

Walton Hall Academy – STAGE 1 COVID-19 Risk Assessment

NB: to be read in conjunction with the Shaw Education Trust Coronavirus Risk Assessment

Assessment conducted by:	JW, CCB, LP, CB	Job title:	Principal, H&S Manager, Vice Principal, Site Manager	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	11/01/2022	Review interval:	Half-termly, or sooner to reflecting changes in guidance	Date of next review:	28/02/2022

Risk matrix

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

All current guidance relating to isolation will be adhered to. Currently those people who are fully vaccinated do not need to isolate if they are identified as a close contact of someone who has tested positive for COVID 19, as is the same for people aged 18 years and 6 months or younger.

Please note that and all standard academy risk assessments will be adhered to e.g. fire risk assessment, COSHH risk assessment, lone working risk assessment, teaching activities risk assessments etc... These are stored on the staff share drive for reference. This risk assessment is specifically for controlling the risk of spreading COVID 19 within the academy.

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial and full opening, including social distancing					
1.1. Staffing					
Critical staff/ high percentage of staff absence - Staff and pupils by being in environment without sufficient staffing levels	High	<ul style="list-style-type: none"> If a critical group of staff were absent e.g. SLT, admin, site, residential, first aiders etc... or a high percentage of the general staff team e.g. teachers or teaching assistants, the risks around being open without the staff members will be assessed and a decision made as to whether it's safe to continue to operate. See section below for details on how certain staff groups will reduce the risk of all members isolating at the same time. Simon Mosely (SET director) to be contacted for advice should a group of critical staff become absent. 	n/a		No risk rating at present, TBC dynamically in such a situation
Use of agency staff - Staff, pupils and agency staff by having an unnecessary number of agency staff in school	High	<ul style="list-style-type: none"> Staffing gaps to be covered internally wherever possible. Agency staff will be used if necessary, and they will adhere to the same controls as school staff. 	Yes	<ul style="list-style-type: none"> Agency staff will be asked to carry out LFT tests at home twice weekly 	Medium
1.2 Organisation of teaching spaces					
Classrooms - Staff and pupils due to lack of controls within classrooms	High	<ul style="list-style-type: none"> Teachers/TAs working closely with pupils should sit next to the pupil rather than face-on where possible. Please see section 2.8. for face covering controls CO2 detectors are installed in teaching rooms – the readings are monitored by teaching staff and ongoing high readings are reported to the site team. 	Yes	<ul style="list-style-type: none"> Staff should wipe down desks before each lesson, before and after eating and especially between uses by different groups of pupils. Anti-bacterial wipes can be used for this, or a spray can be requested via a member of the site team; see 'Teaching and teaching assistants having disinfectant spray in classrooms' section 	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				further on in this risk assessment for more details. <ul style="list-style-type: none"> Air cleaning units have been sourced for the classrooms identified as having high readings often on the co2 monitors – these were received on 10/01/2022 and are to be installed asap once site staff are satisfied they are working correctly as some teething issues seem to be present 	
Using classrooms for specialist subjects, e.g. music and ICT - Staff and pupils by coming into contact with equipment that hasn't been cleaned or staff members from other bubbles	High	<ul style="list-style-type: none"> All equipment used is cleaned by the teacher <u>before</u> each use e.g. laptops, instruments, tennis rackets. The library is currently being used for choir – the maximum number of pupils permitted to attend is 15 (approx. the size of classes). This allows pupils to sing whilst being spaced out. NB: pupils are not expected to sing with face masks on. Pupils will face the same way and abide by the ventilation requirements as stated in this risk assessment. 	Yes		Medium
1.3 The school day					
Arrival within the buildings by staff and pupils - Spreading the virus due to poor hand/respiratory hygiene and lack of social distancing	High	<ul style="list-style-type: none"> All staff and pupils to enter the building via the closest door to their class/work area. KS3 staff and pupils should access their classes via the external door and not enter through the corridors unless their coat pegs are in the corridors. All staff to wash their hands upon arrival with soap and water, teaching and residential staff to ensure all pupils do the same. All personnel are actively encouraged to sneeze or cough into their elbow to reduce transmission of airborne particles. 	Yes		Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> As per guidance, we will not be taking temperatures of all staff and all pupils on arrival, but we will leave thermometers in the central locations in each area should they be required for any person with a suspected high temperature. 			
1.4 Planning movement around the school, including ventilation in used areas					
