

Risk Assessment – Covid-19 (Schools Reopening 1 June)		10th June	The Albion Academy
Responsible Person	Andy O'Brien		
Other persons involved	<ul style="list-style-type: none"> Support and services team - HR manager, Business and facilities manager, Site Team lead, ICT Network manager, Employee Rep, Union Leads Chair of Governors Local Authority 		
Guidance Material Considered	<ul style="list-style-type: none"> DFE - Actions for Education and Childcare Settings for Wider Opening from 1 June 2020 (11 May) DFE - Covid-19: Implementing Protective Measures in Education and Childcare Settings (12 May) DfE – Managing School Premises During the Coronavirus Outbreak (18 May) DfE – Guidance for Secondary Provision from 15 June 2020 (25 May) BEIS - Working safely during coronavirus (COVID-19) (11 May) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance. United Learning – Additional Guidance to Covid-19 Risk Assessment Template (15 May) NHS Test and Trace – How it works (27 May) 		

Details				Are Control Measures (Y, N, N/A)?	
Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place	Residual Risk Acceptable?
Covering staff and student H&S and completion of key compliance tasks during the Covid-19 pandemic, including the phased reopening process to commence 1 June and those staff who will continue to work from home.					
Infection Control (people)	Staff, Pupils, Visitors	<ul style="list-style-type: none"> Staff contracting Covid-19 	<ul style="list-style-type: none"> Staff who are clinically extremely vulnerable will not be required to work and will be asked to continue shielding at home in line with the Government's '<u>Stay at Home</u>' Guidance. Staff who live with someone who is clinically extremely vulnerable to only attend if stringent social distancing can be observed. Anyone in such group to be reviewed on a case-by-case basis by the Head. Taking account of staff who are unavailable (including support staff), staffing will be reviewed to ensure it is appropriate for the operating model. Any staff who are not required in school and can work from home will continue to do so. Health screening of employees carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file. Tracking system to identify staff vulnerabilities identified. Any member of staff with symptoms of Covid-19 should not attend. Staff are eligible to be tested and are strongly encouraged to seek a test. If the test is returned negative, they can return to school. Any member of staff with symptoms of Covid-19 should not attend and should self-isolate for 7 days. Staff are eligible to be tested and the Government expects them to be tested under the NHS Test and Trace programme. If the test is returned negative they can return to school. 		

