

Risk Assessment for Re-opening Safely



COVID-19 Risk assessment Full Opening

**Risk Assessment
Version 14 25.03.21**

**Next Review:
10.04.21**



Health and Safety Risk Assessment – COVID-19 Risk assessment

Academy	HPS6F and Harris Aspire	Assessment No.	COVIDRAFO1
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Site	Oliver Grove	Location	South Norwood
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Subject of Assessment	Full Opening of HPS6F and Harris Aspire academic year March 2021		
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Assessed by	A.Barr	Date	14th March 2021	Review date	10 th April 2021
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Details of workplace/activity	Students and employees partaking in academy activities within the academy premises, including general classroom activities, dining, break-times, recreation space, pick-up and drop off (where applicable), First Aid and external visitors to the academy.	Persons Affected <i>(Who may be harmed)</i>	
		Students, Parents/Carers, Employees, Contractors and Visitors.	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions (If (ref) See Actions)
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	<ul style="list-style-type: none"> The academy has a clear, simple, polite message displayed at entry points, regarding the following COVID-19 controls whilst in the building; All risk assessments available for key stakeholders on website The academy has informed parents/carers and students via letter, employees via Induction and staff packs and normal external visitors/support staff via email that they are not to enter the academy if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); This will be reinforced Parents have received guidance via letter on academy times for their child and protocols set out for attending the academy i.e. should remain a safe distance apart from others, should follow staff instruction and should not congregate outside the academy; Parents have been issued via letter specific academy protocols for academy attendance for them to explain to their children; Parents of SEN students or those with care plans have been individually consulted by the SENCO in order that plans are reviewed to include any new safety measures required; Staff were in last week of term Induction week w/b 13th/07 where they were briefed and consulted on 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Med</p>	(ref 1)

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions (If (ref) See Actions)
<p>Stress or anxiety caused due to lack of support, information or staff consultation.</p>	<p>academy procedures and the plans for re-entry of students; New staff will have an induction prior to starting. March re-opening outlined to staff in briefing regarding mask wearing in lessons and Testing regime – onsite and home testing.</p> <ul style="list-style-type: none"> • The academy has detailed discussions with contractors to ensure all of the schools COVID controls measures are understood and followed. This includes hygiene and social distancing measures. • Where possible, site visits are made outside of academy working hours. • A record of all contractors/visitors is kept in order that NHS Test and Trace measures can be adhered to. • Staff INSET on testing regime conducted on 04/01/21 with regard to government initiative for LFD testing effective January 4th – Staff CPD scheduled 11th March for new protocols. • Employees have had training and briefing regarding infection control and academy protocols; This will be reinforced during CPD sessions. • Staff can access the free helpline Education Support Partnership for academy staff and targeted support for mental health and wellbeing • COVID-19 guidelines are published in the covid 19 Harris website • Parents/Carers informed by letter on 1st March of the 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions (If (ref) See Actions)
	<p>general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach as that potentially impacts on academy life and the whole pandemic control measures. 1st March letter explaining testing protocols and mask protocols.</p> <ul style="list-style-type: none"> • Whenever possible, meetings will take place remotely via videoconferencing, phone, email or post. • People deemed vulnerable take particular care to minimise contact with others and are advised to follow <u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u> • Staff classified as vulnerable under recent definition by PHE will deliver lessons on line or work at home • Risk assessments and plans have been consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments have been made • The academy will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate. • Specific risk assessments for new and expectant mothers have been completed – staff to inform HR manager as soon as they are able if pregnant in order to complete full RA and action. • Staff that travel abroad to countries that are not on the 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	



