

Walton Hall Academy – STAGE 2 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:	26/08/2021 Reviewed 29/09/2021	Review interval:	Every 2 weeks or following change to guidance	Date of next review:	13/10/2021

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. Current close-contact tracing and testing advise will also be followed/encouraged, as this has changed since the recent rise in positive cases that has instigated the escalation to increased controls.

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
Critical staff groups - A whole critical staff group being absent at once can result in the school being closed e.g. SLT, admin, site, cleaning etc...	High	<p><u>SLT</u></p> <ul style="list-style-type: none"> SLT will work in separate offices/rooms as much as possible. If they are working within the same room, they will maintain a 2-metre distance, or wear a surgical mask for times when this is not possible. Times where they work within a 2-metre distance to be limited to short sessions as possible. The windows in the rooms will remain open, with the heating system on, for the duration whilst working in the same room. Touch points within rooms where SLT work will be wiped often. Good hand cleaning hygiene will be maintained throughout the day. <p><u>Admin staff</u></p>	Yes		Low due to vaccinations and the necessity to self-isolate no longer required

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		<ul style="list-style-type: none"> • Admin staff generally work in separate offices, and any close contact kept to a minimum whilst wearing surgical masks. Windows in offices will remain open, with the heating on, throughout the day. • Touch points in offices are wiped often. • Good hand cleaning hygiene will be maintained throughout the day. <p><u>Site staff</u></p> <ul style="list-style-type: none"> • Site staff sometimes share an office, but the 2 desks in there allow the staff to sit 2 metres apart. Site staff will wear surgical masks whilst in the office, and the windows will remain open, with the heating on, throughout the day. CCB to utilise the first-floor office as often as possible. • Tools and other site supplies are stored in the office too, all site staff can access these as necessary whilst wearing face coverings; time collecting tools and supplies kept to a minimum. • Site staff will take their breaks whilst being at least 2 metres away from each other. • As work presents that requires members of the site team to work within a 2-metre distance of each other, surgical masks will be worn. • The time spent within 2 meters of another member of the site team will be kept to a minimum. • All touch points within the office will be wiped often, and all tools will be wiped <u>before</u> use or between being touched by another member of the team during a task. • Good hand cleaning hygiene will be maintained throughout the day. <p><u>Cleaning staff</u></p> <ul style="list-style-type: none"> • Cleaning staff all work in separate areas where at least 2 metres social distance can generally be maintained at all times. 			

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		<ul style="list-style-type: none"> If cleaning staff pass or work in a relatively close proximity at any point, they must ensure they wear their surgical masks. Cleaning staff will ensure that windows are open in the room they are cleaning. Good hand cleaning hygiene will be maintained throughout the day. 			
Staff members moving between bubbles - Staff and pupils, by coming into contact with people from other bubbles	High	<ul style="list-style-type: none"> Only agreed members of staff will be moving between bubbles, and only for specific reasons, e.g. SLT, to teach specialist lesson, to offer behavioural support, site tasks, residential staff, staff delivering interventions or for medical purposes. Unless a staff member has been asked by SLT to move between bubbles, they must stay within their designated area at all times. Staff moving between bubbles must only use 1 staff room and must not go into staffrooms in each building; staff to decide which staff room they will use and stick to only using that one. PPE is available for staff members if it is required to undertake their job, and where social distancing is not possible e.g. when administering first aid. Staff moving between bubbles must also wear a surgical grade face mask whilst in other bubbles, and follow the controls set out in the face coverings segment in section 2.8. First aiders can move between bubbles to administer first aid but must ensure they wear full PPE when doing so. Staff must practice social distancing where practicable whilst moving between bubbles. This may not always be possible whilst working with the pupils but must be practiced where possible. Teachers moving between bubbles should let TAs support pupils when close contact is necessary as much as possible. These staff members are to wash their hands when entering a bubble and before they leave that bubble. 	Yes	<ul style="list-style-type: none"> Staff must not move between bubbles before and after work to meet up with other members of staff, unless they are participating in a meeting and adhering to the controls as detailed in the section below. The amount of staff moving between bubbles has been kept to a minimum to allow a full curriculum for pupils as per DfE request, however SLT are actively monitoring timetables to see if there is any way that staff can reduce the amount they have to move between bubbles without a detrimental effect to pupil's welfare and education. All staff to undertake emergency first aid course when Flick learning release this course; this will mean that we have additional first aid cover throughout the school and minimise the need for trained first aiders to move between bubbles. 	Medium, if staff can maintain social distancing