		<ul style="list-style-type: none"> • Pupils contracting Covid-19 • Visitors contracting Covid-19 	<ul style="list-style-type: none"> • A member of staff who tests positive must share details of their recent contacts via the NHS Test and Trace Service. • Any member of staff instructed to self-isolate by the NHS Test and Trace service must do so for 14 days. Should they develop Covid-19 symptoms in this period, they too must follow the NHS Test and Trace programme. • Where a member of staff indicates an individual in their household is unwell with symptoms compatible with Covid-19, they should follow government guidance on self-isolation and not attend school for 14 days. Under the Test and Trace programme there is an expectation that this individual is tested. If the test is returned negative the member of staff can return to school. • Loss of staff for the above reasons will prompt a decision on which 'small class groups' can continue to attend • Loss of staff for the above reasons will prompt a decision on whether all eligible year groups can continue to attend. Year groups will be prioritised in line with government guidance. • Loss of site/facilities staff for the above reason or due to infection will prompt decision on whether school can remain open – key compliance tasks as outlined in the '<u>Maintaining a Practicably Compliant School</u>' guidance document must be maintained and will be reviewed to inform this decision. • Buddy arrangements in place with neighbouring schools or other party to enable support cover to be provided in event that no site staff are unable to attend site. • Temperature barrier system introduced with policy and protocols implemented at main reception. Where temperature indicates an initial concern, staff/visitors will be asked to rescan after 10 minutes. Where high temperature remains staff / visitor informed and asked to return home and contact NHS for advice. High temperature does not indicate COVID but may indicated a wider potential illness. These are to be supported by a checklist of coronavirus symptoms linked to PHE guidance. • Guidance on getting tested has been published. • The guidance has been explained to staff as part of the induction process. • Pupils who are clinically extremely vulnerable will not be required to attend and will be asked to continue shielding at home in line with the Government's '<u>Stay at Home</u>' Guidance. • Pupils who live with someone who is clinically extremely vulnerable to only attend if stringent social distancing can be observed and the pupil is capable of understanding and following these instructions. Anyone in such group to be reviewed on a case-by-case basis by the Head. • Any pupil with symptoms of Covid-19 should not attend school for 7 days and is expected to undertake a test under the NHS Test and Trace programme. A negative result means the pupil can return to school. • Pupils in the same group are eligible to be tested and parents are strongly encouraged to seek a test. If the test is returned negative they can return to school. • Any pupil living in the same household as an individual with symptoms of Covid-19 should not attend school for 14 days, in line with government guidance on self-isolation. Under the NHS Test and Trace 		
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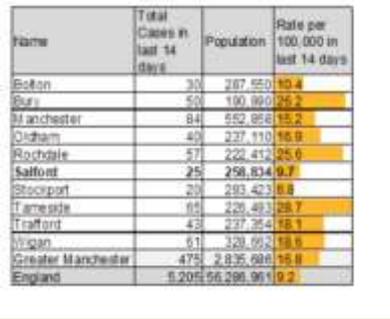
			<p>programme it is expected that this individual will undertake a test, and contacts will be notified if they need to self-isolate also.</p> <ul style="list-style-type: none"> • Temperature screening system introduced with policy and protocols implemented at student reception. Where temperature indicates an initial concern, students will be asked to rescan after 10 minutes. Where high temperature remains a first aid member of staff will support. High temperature does not indicate COVID but may indicated a wider potential illness. These are to be supported by a checklist of coronavirus symptoms linked to PHE guidance. • No general visitors to be admitted to the school (clearly indicated at school entrance and on website) • Parents advised to drop children off alone, i.e. not to come with partners or family • Contractors attending while school is operational to be notified that the school is operational, and their access requirements reviewed on a case by case basis. • Temperature screening system introduced with policy and protocols implemented. <p>The following hierarchy of control is considered throughout this assessment.</p> <ul style="list-style-type: none"> • minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges • cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered • ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach • cleaning frequently touched surfaces often using standard products, such as detergents and bleach • minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) 		
<p>Confirmed / suspected case in school</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Potential contamination of surfaces and for person to person spread. 	<ul style="list-style-type: none"> • Clear procedures exist for possible and confirmed contamination. (See Academy guidance document) • Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. • Student isolated in secure area if awaiting collection in line with <u>government guidelines</u>. • Staff and students who were with the affected party should wash their hands but do not need to go home unless symptomatic. • G20 will be utilised as a ‘holding bay’ for sick students. • G20 exit route to use PE entrance and avoid internal spaces • Staff supporting G20 to wear PPE 		

			<ul style="list-style-type: none"> • A small quantity of PPE, i.e. face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases to be held with business manage • Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance <u>COVID-19: cleaning of non-healthcare settings</u> • Room of any infected students to be isolated and cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance <u>COVID-19: cleaning of non-healthcare settings</u> 		
Infection Control(Practices)	Staff, Pupils, Visitors	<ul style="list-style-type: none"> • Operational practices in place to minimise the risk of the spread of infection 	<ul style="list-style-type: none"> • Social distancing in line with government guidance to be practised at all times by pupils and staff (including carpark, maintenance, breaks). It is accepted that transitory direct contact e.g. passing in corridors is low risk. • Only a quarter of each year group to be on-site on any one day, with the exception of vulnerable children and children of key workers. Class sizes (max 10) ensure potential for Social distancing. • Teaching, mentoring and SLT teams allocated to each group. A 'Base' room and desk system will operate for each 'pod'. Students will only operate outside of this base for mentoring, social time and toilet facilities. Reserve specialist teacher support may be required to support but will be kept to a minimum. • Social distancing policy practices and systems developed and shared. To include areas detailed below and in the section on 'Infection Control (physical practices)' • Regular robust handwashing to be carried out. Signage advocating more frequent handwashing to be installed in various locations around the premises. • Promote catch-it, kill-it, bin-it • Temperature screening. Student reception, administration and first aid staff all trained on new screen system. Alert to high temperature will flag on entry screen. Duty staff to be informed immediately and rescan process implemented. Where staff student is sent home because of persistently high temperature a follow up call to be in relation to check well-being. • Following entry through the student reception process (above) pupils all will be expected to wash hands thoroughly at the two designated wash spaces at the main toilets. Social distancing and wash spaces are demarcated with tape. Clear washing technique signage is displayed on entry to school and at station. Paper towels to be put in designated bin. • On arrival all students to be handed a bottle of water. All water fountains to be switched off. • Hand sanitisation stations/facilities to be established in all classrooms • Staff and students to follow entrance and exit policy systems to ensure social distancing (see systems presentation and operating guidance) • Movement of pupils and staff throughout the day. Movement will be reduced with teachers moving to static classrooms. • A one-way system will be in operation. (see systems presentation and operating guidance) • Appropriate supervision levels are in place for a revised duty rota. • Support materials developed to form part of staff and student induction in relation to all of the above. 		