Harris Professional Skills Sixth Form and Harris Aspire



Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions (If (ref) See Actions)
	<p><u>Coronavirus (COVID-19): travel corridor list</u> will self-isolate for 14 days before they are due to return to work. Travel should be discouraged to places of risk and staff will be updated regularly Where it is not possible to avoid a member of staff having to quarantine during term time, the academy will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home</p> <ul style="list-style-type: none"> • In relation to mental health and stress support organisation, details remain available to staff including confidential employee help lines and information that can be provided to students; All staff have received Judicium training on Stress Management and TISUK training. • There are communication and support networks in place for staff through line management and duty Principal system and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanisms are in place and easily accessible; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times) took place during CPD week, including discussing whether additional training would be helpful. New staff receive induction by senior team 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Medium</p>	

2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the academy day including:</p> <ul style="list-style-type: none"> Drop off / entry to the academy. 	<p>For staff signing in, contactless has been set up, screen use for entry may be used when required but screen will need to be cleaned after use. Staff will be issued with capacitive pens for any use of touch screen if card system not functioning.</p> <p>Entry to Academy</p> <ul style="list-style-type: none"> Staggered start times are in place to keep groups apart; In order to prevent congestion parents and students have been informed of their groups (pathway) start time; The academy management keep this under review and will consult with parents or students who are not following the new procedures/start time for their group; Students must arrive between time window illustrated on timetable maintaining social distancing. Senior team to manage. Late students will be refused initial entry and put in holding area until behaviour team have deemed it safe to transit students to their designated learning area. Parents will be contacted to reinforce the message of arriving on time. Persistent absence will be dealt with through the behaviour for learning policy. Students must enter via the designated, signed entrance to the building, rear entry via recreation space. Schedule sent to parents Hand-wash stations are located at the reception entrance to the academy and the student entrance before the recreation area. All occupants are required to wash their 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Med</p> <p>Low</p> <p>Low</p>	<p>(ref 2)</p>
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		<p>hands (soap/water or hand sanitiser) on entry to the academy;</p> <ul style="list-style-type: none"> • Good hand washing signage to instruct students how to do this effectively is displayed on all floors in wash areas and on “keeping safe” posters. 	Low	
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the academy day including:</p> <ul style="list-style-type: none"> • Pickup / leaving the academy. 	<p>Exit from Academy:</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents via letter • Students who are picked up can do this in the usual way but drivers MUST NOT park in front of the academy. This information has been cascaded to parents • Students must leave via the reception area using the designated one-way system. Senior team to monitor and ensure no crossover with other pathway groups. • Exit doors are open, reducing the number of occupants touching the doors; • Students all wash hands as they leave the academy building at reception hand wash area. Senior Team to monitor; • Good hand washing signage is displayed to instruct students how to do this effectively; • Students are required to leave the academy grounds and go straight home, not to congregate on the academy grounds, nearby roads, recreational areas. This has been communicated to parents via letter and will be monitored by senior team • Finish times have been staggered for each class in order to prevent excessive numbers students leaving at the same time. 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Med</p> <p>Med</p> <p>Low</p>	<p>(ref 2)</p> <p>(ref 2)</p>
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures</p>	<ul style="list-style-type: none"> • Classroom sizes are in line with government guidance, 1 	Low	

