shielding are supported with learning at home.</p> <p>The school consults with the parents of clinically vulnerable child if their child will return to school following medical advice.</p>	<p>5</p>	<p>2</p>	<p>10</p>	<p>Attendance tracker provides HOY with return dates and testing outcomes</p> <p>Personal support given to vulnerable families – those with serious underlying conditions etc</p> <p>Separate risk assessment to be completed for pupils returning to school in conjunction with their EHCP.</p>	<p>Clear communication with parents regarding symptoms and steps to take – NPA 17/07/2020</p> <p>Home learning program setup for students - OBA 02/09/2020</p> <p>Regular contact on return - HOY / HOYB's – 02/09/2020</p>
<p>Clinically extremely vulnerable staff and clinically vulnerable staff</p>	<p>Staff</p>	<p>Social distancing measure are in place for those who have returned to work.</p> <p>Extremely clinically vulnerable and clinically vulnerable staff are offered the safest available on-site roles which allow them to socially distance - this is assessed through a checklist before they return to work.</p> <p>Face coverings are available if needed, face covering have to be worn high and very high level alert areas in communal areas. (see face coverings above).</p> <p>Staff ensure they follow strict hand and respiratory hygiene measures.</p> <p>A separate risk assessment based on the individual is in place.</p> <p>Staff ensure they update academy records with any changes to medical conditions.</p>	<p>5</p>	<p>2</p>	<p>10</p>	<p>A RA is completed for all pregnant staff.</p> <p>Separate RA in place for CV staff.</p> <p>Following new national restrictions from 5th November CEV staff should be working from home unless guidance changes.</p> <p>From 2/12 - Area in Tier 2 – CEV staff return to work with updated RA and adjustments as required</p>	<p>Share plans and offer 1-2-1 conversations with those who are clinically vulnerable, extremely vulnerable or have concerns – TSM 17/07/2020</p> <p>TSM attended CEV training via Stone King – 6/11/2020</p>

		Return to work IHASCO Covid 19 module is completed for relevant staff Those who will be working from home are supported.					
Local lockdown	Staff and pupils	Advice is sought from the DfE, Health Protection Team (HPT) and Public Health England (PHE) for decisions at a local level. Remote education plans are in place to support students with remote learning. School has a contingency plan in place if the PHE advise that the school closes temporarily to help control transmission. Support for key worker pupils on site with strict social distancing measures in place.	5	2	10	Inform Head Office on any guidance or requests from Local authorities or regulatory bodies Remote learning policy in place. New OAT home learning policy being adopted (09/10/2020) Knowledge Organisers and Victory Vitals provided to students in preparation for potential lockdown Staff INSET took place in September to prepare for online working – video training logged and available	Clear process and designated personnel in the event of positive case – NPA/TSM 02/09/2020 Remote learning template prepared and ready to be populated - OBA 02/09/2020 Resource packs and online learning identified ready for implementation - OBA 02/09/2020 Webpage ready in draft to host set work - RAG/OBA 02/09/2020 Key worker rota written and ready to be implemented using current rota - OBA 02/09/2020
Displaying symptoms of COVID 19	Staff and pupils	Staff are aware of how to contact local Health Protection Team (HPT) Each academy has nominated a Covid response Co Ordinator. Staff and pupils are aware not to come into the setting if they have symptoms and must be sent home to self-isolate if they develop them within the academy and are advised to follow	5	2	10	Refer to separate OAT Flowcharts – Academy to contact local Outbreak Management Team. 01603 223219 As above parents, and carers	PPE equipment ordered and in stock for medical room – TSM/Site by 31/07/2020 Isolation room in place - TSM/JNE – 02/09/2020