		<ul style="list-style-type: none"> • Handling of post, cash, or other delivered material. Staff in undertaking these activities to wear PPE disposable gloves. No staff outside of designated staff to handle the above. • Meetings. Meetings will be limited to essential. Where meetings occur, these will be in designated rooms that have been identified as socially distant compliant. Meetings rooms identified must have clear ventilation (Air Con to follow guidance below). On completion of the meeting the site team must be notified for a clean down. • Breaks will be staggered to avoid excess numbers. Students will be allocated specific areas for break, staff duty spots are clearly identified. The Quad, Upper playground, Tennis courts and lower playground will be allocated for specific groups. In phase one of return. Internal spaces will be used on rotation. The quad will be the core area to be utilised. All furniture in social spaces will have 2m reminder stickers on and where possible will be separated (some benches in yard are concrete and fixed) • Social distancing spacing signs are clearly prominent in all social spaces. Banners at each entry point, reminder stickers on every classroom door, signage at/above every sanitisation space, 'Stay Safe' PowerPoint rotating on all TV screens and a core slide to be shown before all sessions • Lunch will be provided for Key worker students in the canteen. Clear social spacing indicators are evident on all tables. A new queuing system will operate via the quad and assembly hall with clear markers indicated. • In RTS phase 1. Lunch will be able to be pre-ordered for year 10 students on exit. • Toilet breaks. A one student at a time policy operates. Designated toilets clear. Cleaning process after usage identified. • All Hand dryers in toilets to be switched off and paper towels available. • First aid. The first aid team will receive training in identifying the symptoms of Co-Vid 19. First aid staff will wear PPE for treating first aid. (see suspected confirmed case guidance) • Departure and entrance of pupils. Entrance/Exit from classroom policy developed. At the end of the school day, duty points clearly identified. Guidance shared with pupils and parents. • In phase one. One to one mentoring will operate through the main school entrance • In phase two. Students will be dismissed in bubbles from the student entrance (year 10), main school (supervision) • Guidance on travel on the buses and effective safety is communicated to parents and students. Students will be advised on new government guidance relating to facemasks on public transport. Alternative routes will be promoted. Travel routes to school will be recorded to support further 'Stay Safe' advice to students. • A revised dress code will operate for the summer term. This will be reviewed in the summer term for September. This will be communicated to parents and staff in advance of inductions. • End of school briefing enables senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed on a daily basis. <p>Dress Code of staff.</p> <ul style="list-style-type: none"> • A temporary dress code will operate 		
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<p>Infection Control (premesis)</p>	<p>Staff, Pupils, Visitors</p>	<ul style="list-style-type: none"> • Changes to or introduction of physical control measure to minimise the risk of the spread of infection 	<ul style="list-style-type: none"> • See below ‘ensuring effective spaces to deliver education’ for operational detail. In summary the Academy will • Socially distanced classroom capacity will be established in all delivery/learning and social spaces. The removal of furniture as necessary will be undertaken. • Operate two one-way systems to support Vulnerable and main school provision. • Demarcate all social distancing spaces with yellow/black hazard tape. These are to be highlighted in any induction process and via Staff/student and parent presentations on the website. • Demarcated safe space zones for spaces where queuing, movement and supervision will exist. These will be in solid boxes marked on the floor in Yellow/Black hazard Tape. • Windows to be open in classrooms (weather dependant), HVAC onto fresh air where possible (or switched off), doors to be open in assembly hall and sports hall. • Non-fire doors propped open to remove need for hand contact. • Observe the following hierarchy where 2m separation in low risk situations where it may not be possible. <ul style="list-style-type: none"> ○ avoiding contact with anyone with symptoms ○ frequent hand cleaning and good respiratory hygiene practices ○ Report any concerns immediately • Aim to prevent mixing between groups and to ensure appropriate physical distancing elsewhere by: 		