		<p>unused and out of reach for a period of at least 48 hours (72 hours for plastics);</p> <ul style="list-style-type: none"> • Outdoor equipment has been removed until updated guidance allows this to be practical. • The academy limits the amount of equipment students bring on site to only essentials; • All such resources are cleaned before used by others; • Heads of Year are proactive in managing the risks in their areas of responsibility - this means ensuring risk assessments are completed and reviewed and their teams are aware of procedures and protocols • Where students are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, a member of the SLT will be asked to assist and implement the Disciplinary Procedure. • Students are managed while entering the room and are asked to sit at desks/work areas before the next student moves within the same area; Seating plans are displayed on entry to each classroom and managed by duty staff/teacher. Classroom Procedures document produced and outlined In Induction • Unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces; • Students have allocated desks which they will use throughout the academy day; • Students have allocated resources such as pens that are assigned to them; Resource packs given to students in first lesson • Resources for the day are provided in a tray or similar and are cleaned at the end of the day; Teaching and Learning Policy has been adjusted to minimise any use of additional resources. Construction students have PPE set 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Med</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>(ref 2)</p>
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		<p>out on their workbenches in boxes. These will be returned to the boxes after use and cleaned. Latex gloves will be issued to students and tools cleaned after use.</p> <ul style="list-style-type: none"> • Staff have access to hand sanitiser in every classroom; • Boxes of tissues, latex gloves and sanitising wipes available in each classroom; • Library books are not accessible to students unless specifically requested through senior team where an appropriate mechanism can be decided. • Equipment for practical subjects should be minimised and considered if absolutely necessary. If necessary, to be allocated for individual use groups and only used across students where sanitation is adequate, practical subjects have reviewed Risk Assessments; • Breaks and Lunch monitored by a minimum amount of staff ensuring social distancing is always maintained . Students encouraged to sit outside if weather permits. • The number of teachers (and other staff) that mix with a pathway bubble is restricted to as few as possible. Where staff teach across bubbles, shield/mask and gloves will be required for staff. • The timetable has been prepared to in order to supplement remote education if necessary. This includes deciding which lessons or activities can be delivered to reduce movement around the academy; • Student mask policy now instigated for use in classroom as well as travelling in corridors. • All spaces are well ventilated using natural ventilation (open windows) or ventilation units. • Air management to inside building has been configured to prevent airborne travel of COVID 19 to all areas of building. Air management vents to outside and does not convey air through a common distribution system. 	<p>Low Low Low Low Med Low Low Med Low Low Low</p>	<p>(ref 2)</p>
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		<ul style="list-style-type: none"> Air Conditioning risks are considered low but staff will only use if necessary (ICT rooms) and encouraged not to. 		Ref (2)
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the academy day including:</p> <ul style="list-style-type: none"> Dining; Moving around the academy; Break-time / playgrounds. 	<ul style="list-style-type: none"> Separate breaks are designated for each pathway bubble. Students will stay in these groups during lunch maintaining Social Distancing; Weather permitting students encouraged to eat Lunch outside. Lunch areas will be cleaned before and after each group's lunch. Only one student will use a clean lunch space before it is cleaned again; Contact Sports are not permitted during break and lunch Enrichment activities will be curtailed until guidance changes. TER sessions created to give cultural capital. Staff encouraged to bring packed Lunch and eat in teaching area/dining room/office. Supervising staff must remain 2m apart from students; Dining is organised so that students remain within bubble pathways. Students are not permitted off site during sessions and are not permitted to bring in Lunch from outside sources Premises to spray recreation area using PW and disinfectant before and after Lunch. Students are told to clean hands before and after eating lunch in the classroom. <p>Moving around the academy:</p> <ul style="list-style-type: none"> Movement to different areas within the academy is reduced as much as possible; students stay on designated floors and teachers move to them. Masks must be worn at all times Where possible, all spaces are well ventilated using 	<p>Med</p> <p>Med</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Med</p> <p>Low</p> <p>Med</p> <p>Low</p> <p>Low</p> <p>Med</p> <p>Low</p>	<p>(ref 2)</p> <p>(ref:3)</p> <p>(ref:2) & (ref 4)</p> <p>(ref 2)</p> <p>(ref 2)</p>