Spreading COVID 19 virus amongst people within the academy - Staff and pupils, by spreading it amongst each other	High	<ul style="list-style-type: none"> Pupils will bring their own labelled water bottles to school for staff to refill for them as necessary. Pupils have also been asked to bring their own labelled pencil case and stationery to school to use. These will remain in school and will not be shared by anyone else. All staff and pupils are encouraged to carry out lateral flow tests at home twice weekly. The school orders home test kits for people to use. 	Yes	<ul style="list-style-type: none"> In-school testing commenced on 04/01/2022, and will continue for all pupils with consent every Monday until February half term. Staff continue to test at home, and pupils are encouraged to test on Wed evenings/Thursday mornings in between the in-school tests. 	Medium
Ventilation - Staff and pupils by not having a supply of fresh air whilst within the classrooms, offices etc...	High	<ul style="list-style-type: none"> Staff to open windows to allow fresh air to circulate. Having windows open, even a little amount, will have a significant impact on the risk. During break times, lunch times or times where the room is not being used, windows should be opened fully to allow more fresh air to circulate. If possible, pupils to be sat away from direct draughts. The heating system will be on all throughout the school day in each building during colder weather. Staff and pupils have been asked to bring extra layers of clothing to wear whilst indoors during colder weather. 	Yes	<ul style="list-style-type: none"> Staff to monitor temperatures within classrooms to ensure they remain at a comfortable temperature to work in [site staff can take temperatures within rooms upon request – 16 degrees is the suggested minimal temperature for classrooms and office spaces as per Workplace (Health, Safety and Welfare) Regulations 1992]. Staff to monitor room temperatures to determine when/where intervention may be necessary. 	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> KS3 sensory room – the air conditioning can be used in accordance with opening the windows and leaving the internal adjoining door open slightly to allow fresh air to circulate, but not too much that it impairs the use of the room for its intended purpose. KS4 sensory room – the door must be left slightly open to allow fresh air to circulate but not too much that it impairs the use of the room for its intended purpose. As above, CO2 detectors are installed in teaching rooms – the readings are monitored by teaching staff and ongoing high readings are reported to the site team. 		<ul style="list-style-type: none"> As above, Air cleaning units have been sourced for the classrooms identified as having high readings often on the co2 monitors – these were received on 10/01/2022 and are to be installed asap once site staff are satisfied they are working correctly as some teething issues seem to be present 	
1.5 Curriculum organisation					
Cookery lessons in KS3 cookery room - Pupils, by mixing bubbles whilst having cookery lessons, and whilst walking to and from the cookery room and by pupils by contracting/ spreading the virus whilst within a different bubble via touch points	High	<ul style="list-style-type: none"> Staff and pupils will wash their hands on arrival, and when leaving the cookery room. Before each lesson starts, the touch points within the room e.g. door handles, tabletops, utensils etc... must be thoroughly cleaned by staff using anti-bacterial wipes or sanitising spray (available from the site team on request). The kitchen equipment that is used during the lesson will be thoroughly cleaned and put away after use. 	Yes		Medium
Motor vehicle practical lessons - Pupils, by using personal equipment e.g. helmets, that other pupils have used	High	<ul style="list-style-type: none"> Pupils have been allocated helmets that only they will use. The helmets are named and numbered to identify them, and they are stored in a cover within a box and placed on the shelf within the workshop. Pupils wear disposable gloves underneath the protective gloves to eliminate their hands touching the insides of the gloves. The overalls that pupils wear are washed regularly, however they will not be washed between each use by different pupils. Good 	Yes		Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>hand hygiene is carried out after wearing the overalls, as well as after wearing the boots which are also be shared.</p> <ul style="list-style-type: none"> There is minimal direct contact with the bike's touch points as the gloves will be worn prior to touching the bikes, and at all times whilst the bikes are being ridden. 			
Fitness Suite - Staff and pupils, by contracting the virus whilst using the fitness suite	High	<ul style="list-style-type: none"> Staff to supervise pupils whilst in the fitness suite. All windows within the room to be opened to allow for sufficient ventilation. All staff and pupils must sanitise their hands when they enter and exit the fitness suite, and sanitise often between using different pieces of equipment. Staff must ensure that all equipment is sufficiently wiped down between uses, and touch points within the room must be wiped <u>before</u> each class/session. 	Yes		Medium
PE lessons - Staff and pupils, by contracting the virus from surfaces and equipment that has been handled by people in other bubbles	High	<ul style="list-style-type: none"> All equipment used is cleaned <u>before</u> use by the teacher. Where the weather allows, PE will be carried out outdoors. 	Yes		Medium