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)
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"> Signs are in place to inform pupils not to go into corridors unless it's for a specific reason e.g. if their allocated toilet is in that corridor. 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 	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 further on in this risk assessment for more details. 	Medium
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"> Music equipment that is used is kept to a minimum. No wind instruments are used. ICT lessons are carried out using laptops where possible, which are taken to the classroom by staff within the laptop trolley. Equipment used is not shared with others during the lesson unless it has been cleaned appropriately by staff. Any equipment used is cleaned by the teacher <u>before</u> each use. The science room will be used for the route 3 KS3 bubble, other science lessons will be classroom based. (BTEC science will be in year 11 classroom) 	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)
1.3 The school day					
Arrival within the buildings by staff and pupils - Spreading the virus due to poor hand 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 go 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. 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. KS5 pupils must enter the Old Hall via the front steps. They are not to use the corridor unless they have lessons down there. 	Yes		Medium
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"> Daytime bubbles have been established which pupils must remain in at all times. These are as follows: KS3 bubble including the Oasis Centre. (Routes 1&2, and Route 3 make up 2 separate sub-bubbles for large parts of the day, except during break times. KS4 bubble. (Route 1 are self-contained within their own natural sub-bubble and will remain separate for large parts of the day. KS5 bubble. Each bubble will be using the toilets within the vicinity of their classrooms. Pupils will bring their own labelled water bottles to school for staff to refill for them as necessary. 	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"> 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. Only essential items should be brought into school by staff and pupils. No electrical items or other unnecessary items are permitted. If the fire alarms sound, the usual fire exit routes will be followed. Each bubble must wait at the fire assembly points as usual. NB: when KS4 pupils (options groups) are in the KS5 building, they must follow the signage for the fire exists and wait at the KS5 assembly point but maintain a 2m distance from the other bubble; there is sufficient room at the assembly point to do this. 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. 			
Ventilation - Staff and pupils by not having a supply of fresh air whilst within the classrooms, offices etc...	<p style="text-align: center;">High</p>	<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. Staff and pupils have been asked to bring extra layers of clothing to wear whilst indoors. 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 it's intended purpose. 	<p style="text-align: center;">Yes</p>	<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. 	<p style="text-align: center;">Medium</p>