		<p>natural ventilation (open windows).</p> <ul style="list-style-type: none"> • Additional furniture, coats, bags are not permitted in the academy corridor or common areas; • Corridors are kept as clear as possible with unnecessary resources; • Most corridors are designated one way – where not possible, traffic flow is managed • Corridor floors and walls are demarcated to show direction and safe distance signage; • Timetable configured so that there is no requirement for different classes to meet each other in the corridor spaces. <p>Break-times / Rec area:</p> <ul style="list-style-type: none"> • Separate times (at a safe distance using government guidance) are issued for each pathway group. • Students are required to maintain social distancing from staff during break and stay within their designated bubble. • Daily inspection and enhanced cleaning programmes in place for external areas. Premises to spray recreation area using PW and disinfectant before and after break. 	<p>Low</p> <p>Med</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Med</p> <p>Low</p>	<p>(ref 2)</p> <p>(ref 2)</p>
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6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> • Staff and parents are encouraged to use education resources such as e-bug and PHE schools resources; information has been disseminated via letter to parents • Hand washing stations are positioned entrance to the academy, one at reception entrance and 3 at back gate entrance. • Hand sanitiser station placed at entrance from car park • All those entering the academy are required to wash/sanitise their hands; • Hand washing stations are located on each floor, within each classroom and on entry to the dining hall; • Hand washing sinks are located within each toilet provision; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Students and staff have been instructed how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; Risk register has been produced and duty staff will monitor. • Hand washing is required at the following times: <ul style="list-style-type: none"> ➢ Entry and exit from the academy; ➢ After using the toilet; ➢ On entry to the dining hall/recreation space, before and after eating/having break; ➢ On entry and exit from each classroom. 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Med</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Med</p> <p>Med</p>	<p>(ref 2) & (ref 4)</p> <p>(ref 2)</p> <p>(ref 2)</p>

		<ul style="list-style-type: none"> Teachers will remind students to use tissues and bin them once used. If tissues are readily available but if not exactly when needed, occupants are reminded to cough or sneeze into their arm; Lidded bins are placed in all toilet areas Mobile phones must not be shared, must be kept away but will need to be in the academy for track and trace – Confiscation process adjusted to give students at end of day. Information given to parents/carers via letter 	Med	(ref 2)
			Med	(ref 5)
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> The academy has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➤ Frequent cleaning of classrooms, toilets, common areas and dining halls; ➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, tabletops, play equipment and toys. Surplus Classroom furniture and soft furnishings have been removed in order to improve the ability to effectively clean; Classrooms will be cleaned at lunch breaks and after academy day; Toilets will be cleaned in the morning, after break, after lunch and at the end of the day; 	Low	(ref 2)
			Low	
			Low	
			Low	

		<ul style="list-style-type: none"> No equipment should be shared by staff or students. Students will use equipment provided to them at Induction If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning un non-healthcare settings. Cleaning contractors have been given schedule and met with Principal and HR manager to go through 	Med Low Low	(ref 2) & (ref 5)
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. Academy employees and students.	<ul style="list-style-type: none"> Employees are required to conform with social distancing requirements at all times; Academy offices are reduced in occupation and no staff will share office space with exception of reception where screens are utilised No staff shared areas are utilised during the Autumn term re-opening. Coffee/Tea one person at a time and must clean area after use. – staff may bring flasks for refreshment but must be kept in their bag and not shared. Refreshments available from Dining Area Each staff area has been assessed and numbers of students/staff in rooms compliant with guidance Staff are encouraged to purchase lunch if possible and use only dining areas, maintaining social distancing; Packed Lunches brought in by staff will need to be kept in their bag and all hygiene measures observed. Staff going outside must conform to all aspects of social distancing and not put colleagues at risk through non compliance. Students will practice social distancing from staff as described in additional points of this assessment; Employees will be provided with and wear PPE when required in accordance with government guidance; 	Low Low Low Low Low Low Low	