Farm - Staff and pupils, by contracting the virus from surfaces and equipment that has been handled by people in other bubbles	High	<ul style="list-style-type: none"> Parents/carers have been asked to send in wellies and gloves where possible for their children if they are to have lessons on the farm. All equipment used is cleaned <u>before</u> use by the teacher. 	Yes	<ul style="list-style-type: none"> Numbers of pupils/staff attending the farm is currently limited to aid the avian flu control, which naturally reduces the transmission. 	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Students using the plant nursery for options - Pupils and supervising WHA staff, by contracting the virus whilst working in the plant nursery	High	<ul style="list-style-type: none"> Pupils to adhere to controls as set out by plant nursery staff which includes good hand hygiene and ventilation. 	Yes		Medium
1.6 Managing the school lifecycle					
Pupils moving on to the next phase in their education do not feel prepared for the transition	Medium	<ul style="list-style-type: none"> Teachers to speak with pupils and their parents about the next stage in their education and resolve any issues. 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. 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 however face-to-face tours are preferred; see Visitors section below. 	Yes		Low
1.7 Governance and policy					
Governors are not fully informed or involved in making key decisions	Medium	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governors are briefed regularly on the latest government guidance and its implications for the academy. 	Yes		Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.8 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	Medium	<ul style="list-style-type: none"> Academy policies do not require adjustments during these times; any specific controls to allow those policies to function effectively will be documented on this risk assessment if appropriate. 	Yes	<ul style="list-style-type: none"> Policies to be continually monitored and adjustments made if necessary in the future. 	Low
1.9 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	Medium	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents/carers Governors/Trustees Local authority Childcare services Other partners 	Yes		Low
1.10 Staff induction					
Staff are not trained in new procedures, leading to risks to health	High	<ul style="list-style-type: none"> Staff induction booklets and H&S induction sheets remain the same as pre-COVID. COVID specific instructions, including the controls set out in this risk assessment, are communicated in addition to the inductions. All new staff receive ongoing information and instructions relating to COVID-19 control, as do all existing staff. 	Yes		Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.11 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	High	<ul style="list-style-type: none"> As stated towards the start of this risk assessments, all regular risk assessments continue to be adhered to; any COVID-19 specific controls e.g. social distancing, use of equipment, hygiene etc...are detailed on this assessment in section 1.5 Curriculum Organisation 	n/a		Risk ratings stated on each separate risk assessment
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning – staff, pupils and visitors could be harmed by insufficient cleaning of academy premises including touch points	High	<ul style="list-style-type: none"> Cleaning staff to work in their usual cleaning areas and undertake their usual cleaning routines as per pre-COVID. Cleaning staff will be more stringent when it comes to cleaning touch points as per the cleaning checklist which was distributed during lockdown 1. Staff to clean touch points in their own areas often throughout the day using antibacterial wipes or spray (see section below for further details). Screen (the name of the disinfectant we use) sprays are now diluted to a 1:10 ratio now as per recent guidance which states that disinfectants must be diluted to ratios to carry out a clinical clean and must be capable of disarming enveloped viruses (Screen complies with this guidance). This spray is to be used following possible cases, thus we will use it every day as routine so procedures do not have to be altered following a possible case. 	Yes	<ul style="list-style-type: none"> Key stage managers/line managers to organise which staff will clean touch points throughout the day. 	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Following a positive case in school (identified via a lateral flow test), staff ensure that all touch points are cleaned down using the antibacterial wipes/ Pupils are asked to vacate the room until it has been sufficiently cleaned. Cleaning staff then carryout a thorough clean using the above chemical (Screen) at the end of the school day. This process has been determined as the safest way for an area to be cleaned but still allow education of pupils to continue with minimal disruption. If a classroom has access to a spray solution of Screen, they can use this instead of the wipes following a positive case. 			
Teaching and teaching assistants having disinfectant spray in classrooms - Staff and pupils by improper use and storage of the chemical	<p style="text-align: center;">High</p>	<ul style="list-style-type: none"> Classrooms can have a spray bottle of disinfectant (a disinfectant called Screen, the same as our cleaning staff use) if requested to clean desks and other surfaces if they have the need; it proves a more viable solution in certain circumstances to using large amounts of wipes. Spray bottles will be issued by a member of the site team and diluted to the correct strength. The spray bottles will be labelled with a sticker indicating the contents of the bottle. Spray bottles must be used by staff members only and locked away after use. Staff using the chemical can use either a clean cloth or paper towels to wipe the spray on the surfaces. Staff using the spray can wear disposable gloves if they wish, and they must wash their hands after use. Staff must not use the spray near pupils. Attention must be paid whilst using the spray to avoid inhaling the mist. The material safety data sheet for the chemical is stored on the staff share drive (staff share> 003_Health and Safety> Material Safety Data Sheets) 	<p style="text-align: center;">Yes</p>	<ul style="list-style-type: none"> Staff to ask the site team if a spray bottle is required 	<p style="text-align: center;">Low</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	High	<ul style="list-style-type: none"> Stocks are monitored and replenished/reordered as necessary by the site team Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes		Low