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		<ul style="list-style-type: none"> 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 it's intended purpose. 			
1.5 Curriculum organisation					
<p>The use of specialist teaching rooms, e.g. music room, ICT/media room etc... - Staff and pupils by spreading the virus on surfaces between classes if different bubbles use the same room</p>	High	<ul style="list-style-type: none"> Specialist rooms will only be used for options. The options groups will be from the same bubble. Specialist lessons e.g. music, ICT etc... will be carried out within general classrooms as much as possible so bubbles do not have to move across site. More details including staffing of this are detailed in the sections below. When staff and pupils are accessing KS5 specialist rooms (media/ICT suite, music room, Motor Vehicle class) they must enter the building via the side door by the site team office, not through the front door, to reduce foot-traffic through the front entrance area. Staff to monitor pupils during options to ensure they do not walk into other areas of the buildings other than the room where their lesson is. The cookery room may be used; please see section below for more details. 	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>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</p>	<p>High</p>	<ul style="list-style-type: none"> • Pupils using the cookery room that are from KS4 or KS5 will use the side gate (between the boiler house and residence) to enter the bubble, and be escorted by a member of staff who will ensure they do not come within 2 meters of anyone from the KS3 bubble. They can enter the cookery room via the rear fire door from the corridor or via the fire exit of the cookery room if it is unlocked. • Pupils from KS4 and KS5 will use the toilets in their own bubble before/after their cookery lesson and will not use the toilet within KS3. • 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. 	<p>Yes</p>		<p>Medium</p>
<p>Motor vehicle practical lessons - Pupils, by using personal equipment e.g. helmets, that other pupils have used</p>	<p>High</p>	<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 hand hygiene is carried out after wearing the overalls, as well as after wearing the boots which are also be shared. • 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. 	<p>Yes</p>		<p>Medium</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)
Fitness Suite - Staff and pupils, by contracting the virus whilst using the fitness suite	High	<ul style="list-style-type: none"> Only a small group of pupils to use the fitness suite at any one time; exact number down to teacher's discretion dependent on the activity taking place. 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. KS4 and KS5 pupils will be using the fitness suite; entry into the room will be timed so that KS4 and KS5 pupils do not meet on the way. Access via the courtyard door can be used if there is a different bubble using rooms within the Creative Corridor. 	Yes	<ul style="list-style-type: none"> Staff <u>must not</u> meet up with members of staff from other bubbles after work to use the fitness suite. 	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"> Pupils have been asked to come to school in their PE kit on the days they have PE lessons to avoid changing clothes during the day. Minimal equipment is used for PE lessons, and any equipment used is cleaned <u>before</u> use by the teacher. Where the weather allows, PE will be carried out outdoors; now that the weather is getting warmer, PE should be taught outdoors at every opportunity. 	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. Minimal equipment is used whilst on the farm, and any equipment used is cleaned <u>before</u> use by the teacher. 	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)
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"> There is a separate risk assessment and Safe Systems of Work document in place as written and issued by the Shaw Trust, which covers in detail the controls to safeguard service users (in this case our pupils) whilst learning within the plant nursery. Please see separate document upon request from C. Gerrard. The main controls are: <ul style="list-style-type: none"> Touch points cleaned daily and tools cleaned after each use by Shaw Trust staff. Hand sanitiser stations in place for pupils and staff to use. Pupils to bring their own wellies/boots and to use disposable work gloves whilst working. Shaw Trust staff to wear masks and maintain social distancing from our pupils and staff; close work with pupils will be led by school staff. Pupils not to use the shed (classroom/shop area), an alternative classroom will be identified for classroom-based activities if necessary. Pupils and school staff to use toilets within school before/after visiting the plant nursery to alleviate the need for them to use the toiler at the plant nursery. 	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					

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)
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
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

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)
1.10 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
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. All teaching staff to use disinfectant wipes to clean classroom touch points after each lesson; sprays of 'Screen' can be used as an alternative as below. 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 	Yes	<ul style="list-style-type: none"> Following a confirmed case, all mop heads, cloths and PPE used during the clean must be double bagged and locked away for at least 72 hours before disposing of them in the external general waste bins. 	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)
		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. After a confirmed case, cleaning must be carried out using this same chemical; current guidance to be confirmed at the time to ensure latest guidance is being adhered to. Site staff to organise cleaning routine with the cleaning staff to ensure all necessary areas are cleaned appropriately.			
Teaching and teaching assistants having disinfectant spray in classrooms - Staff and pupils by improper use and storage of the chemical	High	<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) 	Yes	<ul style="list-style-type: none"> Staff to ask the site team if a spray bottle is required 	Low
2.2 Hygiene and handwashing					

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)
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 have been taken out of use as much far as possible. Where that was not possible, cleaners spray 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. Any suspected or confirmed case (individual case or outbreak) will be immediately reported to PHE and the local outbreak team using the contact details identified at the top of this document. 	Yes	<ul style="list-style-type: none"> An isolated room to be dynamically decided for people showing symptoms wo 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"> Anyone showing signs of COVID 19 will be instructed to book in for a test as per the government advise. 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. The school will be very stringent with regards to illnesses; any person showing signs of an illness, even if it's not potentially COVID 19 related, will be asked to stay off work/school to aid the number of additional absences within the school. When there are multiple numbers of positive cases within a class, the academy will carry out on-site testing for the remaining pupils within the class. These will be carried out within the class, and the same safety controls as stated in the on-site lateral flow testing risk assessment will be adhered to in relation to PPE, cleaning, safe disposal of waste etc... Pupils will remain in their usual seat for the tests, and tests may be carried out daily if deemed beneficial – SLT will ensure only pupils with suitable parental/carers consent will test. 			
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. 	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)
		<ul style="list-style-type: none"> 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. 			
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 Medication					
Signing medication in and out when pupils arrive and are collected from school - Staff and pupils by coming into contact with transport escorts	High	<ul style="list-style-type: none"> Designated member of staff takes the medication signing-in book and lockable safety box to the top car park to accept the medication from parents/carers/escorts. Member of staff wears gloves and mask, and ensure that they practice social distancing whilst accepting medication. Parents/carers/escorts asked to bring their own pens, but a pot of pens are available which will be cleaned <u>before</u> use. 	Yes		Medium
2.7 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