		<ul style="list-style-type: none"> • Behaviour policy has been reviewed; students will be subject to the culture for learning policy in the event of non compliance treated on a case by case basis. • Expectations will be clearly outlined to parents and students on safe use of and mask wearing • Expectations clearly outlined to staff on safe use of and mask wearing • Academy regularly reinforces and reminds staff/students not wearing masks • For those students who do not have access to masks, the academy will provide one. All staff will be entitled to a mask/s when working on site 	Med Med Med Med Low	(ref 2) (ref 2) (ref 4) (ref 2 & 4)
9.	<p>Spread/contraction of COVID-19 due to insufficient first aid measures. This includes:</p> <ul style="list-style-type: none"> • Dealing with general first aid; • Lack of trained first aiders; • Dealing with a suspected case of COVID-19; • Inappropriate handling / removal of clinical waste • Intimate care procedures. • Testing 	<ul style="list-style-type: none"> • A senior member of staff has been designated to deal with ensuring correct procedures are carried out for any confirmed cases of COVID19, including all communications with PHE • The academy has a specific room/area (boardroom) dedicated for suspected cases of COVID-19; • Where an individual exhibits symptoms during the academy day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • Staff escorting the individual will be provided with disposable gloves and apron if the 2 metre social distancing rule cannot be maintained where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection is provided. • The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate 	Low Low Low Low Low	

		<p>disinfectant products and all waste double bagged and stored securely for 72 hours before disposal.</p> <ul style="list-style-type: none"> • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting of symptoms and self-isolating • The academy will provide individuals displaying symptoms with a home testing kit if other means of testing are not possible- where the individual is a student, the kit will be provided. • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room is cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. <p>Testing</p> <ul style="list-style-type: none"> • Medical team and all leadership group have undergone 	<p>Low Low Low Low Med Low Low Low Low</p>	<p>(Ref 11)</p>
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		<p>certification for on site testing as per NHS mass training in schools guidance</p> <ul style="list-style-type: none"> All students to have completed two tests by 11th March – Academy open to testing March 3rd - March 8th All students to have completed 3rd test week beginning 15th March All students to be issued with home test kits week beginning 22nd March and test twice weekly All staff to be tested twice weekly All staff to be issued with home test kits week beginning 22nd March and test twice weekly Systems and protocols firmly established and appropriate staff trained to ensure that rigorous reporting of Covid-19 cases are reported to PHE and isolation occurs 	<p>Low</p> <p>Med</p> <p>Med</p> <p>Med</p> <p>Med</p> <p>Med</p> <p>Low</p>	<p>(Ref 11)</p> <p>(Ref 11)</p> <p>(Ref 11)</p> <p>(Ref 11)</p> <p>(Ref 11)</p> <p>(Ref 11)</p>
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the academy, including:</p> <ul style="list-style-type: none"> Parents; Maintenance contractors; External teachers; Inspectors; Delivery personnel 	<ul style="list-style-type: none"> Staff - Touch screen sign in equipment converted to card entry so no touch required. Visitors - Touch screen sign in equipment in Reception to be wiped after use A record of all visitors, including contractors, to site will be kept and maintained with key questions on travel and health established before entering on site; The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the academy's risk assessment and controls to prevent infection risks in the academy, when pertinent, relevant training is also provided. 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	
11.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.</p>	<ul style="list-style-type: none"> One in-one-out management of staff toilets in place; Toilet use protocols are managed by designated "bubble" toilet areas Student use of toilets is managed by staff and 	<p>Med</p> <p>Med</p>	<p>(ref 2)</p> <p>(ref 2)</p>

		<p>communicated to students;</p> <ul style="list-style-type: none"> • Students and staff are encouraged to close toilet lids where applicable before flushing. • Toilets are cleaned throughout the day. 	<p>Low Med Low</p>	<p>(ref 2) (ref 2)</p>
12.	Lack of staffing / insufficient staff ratios.	<ul style="list-style-type: none"> • Vulnerable and extremely vulnerable staff have been assessed on information received/on system and can work at home for agreed periods through the working week where it is not necessary for them to be on site. Equalities Impact document based on BAMEed format available and Principal will complete RA to additional staff who request it after discussion in Induction. • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Any staff shortages will be managed by senior team if required. • students are suitably supervised at all times. 	<p>Med Med Med</p>	<p>(ref 6) (ref 6) (ref 6)</p>
13.	Lack of suitable premises management.	<ul style="list-style-type: none"> • The academy has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management; • Premises staff levels are maintained and suitable for the use of the building; The academy has rearranged shifts to double number of premises staff on site during learning time. • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programmes are in place for the potential coronavirus contaminated waste; • Contingency plan in place for sudden premises staff absence; 	<p>Low Low Low Low Low</p>	