Pupils forget to wash their hands regularly and frequently	High	<ul style="list-style-type: none"> Staff remind pupils of the need to wash their hands regularly and frequently. Posters reinforce the need to wash hands regularly and frequently. 	Yes		Low
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	High	<ul style="list-style-type: none"> All staff and pupils are encouraged to change their clothes daily, and have also been encouraged to put their clothes straight into the washing machine when they get home after a school day. 	Yes		Low
The use of fabric chairs may increase the risk of the virus spreading	High	<ul style="list-style-type: none"> Fabric chairs are cleaned by spraying the fabric with a mist of disinfectant (Screen) at the end of each day. 	Yes		Low
2.4 Testing and managing symptoms					
Illnesses (COVID and other illnesses) - Staff and pupils by contracting illnesses from others within school	High	<ul style="list-style-type: none"> <i>The below references to self-isolating will be followed in accordance with current Government guidance at the time, as this is an ever-changing situation.</i> All staff and pupils will be asked to stay at home if they are showing any symptom of COVID, mild or otherwise, as per the government guidelines. 	Yes	<ul style="list-style-type: none"> An isolated room to be dynamically decided for people showing symptoms we wait until they are collected. 	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Any suspected or confirmed case (individual case or outbreak) will be reported to the PHE using the current method – SLT and SLT assistant know of the current method for reporting case numbers. Anyone showing signs of COVID 19 will be instructed to book in for a test as per the government advise (PCR tests currently suspended for certain situations – current guidance to be followed). Anyone who has been for a test must provide evidence of the outcome. If anyone shows signs of COVID 19 whilst on site, they will be asked to go home, or if they require collecting, they will be asked to go to an isolated room and wait to be collected. If this is a pupil and they require assistance whilst waiting, a member of staff can don the appropriate PPE and wait with them. 			
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	High	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the academy. This guidance has been explained to staff and pupils and continues to do so as an ongoing process as necessary. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes		Low
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	High	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the academy. This guidance has been explained to staff and pupils and continues to do so as an ongoing process as necessary. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes		Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	High	<ul style="list-style-type: none"> A programme for training additional staff is in place; this includes training members of staff as first aiders and all staff receiving basic first aid training. Adequate first aider levels and safeguard leads are always considered by SLT when determining if current staffing levels are adequate. 	Yes		Low
2.6 Communication with parents/carers					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	High	<ul style="list-style-type: none"> Parents are kept up to date with information, guidance and the academy's expectations on a regular basis using a range of communication tools e.g. texts and emails. A COVID-19 section on the school website is created and updated. 	Yes		Low
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	High	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via email, text and the academy's website. 	Yes		Low
2.7 Personal Protective Equipment (PPE)					
Personal hygiene and PPE - Staff and pupils by not having access to suitable PPE and hygiene supplies.	High	<ul style="list-style-type: none"> Hand sanitiser in all classrooms, in residential buildings and one in reception for use in between hand washing. Route 1 and 2 classes have large bottles of hand sanitiser to dispense as appropriate. Hand washing available in classrooms, toilets, kitchens etc PPE (face masks, disposable gloves and aprons) available and can be worn if preferable by staff in addition to the controls set out in the face coverings segment below. PPE is available in specified rooms in each key stage. Stocks will be monitored weekly, but staff must ensure they report any low stocks. 	Yes	<ul style="list-style-type: none"> NB: there could be a fire risk with using the alcohol-based hand sanitiser in the science lab whilst using the Bunsen burners. Pupils will not be using Bunsen burners for the foreseeable future; any demonstrations involving Bunsen burners by teaching staff will be carried out following a hand wash with soap and water; alcohol hand gel will not be used whilst the Bunsen burners are being used. 	Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • All staff have received appropriate training for donning and doffing PPE. • PPE must be worn in certain circumstances e.g. whilst administering first aid, treating/assisting others who are displaying COVID symptoms etc...Also long hair must be tied back whilst administering first aid. • Staff to not wear any jewellery, aside from 1 religious pendant and a plain wedding band if desired. • Clips are available to staff (upon request from site staff or reception) to house their ID badges, although staff can continue to use their lanyards if they wish; if they wish to use lanyards these must be secured so they cannot dangle whilst working with pupils. 			