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)
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
2.8 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. 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. Face coverings must be worn whilst moving around the premises as detailed in the 'face coverings' segment below to comply with recent guidance. 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. 	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)
<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>	<p>High</p>	<ul style="list-style-type: none"> • All staff and pupils (other than those who are exempt as detailed below) to wear face coverings whilst moving around the premises, in areas such as corridors and communal areas. A face covering is defined as a reusable or single use mask; or a scarf, bandana, religious garment or handmade cloth covering. A face covering must cover the nose and mouth and fit securely around the side of the face. • All staff to wear face masks whilst in communal areas of the school e.g. corridors, staff rooms (unless eating/drinking) and reprographics rooms. • All visitors (other than those who are exempt) to wear face coverings whilst working indoors. School to supply a surgical grade face mask if they do not have their own. • Exemptions: <ul style="list-style-type: none"> • Individuals who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability • When speaking to or assisting someone who relies on lip reading or requires facial expression to communicate • Where putting on, wearing or removing a face covering will cause severe distress • To avoid harm or injury, or the risk of harm or injury, to yourself or others – including if it would negatively impact on your ability to exercise or participate in a strenuous activity. • Face coverings do not have to be worn whilst outside, unless social distancing of at least 2 metres cannot be maintained between yourself and people from another bubble • 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. 	<p>Yes</p>		<p>Medium</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)
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	<p style="text-align: center;">High</p>	<ul style="list-style-type: none"> • Staff to wear PPE if possible when undertaking close-contact behavioural support. This may not be possible if the staff member has to act quickly in a situation. • 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. 	<p style="text-align: center;">Yes</p>	<ul style="list-style-type: none"> • Staff could carry PPE with them if they are expecting to assist with behavioural support - ongoing • Any physical interventions should be thoroughly reported to assist the track and trace process - ongoing • Further details regarding pupils who often require physical intervention, do not understand social distancing or who are tactile to be detailed on individual pupil's risk assessments as necessary. Class teachers to action. 	<p style="text-align: center;">Medium</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)
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"> Staff within each bubble to be allocated specific rooms to have their breaks so staff do not mix with other bubbles during break times. These are as follows: KS3 bubble – staff room (temporarily the cookery room) KS4 bubble – KW class KS5 bubble – Old Hall staff room Please see staff room section below for further controls. Hot lunches are available for pupils (no staff at present). KS3 classes, including the Oasis Centre, will eat in their classrooms; food collected by staff from the kitchen hatch. Some KS3 pupils can eat within the KS3 hall to assist with staffing numbers supervising the pupils – D. Wall to coordinate this. KS4 and KS5 will eat within their own classrooms too; 2 members from each key stage will collect the hot food from the back door of the kitchen at staggered times. NB allocated times will be communicated to staff but not documented on here as these times are subject to change. All hot food will be collected in metal trays and served into polystyrene trays by staff within the classrooms; the metal trays will be returned to the kitchen dirty for washing up by kitchen staff. 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. 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. 	Yes	<ul style="list-style-type: none"> KS3 staff to eat their lunch in their classrooms as much as possible to minimise the amount of staff in the staff room at any one time. At times where staff cannot eat in their classrooms due to pupils being present e.g. wet breaks, staff from routes 1 and 2 must do their best to remain a safe distance from route 3 staff, and vice versa. 	Medium
3.3 Toilets					