			<ul style="list-style-type: none"> ○ minimising contact and mixing with non-teaching groups and staff unless of a Health and Safety or welfare concern e.g. a student falls over (to be reported immediately) ○ No socially distanced spaced to be altered without authorisation. ○ A one-way system in corridors and on stairwells where possible. ● <i>In the first instance two circulation routes will exist. Supervision will occur in Maths -FIT - Inclusion area. Year 10 be humanities – Tech – Science and English.</i> <ul style="list-style-type: none"> ○ Reviewing timing of breaks (including lunch breaks) ○ Demarcating playground space if more than one ‘bubble’ group will be outside at a time. ○ Demarcating safe standing distances in areas where staff/pupils congregate e.g. lunch queue, arriving at school, toilet queue ○ Demarcating staff rooms or other areas where adults may congregate. <i>Staff can use the staff room drinks facilities must bring their own cup/mug and ensure they wipe down water dispenser handle after use. Staff room layout cannot be altered.</i> ● Office, print rooms and photocopiers are limited to one person. ● Once using ICT rooms or facilities all staff and students must wipe down keyboard with provided anti-bacterial wipe. Staff are able to bring own laptops in, but this must be approved by network team. These cannot be shared. ● Air conditioning units to be disabled and windows opened when necessary. ● Warm air hand dryers to be disabled and disposable paper towels to be provided. ● Prohibit (tape off) access to spaces that do not support the one-way system or spaces for social times ● Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> ○ Work back-to-back ○ Install screens between workstations ○ Developing a rota so that staff don’t have to work together ● Prohibit shared workstations if robust cleaning cannot be ensured between users ● Staff rooms and offices are reviewed, and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. ● Staff to ensure all offices are tidy and soft furnishings removed ● Staff are briefed on the use of these rooms. ● Complete and display the <i>Covid-19 Secure in 2020</i> poster in school and social. spaces. <p>Toileting</p> <ul style="list-style-type: none"> ● Queuing zones for toilets and hand washing have been established and are monitored. ● Floor markings are in place to enable social distancing. ● Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. ● The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. 		
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			<ul style="list-style-type: none"> • Antibacterial wipes available for staff who wish to sanitise on exit and entry from classroom. Form part of the staff expectation/embedded within staff from the training days. <p>Catering</p> <ul style="list-style-type: none"> • Catering staff to comply with Caterlink COVID risk assessment in the preparation of all food on site. • Dining Hall social spacing plan is not to be changed during after any cleaning process. • Catering staff serving spaces to be clearly demarcated behind servery. • Catering staff to remind student to sanitise hands before taking plate. 		
<p>Anxiety, stress and worry</p>	<p>Staff, pupils (parents indirectly)</p>	<ul style="list-style-type: none"> • Those coming back to work or school may be anxious, worried our stressed. 	<ul style="list-style-type: none"> • This risk assessment is to be complied in weekly/daily collaboration with staff, trust, local authority and Unions. A final sign off will operate within the trust before any commencement of wider access form students. • Continue to operate consultation groups to continually review and update staff on the development of this risk assessment and control measures. Introduce a daily review to ensure that any alterations to process or procedures are implemented efficiently. Clearly identified roles in reviewing and reporting concerns in an ongoing manner. • Communicate this risk assessment and its findings to staff and potentially pupils/parents including. <ul style="list-style-type: none"> • Walk through PowerPoints • Simplified guides for Parents, Students and Staff • Staff and Students induction • Develop a set of FAQ's for Parents and Staff • Staff have access to Group's <u>occupational health and counselling service</u> and the internal support of school counsellor. • 1:1 welfare meeting for students and the allocation of a personal learning guide (PLG) to support return to school. Advice and support given during induction. Counsellor support available internally. • Advice and support for all parties clearly identified on Academy website well-being page. • Alternative arrangements for students made where PLGs and parents identify concerns. • The R rate information will be reviewed as often as practically possible and the risk assessment and plan revised accordingly. 		