<p>Face coverings - Staff and pupils by not wearing face coverings, or by coming into contact with others who are not wearing face coverings</p>	High	<ul style="list-style-type: none"> • Face coverings are no longer mandatory for any person whilst in school, however people can wear them if they so wish. Medical grade face masks continue to be available for those who wish to wear them. Please see action to the right • Specific PPE face coverings (e.g. surgical masks) must be worn for first aid, medical care and personal care, as detailed in the appropriate sections of this risk assessment. 	Yes	<ul style="list-style-type: none"> • The reintroduction of face coverings in communal areas has been recommended from 30/11/2021 as a temporary measure in response to the Omicron variant – unless exempt, all staff, pupils and visitors will wear masks in communal areas until further notice. This has now been extended from 04/01/2022 to pupils wearing face coverings in classrooms unless exempt – this is to be reviewed by the Government on 26/01/2022, at which point this risk assessment will be updated to reflect changes. 	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3. Maximising social distancing measures					
3.1 Behavioural support					
Behavioural support, including SCIP holds - Staff who have to assist with behavioural support by coming into contact with pupils from other bubbles	High	<ul style="list-style-type: none"> • SCIP holds will only be used as a last resort, as they are anyway, to reduce the risk of the virus spreading, however it is likely that physical intervention will be necessary at times. • Staff who work with pupils who often require physical intervention, do not understand social distancing or who are tactile must wash their hands after pupils have touched their hands. Small bottles of hand sanitiser to be carried by staff working with such pupils when out of the classroom so they can sanitise their hands after being touched; small bottles of sanitiser to be requested from site staff. It is important that staff who have had their hands touched by pupils do not touch their face or mouth until they have thoroughly washed/sanitised their hands. Gloves are also available for staff to use if they feel they would benefit them, especially when out of the classroom NB wearing gloves cannot replace the need for good hand hygiene. 	Yes	<ul style="list-style-type: none"> • Any physical interventions should be thoroughly reported to assist the track and trace process - ongoing 	Medium
3.2 Break times and lunch times					
Break times/ lunch times and the use of outdoor play equipment	High	<ul style="list-style-type: none"> • The KS3 hall will be used for hot lunches again. As per the ventilation section of this assessment, windows will remain open throughout lunch times. Hand hygiene must be carried out by all staff and pupils before and after lunch. • Any 'wet breaks' will be taken within classrooms. • Outdoor play equipment can be used. This cannot be adequately cleaned between uses though, therefore pupils must wash their hands before they go out to play as well as when they come back in after playing. 	Yes		Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> If pupils are going to be eating outside, they must wash their hands before they go out, and make sure they eat before touching any of the play equipment. 			
3.3 Toilets					
Toilets – staff and pupils by contracting the virus via touch points via others through lack of social distancing	High	<ul style="list-style-type: none"> Toilets are cleaned thoroughly at the end of the day by cleaning staff. Staff to take responsibility of their own areas and wipe down touch points in the toilets often throughout the day. Staff and pupils are instructed to wash their hands before visiting the toilet, as well as after they've used the toilet. Most of the toilets on site and single toilets, with the exception of a few. With this in mind, social distancing is naturally easier to achieve, so specific controls to limit the amount of people in one WC room at a time is not necessary. Wipes are placed in staff toilets for staff to clean touch points with throughout the day NB: under no circumstances must these be flushed down the toilet as they will block the drains 	Yes		Medium
3.4 Reception area and other communal areas					
The use of communal areas e.g. reception areas, corridors etc...- Staff and pupils by touching equipment that hasn't been cleaned or by coming into contact with other people	High	<ul style="list-style-type: none"> Photocopiers and communal phones can only be used by staff and must be cleaned <u>before</u> use (wipes next to each photocopier). No pupils to access the photocopier rooms. The reception area has a hand sanitiser dispenser which can be used by those in the area. Assemblies will not be carried out in the hall – these will be carried out online and in individual classrooms. This measure is to be in place from 04/01/2022 until further notice. 	Yes		Medium