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)
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 twice throughout the day, as well as at the end of 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 to be 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"> Only invited visitors are permitted into the building and therefore into reception, so persons entering will be minimal. 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. Only reception/admin staff can go behind the reception desk. If staff need to speak/meet with the office staff, they must abide by the social distancing stickers and signs and wait outside the office. Corridors should be less frequented due to the controls in place, but should you meet another person in a corridor please pass safely and allow as much space between you as possible. Larger indoor gatherings e.g. assemblies in the hall, must be avoided, even within the same bubble. Please see 'face coverings' section for the use of face coverings in corridors and communal areas. 	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)
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"> Where possible, meetings should be carried out online. Where face to face meetings are necessary, staff must ensure that the room is well ventilated, all participants sanitise their hands on arrival, wear face masks (unless exempt) and remain at least 2 meters away from others whilst considering their seating positions so that no one is directly facing one another. 	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. 	Yes	<p>Parents and carers will be asked to provide face masks for pupils willing to wear one whilst on their transport. We understand that not all pupils will wear a mask, but any that do will help to reduce the risk. SLT to continue to ask this of parents/carers.</p> <p>Parents and carers to be asked to bring their child to school in the car instead of sending them on buses and shared taxis if they so wish.</p> <p>SLT/admin team to email/text parents and carers re: face masks and transporting their children in cars.</p>	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)
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"> Parents/ carers driving their children to school have been asked to arrive at 8:55am to drop them off, and arrive at 3pm to collect them. Taxis and buses dropping pupils off at school have been asked to arrive from 9:05am in a staggered timely fashion to drop them off, and arrive at 3:05pm to collect them. Each taxi/car has been asked to drop/collect pupils at/from their appropriate building, staff members will be directing transport accordingly to each building. 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 bubbles when a taxi/bus/parent/carer is on the way so the pupils can be ready to get on their transport 	Yes		Low
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"> Staff will only use the staffroom within their bubble. Staff who move between bubbles will use one staffroom only and will not go into other staffrooms. Sharing food is not permitted within staffrooms e.g. packets of biscuits, sweets, cakes etc... 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) Staff must do their utmost to remain at least 2 metres away from others whilst in the staffroom, and wear their face coverings when not eating or drinking. If staff are to sit at a table within a staffroom, they must ensure that they sit to the side of others and not directly opposite them if the table is less than 2 metres wide/long. Time spent within a staffroom must be kept to a minimum. 	Yes	<ul style="list-style-type: none"> If SLT decide that staffrooms are not to be used at all, alternative provisions must be put in place to ensure staff have a sufficient area away from pupils to take a break e.g. dedicating specific unused rooms for different groups of staff to take their breaks (more possible in KS5 than any other building). An alternative could be to stagger break times between classes in the same bubble so staff can have a break in the staffroom at a different time to other staff. 	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)
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 vulnerable staff have risk assessments written specifically for them to further safeguard them whilst at work. Please see individual RAs for details and controls. Clinically extremely vulnerable individuals defined as per appendix 1 at the end of this document, and clinically vulnerable as per appendix 2. 	Yes	<ul style="list-style-type: none"> All teachers to continually review risk assessments for pupils as necessary. 	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. Resources/websites to support the mental health of pupils are provided as necessary. 	Yes		Medium
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

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)
5.2 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
Working from home can adversely affect mental health	High	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. Staff working from home are encouraged to participate in all relevant online meetings e.g. the weekly staff briefing. 	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)
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	<ul style="list-style-type: none"> The individual staff team stress risk assessments require finalising – TBC autumn term 2021. 	Medium
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