Cleaning	Staff, Pupils, Visitors	<ul style="list-style-type: none"> General hygiene to interrupt transmission from contact surfaces. 	<ul style="list-style-type: none"> Frequency to be increased with focus on all hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. Hand sanitiser to be provided in every classroom and at entry points where there is no ready access to a sink with hot water, soap and towels. Additional supplies are purchased. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. Cleaning following confirmed/suspected case in accordance with DfE guidance <u><i>COVID-19: cleaning of non-healthcare settings</i></u> Training will for staff and students to maintain general 'wipe down; on exit from lessons. Teaching areas will receive a clean down after each teaching episode. In the first instance am/pm rooms will be identified. Compliant disposal of PPE to be followed with agreed collection and disposal protocol in place. 		
Delivery of 'higher risk' subjects	Staff, Pupils	<ul style="list-style-type: none"> Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection. 	<ul style="list-style-type: none"> Subject leads to review their risk assessments for the planned activities and update accordingly. Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). High Risk subjects will not operate any practical elements in initial return model. This will include practical subjects (PE, Drama, Dance, Technology) and subjects where practical elements may be delivered (Science, Art). All classroom activities will be delivered with curriculum continuity plans which are submitted and agreed by SLT. In the first instance practical lessons will deliver the examination element of GCSE content in realigned curriculum plans. Future practical requirements will be subject to further risk assessment and will be considered on individual basis 		
Intimate Care/Higher Dependency Students	Staff, Pupils	<ul style="list-style-type: none"> Intimate care brings people within close proximity of each other thereby increasing the risk of infection 	<ul style="list-style-type: none"> Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs PPE to be worn by First aiders and staff where physical contact may occur e.g. the support of a disabled student. 		
Failure to follow local rules	Staff, Pupil, Visitors	<ul style="list-style-type: none"> Persons fail to follow local rules due to lack of awareness. Persons violate local rules 	<ul style="list-style-type: none"> Clear guidance will be produced and agreed with all bodies. This will be communicated through all social media and phone calls A new home/school agreement will be identified and signed by all parents/students. Staff CPD will be delivered in small cohorts before any admission of students into the building 		

			<ul style="list-style-type: none"> All students will undergo a 'Welcome back' presentation on return to the Academy. A key slide will be delivered at the start of every teaching/supervision session A revised student behaviour policy will link to the C1-C3 system. These will be indicated low-high level violations of Academy operating procedures. (see behaviour policy amendment). Where a student repeatedly, persistently or intentionally breaks Academy social distancing they will be removed from the room. In this instance a parental contact will be made and student will be excluded on health and safety grounds. 		
Maintaining a compliant premises	Pupils, Staff	<ul style="list-style-type: none"> Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing. 	<ul style="list-style-type: none"> Site/Facilities/Estates Manager to review PPM and premises prior to reopening and formally update Head details on arrangements. Use of school premises restricted wherever possible. Contractor access to site for PPM/compliance inspections to be continued wherever possible. School to keep a documented record of all PPM tasks that are slipping to support recovery phase. Note that the reopening of the school might need to be delayed until after key compliance tasks have been completed. Head to meet weekly with the Support and Services Team on a weekly basis to review any premises compliance items that are becoming a concern. SLT On Call to lead a daily de-brief to support any daily issues arising. Exec Principal to be notified if issue arises. 		
The school lapses in following national/group guidelines and advice	Staff, Pupil, Visitors	<ul style="list-style-type: none"> Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community 	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes to be included in Jon Cole's Heads Bulletins. All changes notified to staff in weekly briefing and in briefing notes Headteacher to ensure that all relevant guidance is followed and communicated Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly Information on the school website and padlet is updated on a weekly basis. Parents/Pupils updated via classrooms/email/parent text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents by text message/website/padlet and staff by email All relevant policies to be reviewed and updated to reflect national, trust and local guidance. These are to include safeguarding, equalities plan, behaviour, medical and fire evacuation. 		
Mothballing / shutdown of buildings	Staff	<ul style="list-style-type: none"> Failure to shutdown correctly leading to issues with recommissioning. 	<ul style="list-style-type: none"> Guidance document on <u><i>Mothballing and Shutting Down School Premises and Plant</i></u> referred to. <u>Zurich checklists</u> for partial/total closure completed. 		