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3.5 Meetings					
Meetings (with other members of staff or with external visitors) e.g. staff meetings, annual reviews etc...	High	<ul style="list-style-type: none"> Ventilation and hand hygiene measures must be adhered to whilst attending meetings. Although face to face meetings can take place, online virtual meetings are encouraged wherever possible. 	Yes		Medium
3.6 Transport, including arriving and departing from site					
Transport of pupils - Pupils by mixing with pupils from other bubbles whilst travelling to and from school	High	<ul style="list-style-type: none"> Unfortunately, this is an area that is out of our control, and therefore we will have to accept this risk. All pupils and adults on transport must wear face coverings at all times, unless exempt. 	Yes	<p>Parents and carers have been reminded, and will continue to be reminded, about providing face coverings for all pupils who are not exempt – this is mandatory.</p> <p>SLT/admin team to email/text parents and carers re: face masks and transporting their children in cars.</p>	Medium
Dropping off and collecting pupils at the start/end of the day, including access and egress - The risk of too many vehicles on site at once will be heightened due to additional cars if some parents/ carers are bringing their own children to school	High	<ul style="list-style-type: none"> Walkie-talkies are used by members of staff to communicate between each other during the drop off/collection times to aid the process. These walkie-talkies are used to tell other key stages when a taxi/bus/parent/carer is on the way so the pupils can be ready to get on their transport 	Yes		Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.7 Staff rooms					
The use of staffrooms - Staff, by contracting the virus from others whilst within a staffroom	High	<ul style="list-style-type: none"> Windows in staffrooms will remain open during the day, in line with the ventilation controls as detailed in the relevant section of this assessment. (heating will remain on for warmth) 	Yes		Medium
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils and staff with underlying health issues					
Clinically extremely vulnerable staff and pupils and clinically vulnerable staff - Clinically extremely vulnerable staff members or pupils, by contracting the virus whilst at work	High	<ul style="list-style-type: none"> Clinically extremely vulnerable individuals are defined as per government guidance – this is continually changing and individuals are supported as identified via individual risk assessments. 	Yes	<ul style="list-style-type: none"> Line managers to review/write risk assessments for those staff who are vulnerable. H&S manager can assist as required/requested 	Low for CEV, individual risk ratings on individual person RAs for CV
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	High	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in lessons and online sessions e.g. during PHSE. 	Yes		Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Resources/websites to support the mental health of pupils are provided as necessary. 			
Pupils welfare - Some pupils may feel anxious about returning to school again following an absence	High	<ul style="list-style-type: none"> Individual risk assessments to be carried out for pupils who have been absent may struggle with the view to implementing phased returns if appropriate. Any student presenting anxiety or other mental health issues regarding COVID will be signposted to internal intervention wellbeing team or appropriate external agencies. 	Yes		Risk ratings will be on individual risk assessments
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	High	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing e.g. during a recent wellbeing day, during staff briefings etc... Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff have been signposted to useful websites and resources. 	Yes	<ul style="list-style-type: none"> SLT to remind staff of websites and services available to them as necessary. 	Medium
Staff welfare - Staff members may feel anxious about returning to work full-time. Some staff have been shielding and therefore may require additional controls when returning to work	High	<ul style="list-style-type: none"> The staff Whole Team Stress risk assessment is in place to minimise the risks surrounding staff wellbeing. SLT will support any staff who may have worries and anxieties about work, and staff will be actively encouraged to talk to SLT regarding any concerns they have. An 'open-door' policy is in place. The school's insurance company provides counselling and support for mental health. All staff will be given this information and can self-refer. 	Yes		Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	High	<ul style="list-style-type: none"> The academy has access to trained staff (external services) who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Yes		Medium
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					
Educational provision must still be maintained for priority children when the school reopens (if necessary following a school closure).	Medium	<ul style="list-style-type: none"> Current government guidance is being followed. Liaison is continuing with parents/carers who are key workers and the parents/carers of vulnerable children to agree required provision. The facility for full-time attendance is available where required (even if their peers are only attending part-time). Arrangements are in place to ensure that this cohort is tracked and supported effectively. Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. 	Yes		Low
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	High	<ul style="list-style-type: none"> No fire procedures have had to be altered for COVID purposes. 	Yes		Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	High	<ul style="list-style-type: none"> The premises should continue to remain functional as a member of the site team should always be present. In the unlikely event that the premises must shut due to lack of site staff, correct site recommissioning and relevant statutory compliance tasks will be followed to ensure the site can safely reopen; SET support can be gained via Pete Potts. 	Yes		Low
Statutory compliance has not been completed due to the availability of contractors during lockdown	High	<ul style="list-style-type: none"> All statutory compliance is up to date and continues to be completed. 	Yes		Low
7.3 Visitors, including contractors working on the school site					
Visitors on site - Staff, pupils and visitors by coming into contact with other people	High	<ul style="list-style-type: none"> Any visitor will be signed in by the receptionist/residential staff and issued a visitor badge. Once the badge has been returned when the visitor is leaving, the badge will be wiped by the receptionist. Any delivery will report to reception via the intercom and directed where to deliver to. If they delivery can be made without having to enter a building it will be. Any visitor must ensure they sanitise their hands upon arrival, wash their hands regularly whilst on site and practice social distancing whilst on site. It is the responsibility of the member of staff who invites a visitor in to ensure they abide by these rules whilst on site. Contractors' work will only take place if essential whilst the academy is occupied by pupils. Contractors will adhere to controls as set out by site staff during the hazard exchange/induction process, and an additional control form will be completed which states that instruction has been given to contractors in relation to social distancing, face coverings, hand hygiene etc... 	Yes	<ul style="list-style-type: none"> Receptionist/residential staff/site staff ensure visitors are free of symptoms by asking them when they arrive. 	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
8. Governance					
8.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	Medium	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. This is also reported and discussed in the Finance, Risk and Resource Committee meetings. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Yes		Low
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
School trips - Staff and pupils by contracting the virus whilst on school trips	High	<ul style="list-style-type: none"> All school trips will be looked at individually and risk assessments covering COVID risk and controls completed. All current guidance will be followed, and trips will not take place if advised against or deemed too risky during the risk assessment process. 	Yes		Risk rating on individual trip risk assessments
The use of minibuses - Staff and pupils by contracting the virus whilst in the bus	High	<ul style="list-style-type: none"> A separate risk assessment will be completed for each time the minibus is used for a trip, as part of an EVOLVE submission. Please see separate risk assessments for additional controls, including the 	Yes		Risk rating on individual trip risk assessments