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. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	High	<ul style="list-style-type: none"> Due to the nature of our site, and the fact each bubble has its own building and designated fire assembly point, no fire procedures have had to be altered for COVID purposes. There are feet makers painted on the floor at certain assembly points to mark social distancing points to stand on whilst waiting; these remain in place however are not necessarily necessary as each bubble has its own assembly point, and ample room to space out. 	Yes	<ul style="list-style-type: none"> Feet markers to be checked prior to implementing this assessment, and repainted/refreshed if necessary. 	Low
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	High	<ul style="list-style-type: none"> With the controls set out in the 'critical staff' section, 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"> No parents/carers can come into the school unless they have prior invitation to do so. The same goes for any other visitors or contractors. 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. 	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)
		<ul style="list-style-type: none"> • 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. • Visitors must wear face coverings as detailed in the 'face coverings' section. • Meetings will be online where possible, and face-to-face meetings with people from outside the school will be kept to essential meetings only. • Academy tours for parents/carers of prospective new pupils can take place, these will be carried out for 1 family at a time unless a larger event is risk assessed separately. The staff member carrying out the tour will ensure that all visitors sanitise their hands on arrival, do not currently have any COVID-19 symptoms, wear surgical face masks (unless exempt), do not touch door handles and other touch points as they walk around the academy (academy staff will open doors etc...) and ensure that the visitors remain at least 2 meters away from others as far as reasonably practicable. • For currently planned tours of multiple families (numbers kept to a minimum as practicable), all visitors will be asked to complete a negative rapid antigen test before they come to site, not attend if they have any classic or possible symptoms or if they live with someone who has tested positive and is currently isolating – these are in addition to the controls as stated in the paragraph above. • 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... 			

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

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)
The use of minibuses to take pupils home - Staff and pupils by contracting the virus whilst in the bus	High	<ul style="list-style-type: none"> The buses may be used to take pupils home if necessary. Only one pupil will be in the bus at one time. There will be 2 members of staff on the bus, both of which will wear masks. The pupil will wear a mask unless they are exempt. The staff and pupil will be seated as far as part as possible to maintain some social distance. The touch points, including the key, will be cleaned by staff <u>before</u> use 	Yes		Medium
Residence - Staff and pupils by mixing bubbles	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. Overnight stays to be carried out if advised by appropriate authorities. 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. Residential staff clean touch points often throughout residence, using wither the disinfecting wipes or disinfectant spray (COSHH management procedures are adhered to). Evenings have been predominantly split and organised so that bubbles do not mix on the whole whilst in residence; there may be minor crossovers but these are kept to a minimum. Students will be asked to wash hands with soap and water when they go into residence. Table and chairs will be sprayed and wiped by staff before and after each mealtime. 	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"> • Parents/carers will not come into the buildings to collect pupils after residence has finished, they will collect them from the staff car park or top car park as per residential staff instructions. • 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. • Meals will be prepared by a member of staff. • Touch points in showers and shower cubicles will be sprayed with disinfectant and wiped down by staff between each use, as will communal basins. Where pupils have vanity basins in their rooms, they will brush their teeth using these basins instead of using the communal basins. • Pupils will bring their own towels to the laundry room, and place them directly into the washing machines to reduce handling. • All activities will be primarily on site and have been thoroughly risk assessed as necessary. 			

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

Date Assessed: 26/08/2021

Reviewed: 29/09/2021 by Julie Wood, Chris Castell-Boote, Laura Paget, Chris Bagnall

Review Date: 13/09/2021

Appendix 1.

People at high risk (clinically extremely vulnerable)

You may be at high risk from coronavirus if you:

- have had an organ transplant
- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- have been told by a doctor you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- have a condition that means you have a very high risk of getting infections (such as SCID or sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)
- have a serious heart condition and are pregnant
- have a problem with your spleen or your spleen has been removed (splenectomy)
- are an adult with Down's syndrome
- are an adult who is having dialysis or has severe (stage 5) long-term kidney disease
- have been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of your need

Please follow the link for updated list, as this changes often:

https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19?utm_source=22%20February%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19#cev

Appendix 2.

People at moderate risk (clinically vulnerable)

People at moderate risk from coronavirus include people who:

- are 70 or older
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)

-
- have diabetes
 - have chronic kidney disease
 - have liver disease (such as hepatitis)
 - have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
 - have a condition that means they have a high risk of getting infections
 - are taking medicine that can affect the immune system (such as low doses of steroids)
 - are very obese (a BMI of 40 or above)
 - are pregnant