		<ul style="list-style-type: none"> Failure to follow Zurich guidance leading to failed claims for buildings or theft. 	<ul style="list-style-type: none"> Site and business manager staff to carry out weekly walkaround/inspection. A brief report and RAG system to be completed and shared with Headteacher and Safety representatives (inc. Governors) 		
Other Risk Assessments		<ul style="list-style-type: none"> Other Risk Assessments are updated and therefore become invalid 	<ul style="list-style-type: none"> Fire risk assessment reviewed Fire safety procedures amended to support Covid-19 arrangements. Supervision circuit utilise Beacon centre car park as exit route and registration space. Main school use Top playground as exit and supervision spaces. All staff undertake fire safety Educare unit. Bespoke Marshall training run. New signs posted in rooms. Dry-run undertaken as part of first session. Staff training scheduled monitored and any slippage identified Details Silent walk-through undertaken for all students as part of induction. Activity risk assessments reviewed and amended to reflect Covid-19 alterations. Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. A revised operations guide is issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management Governors - All Risk assessments are reviewed by governors to ensure challenge and undertaking ios statutory responsibilities. 		
Lone Working	Staff	<ul style="list-style-type: none"> Reduced staffing on site resulting in increase in those carrying out lone working. 	<ul style="list-style-type: none"> No high-risk tasks to be undertaken e.g. work at height, electrical work, confined spaces Buddy system in place for site manager attended alone (call-in, call-out) Normal lone working procedures in place for all other school activities (refer to lone working risk assessment for details) Staff undertaking 'lone working' visits as part of safeguarding will be issued with PPE. 		
Display Screen Equipment (temporary home workers)	Staff	<ul style="list-style-type: none"> Staff working from home not having access to a workstation fully compliant DSE 	<ul style="list-style-type: none"> Staff allowed to take home peripherals and chairs from offices. Authorisation to be sought in advance. Guidance on setting up a suitable workstation provided on CO coronavirus pages Additional equipment needs to be reviewed on a case-by-case basis Staff to be loaned ICT where access is significantly restricting access. 		

		workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> School 'remote working' activities to be agreed with line managers. Revised rotas to support reduced remote working capacity where possible. 		
First Aid (temporary home workers)	Staff	<ul style="list-style-type: none"> Staff suffering injury at home 	<ul style="list-style-type: none"> Low-risk, office-style work. No specific controls required. Staff to inform HR of any accidents whilst at home that may require treatment or prohibit remote working 		
Wellbeing/ Stress (temporary home workers)	Staff	<ul style="list-style-type: none"> Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress 	<ul style="list-style-type: none"> Guidance on wellbeing provided on CO coronavirus pages – dedicated wellbeing section Guidance provided to managers on supporting their teams and reasonable expectations during this period. Managers to maintain regular contact with their employees, preferably by video link. Furloughed staff to have keep in touch days with their line manager Flexible arrangements made to ensure positive well-being of staff where possible. Tracker of contact maintained. Any well-being concerns flagged to Headteacher. Staff Workload to be reviewed by line-managers on a weekly basis 		

Maintaining effective operational provision

Ensuring effective spaces to deliver education	Staff, pupils	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Educational model developed to provide clear rationale for return Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. (see infection control) Agreed new timetable and arrangements confirmed for each year group. Continue to ensure the arrangements in place to support pupils when not at school with remote learning at home are undertaken effectively. Classroom size and numbers reviewed on a weekly basis. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance. Classrooms model document developed to support effective entrance, movement and exit. Spare chairs removed from desks so they cannot be used. Chair spots indicated with tape on individual desks to ensure 2m distancing. Clear signage displayed in classrooms promoting social distancing. New school routine posters evident in all delivery spaces. Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Design layout and arrangements in place to enable social distancing. 		
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Provide a well-supported and delivered provision	Staff	•	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that educational model can be reviewed on at least a weekly basis. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. A 'blended model' of home learning and attendance at school is utilised. 		
Ensuring effective capacity to deliver education	Staff, pupils	•	<ul style="list-style-type: none"> Personal learning guides are employed to ensure individual action plans exist. Agreed procedures and arrangements for PLG and 1:1 meetings. Curriculum continuity plans continue to be reviewed and remodelled to support curriculum delivery and student progress. Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. Plans for intervention are in place for those pupils who have fallen behind in their learning. Weekly tracking systems and calls operate in line with existing policy 		
Ensuring effective preparation for short and long term	Staff	•	<ul style="list-style-type: none"> School calendar for the summer term rationalised. Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning. Staff recruitment for September 2020 completed. Curriculum and timetable for September 2020 completed. Options clearly communicated to year 9 pupils. 		
	Staff, pupils, parents	•	<ul style="list-style-type: none"> Individual meetings regarding future provision takes place for all students. There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. A strong transition plan is developed that include, regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Virtual tours of the school are available for parents and pupils. Induction visits for pupils and parents are planned and combined with the school operation plan. Curriculum provision is reviewed to ensure social spacing is developed during transition visits 		

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

Assessment completed by:	Andy O'Brien	Date:	10/06	Date of next review:	26/06/20
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Guidance on completing the form

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

Risk Assessment Title and Responsible Person

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

Details

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

What are the hazards and Who is at Risk?

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

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

What harm is associated with the hazard?

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

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

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

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

Evaluation of Adequacy

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

Areas of additional control for consideration

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

Review Period

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