		<ul style="list-style-type: none"> The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six part series of guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed and is . Good ventilation can help reduce the risk of spreading coronavirus, where possible windows, doors (unless external fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager has improved mechanical systems. 	Low	
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitiser is in place; All chemicals used for the cleaning of the academy building and equipment is COSHH assessed and managed appropriately; Material safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	Low Low Low Low Low Low	
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➢ Safe assembly of occupants following social distancing requirements within bubbles; ➢ Safe exit via the nearest fire exit; ➢ Training occupants of any changes to evacuation; ➢ Ensuring there are enough trained fire wardens on 	Low	

		<p>site with the ability to sweep all used areas of the academy;</p> <ul style="list-style-type: none"> ➤ Use of the academy has been reduced to enable safe sweeping and evacuation; ➤ Due to reduced numbers, use of the academy is kept to specific areas. <ul style="list-style-type: none"> • All other fire system testing and maintenance has continued as normal. 	Low	
16.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> • The Kitchen/Catering Manager has reviewed and implemented the <u>Guidance for food businesses on coronavirus (COVID-19)</u> • The Kitchen/Catering Manager has reviewed and implemented FSA <u>guidance on good hygiene practices in food preparation and PHE guidance</u> • The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus 	Low Low Low	
17.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> • The academy adheres with the Government guidance that all visits are advised against at this time. Therefore, there are no visits planned or approved within the current term. 	Low	
18.	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	<ul style="list-style-type: none"> • If anyone in the academy develops a new continuous cough or high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia), the academy will: <ul style="list-style-type: none"> -Send them home to begin isolation – the isolation period includes the day the symptoms starts and the next 10 full days -advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection -advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) 	Low Low Low	

		<ul style="list-style-type: none"> •Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. •Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. •If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test. •If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms. •Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from the academy if they become unwell during the academy day. The name of the person who will collect the child needs to be provided and recorded for safeguarding •If a student develops symptoms in academy time or has a positive test they will avoid using public transport or be collected by a member of their family or household. If this cannot be done and age appropriate, they will walk or cycle home. If this cannot be done then arrangement will be organised by the academy, drivers will be made aware they are transporting someone who has had a positive test. Appropriate face coverings will be worn. •The academy has identified the Local Health Protection Team (HPT) so they can be contacted immediately in the case of a case, the HPT details are available to the SLT •The academy keeps informed of Government and Department for Education guidance and updates 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	
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		<ul style="list-style-type: none"> •To avoid attendance to the academy, remote education plans are in place for students or groups that need to self-isolate •A contingency plan is in place for a local outbreak, and if the academy is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils. 	<p>Low</p> <p>Low</p>	
19.	<p>Spread/contraction of Covid-19 due face coverings not being worn where local area restrictions or national lockdown requirements apply.</p>	<ul style="list-style-type: none"> • Face coverings are used in accordance with the guidance set out: <i>"Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places."</i> • Students and staff are required to wear face coverings when moving through communal areas when and if the academy is under local area government local intervention measures; exemptions apply • The academy has measures in place to contact staff and parents in good time should restrictions result in face coverings being no longer required. 	<p>Low</p> <p>Low</p> <p>Low</p>	