		<p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>If a child is waiting to be collected, they are moved to an isolated room if appropriate for age of the child, windows in the room are opened for ventilation.</p> <p>If a child cannot be isolated, they are moved to an area which is at least 2 metres away from others. PPE is worn by staff if 2 metres cannot be maintained this includes face coverings.</p> <p>Staff member dealing the pupil/staff displaying symptoms must wash their hands for at least 20 seconds.</p> <p>The room/area round the person who develops symptoms is cleaned with normal household disinfectant after they have left.</p> <p>If the child needs the bathroom it is separate from others and cleaned and disinfected before being used by anyone else.</p> <p>Staff are aware of how to book a test if they are displaying symptoms.</p> <p>Staff are aware to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. Advice from Track and Trace must be followed.</p>				<p>are informed of the test and trace service. Parents given handout to support government advice and guidance</p> <p>Settings will be provided with a small number of home testing kits and issued as per government guidance.</p> <p>Isolation room identified for a suspected infected person to use.</p> <p>Staff directed to keep seating plans up to date</p> <p>Dry run of track and trace for a child has taken place to help prepare</p> <p>Academies have been supplied with an initial supply of least 10 test kits, schools should ring the test and trace helpdesk on 119 if these have not arrived.</p>	<p>Communication to parents regarding protocols and expectations around identified symptoms either at home or when in the academy - NPA by 17/07/2020 and reminder 02/09/2020</p> <p>Testing and “Track and Trace” protocols in place and monitored – TSM/NPA – 02/09/2020</p> <p>Staff inform us if they have been contacted by Track and Trace.</p> <p>Adequate stocks of tests have arrived and repeat ordering system in place</p>
Confirmed cases of COVID 19	Staff and pupils	For confirmed cases staff must refer to the OAT flowcharts	5	2	10	<p>Refer to separate OAT Flowcharts – Academy to contact local Outbreak Management Team. 01603 223219</p> <p>For positive covid cases academy uses action plan and flowchart on oatnet to assist in identifying various scenarios – template letters</p>	<p>Ensure attendance registers are monitored and maintained up to date – VLF/MYO – 04/09/2020</p> <p>Ensure timetabled groupings are monitored and maintained up to date -OBA/RAG –</p>

						<p>provided with support from PLMR under covid action plan, forms and letters</p> <p>COVID response team manage staff and parental concerns</p> <p>Staff must keep a record of pupils and staff in each group and any close contact between other groups but must be proportionate.</p> <p>We will support individuals with confirmed cases to ensure government protocol is adhered to.</p>	04/09/2020
Cleaning after a confirmed case	Staff and pupils	<p>Action plan and infection flow chart followed. All surfaces that the symptomatic person has come into contact with are cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells including isolation/sick room</p> <p>Academies use a Fogger in only areas affected after each confirmed case.</p> <p>If Cloths and mops are used as addition they must be disposed of and put into waste bags for 72 hours as per the guidance outlined in COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>	5	2	10	Discussed with cleaning contractor – procedures in place	
Lettings	External	Review Lettings and considered suspension	5	2	10	Outside only use – no internal use	Update regular lets – PRO 17/07/2020

Homework Club	Staff and Pupils	Designated year group areas in the dining area	5	2	10	Signage to indicate to year group for separation	Signage – TSM 02/09/2020
Staff work area	Staff	Staff work area when in not able to be class	5	2	10	<p>Signage to indicate curriculum areas for separation</p> <p>Staff areas and meeting rooms have signs to indicate capacity – must not be exceeded</p> <p>Staff can request to work from home when not teaching</p> <p>Staff aiming to not have meetings in person where possible</p> <p>Screens used to protect admin staff where footfall is heavy</p>	Signage – TSM 02/09/2020

Acknowledgements & Signatures

Risk Assessor: By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.		Management: By signing this risk assessment, I acknowledge my responsibility as the department management for reviewing and approving this risk assessment and communicating controls and any improvements to staff.	
Risk Assessor Name and Signature Jane Smith	Date: 26 th August 2020	Manager Name and Signature: Teresa Smith Naomi Palmer	Date: Reviewed 02/12/2020
Review date: 16/12/2020 – when tiers next reviewed			

Guidance

Severity of Harm from this Hazard

- Total Estimated Risk = Severity x Likelihood
- Hazards with significance factors equal to or greater than 16 or a Severity Rating of 4 or 5 warrants the use of additional controls and an action plan that has

been reviewed		
Score	Severity / Consequence	Effects
1	NEGLIGIBLE	Negligible injury or health implications with no treatment or first-aid only. .
2	MINOR	No-Lost Time Injury(ies) and no chronic effects, but treatment beyond first aid may be required.
3	MODERATE	Person suffering Lost Time Injury, RIDDOR, hospital treatment or job restriction/business affected by outbreak
4	SERIOUS	Illness resulting in time off work long term/ill health
5	MAJOR	Fatality
Likelihood of Potential Exposure to this Hazard		
Score	Definition	
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.	
2	Not likely to occur in normal circumstances	
3	Possible when additional factors are present but otherwise unlikely to occur.	
4	Such an event is known to have occurred and is likely to re occur.	
5	Almost inevitable that an incident would result / occurs frequently	

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. moderate	4. Serious	5. Major
Likelihood	1. Very unlikely	1	2	3	4	5
	2. Unlikely	2	4	6	8	10

	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

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