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		cleaning of touch points and ventilation relating to COVID 19 risk mitigation.			
Residence - Staff and pupils by contracting/spreading the virus	High	<ul style="list-style-type: none"> NB; controls relating to hand hygiene, ventilation, cleaning of touch points etc... are adhered to in residential settings as they are for daytime settings as per relevant sections of this assessment. Students will be asked to wash hands with soap and water when they go into residence. Cleaning staff will continue their usual cleaning routines. This includes cleaning each room thoroughly between uses, including the cleaning of all touch points with disinfectant as is standard across the academy. Pupils sleeping over will have their own duvet, pillows, sheets, covers and pillowcases. Individual's bedding will be stored in a zipped-plastic storage bags when not in use. Residential staff clean touch points often throughout residence, using wither the disinfecting wipes or disinfectant spray (COSHH management procedures are adhered to). Meals will be prepared by a member of staff. All activities will be primarily on site and have been thoroughly risk assessed as necessary. 	Yes		Medium

Assessed by: Julie Wood, Chris Castell-Boote, Laura Paget, Chris Bagnall

Date Assessed: 26/08/2021

Reviewed: 09/11/2021 by Chris Castell-Boote – including controls for parents' evening on 15/11/2021

Reviewed: 30/11/2021 by Chris Castell-Boote – update to face coverings section with the reintroduction pf face coverings in communal areas (response to Omicron variant).

Reviewed: 02/12/2021 by Chris Castell-Boote following meeting between JW and CCB on 01/12/21 to discuss current guidance and implications on current procedures.

Reviewed: 11/01/2022 by Julie Wood, Laura Paget and Chris Castell-Boote – full review including updated sections for face coverings, ventilation (CO2 monitors and air cleaning units), assemblies, lunchtimes and choir in the library.

Review due date: 28/02/2022