20.	<p>Lateral Flow Testing/Home Testing</p> <p>As many students are to have LFD tests on return to the academy from 8th March tests three to five days apart</p> <p>Twice weekly testing of academy staff conducted</p> <p>Daily contact testing for seven consecutive days of students and staff who are close contacts of a positive case.</p> <p>Preparation</p> <ol style="list-style-type: none"> 1. Staff training 2. Students and staff registered online 3. Consent forms disseminated and returned 	<p>All staff involved in testing and all senior team to attend training webinars and complete assessments by March 1st. Gov.UK toolkit disseminated to all staff involved in procedure.</p> <p>Medical lead registers staff and students on government portal to record results. Information received from Consent forms and BROMCOM used for details to log onto portal.</p> <p>Aspire students given consent forms and returned to academy as soon as possible with parental signature. HPS6F students given consent forms on return to the academy and during TER/first period complete form to teacher who then passes form to registered medical lead.</p>	<p>Low</p> <p>Med</p> <p>Low</p>	<p>Ref 9, Ref 10</p>
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	<p>4. Testing room set up and tests stored</p>	<p>B004 meets requirements – no “in and out” separate doors so management of entrance and exit managed by testing team. Student Rota prepared by bubble and course in order to mitigate any risk of queues/bottlenecks.</p> <p>The academy underwent testing from Wednesday 3rd March to ensuring all students who gave consent completed at least one test prior to their return on the 8th March. 2nd test was conducted 3 days apart 8th – 10th March. 3rd Tests conducted in week beginning the 15th March. Staff also tested</p>	<p>Low</p>	
	<p>Test Conducting</p>			
	<p>1. Sample Collection</p>	<p>Students and staff assigned times within week for testing – students who cannot self-swab and those with SEND have swabbing administered by medical team as per follow on guidance from NHS guidance. Students tested once a week and staff</p>	<p>Med</p>	<p>Ref 11</p>
	<p>2. Interpretation of results</p>	<p>Testing Processor analyses results of tests as negative/Positive or Invalid. Students/staff return to lessons/duties until result received. Students/staff spoken to only if test is positive or invalid</p>	<p>Med</p>	<p>Ref 12</p>
	<p>3. Positive Result</p>	<p>If a positive test is received, staff/student isolated in medical room until arrangements can be made to go home and self isolate. In case of student, contact made home, arrangements made to pick up student and advised to take PCR test. If an</p>	<p>Med</p>	<p>Ref 12</p>

	<p>4. Daily Contact testing</p> <p>Home Testing</p>	<p>issue, a postal PCR test given to student/staff when leaving</p> <p>Students and staff who are close contacts of a positive case are tested daily until 7 negative tests are recorded. Staff and students should self-isolate on non-academy days i.e. if the week spans over the weekend/work at home day</p> <p>Both students and staff have been supplied with LFD test kits to self swab and test themselves twice a week at home. Staff and students must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and students should also share their result, whether void, positive or negative, with the academy to help with contact tracing. Staff or students with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend the academy and use protective measures.</p>		
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ACTION PLAN (Additional Control Measures Required/Recommended Actions)					
Hazards and Risks		Recommended Actions	Action by Whom	Date to Complete	Actioned (inform Principal to negate risk on RA master)
Ref 1.	Staff may be unable to attend CPD week through illness/other New staff unable to make induction time	Alternative arrangements for training session for staff arranged. No staff to be actively working until induction occurs.	GBH	10 th September – all staff were trained/attended sessions by this date. New staff ongoing induction periods arranged	
Ref 2.	Students may not comply through behaviour/persistent punctuality issues	Any non-compliance will be treated on a case to case basis dealt with by the Duty Principal. Outcomes will be dealt with on the nature of the non-compliance. Outcomes may be a verbal warning or contact with parents explaining the situation. A decision may be made to enforce the behaviour policy and sanction the student. Students who cannot or will not adhere to social distancing rules persistently will need to learn out of the classroom remotely. Parents and students will be informed after appropriate investigation of the	Senior Team – refer to Principal/Vice Principal	As and when required	

		incident/s. Length of time for remote learning will be treated on a case by case basis and will be reviewed in order to aim to get the student back into the academy building as soon as possible.			
Ref 3.	Weather permitting	If in the case of inclement weather, a decision will be made before 8.30am to use additional classroom spaces for eating of Lunch	ABA	As and when required	
Ref 4.	Staff do not comply	Any non-compliance will be treated on a case to case basis dealt with by Principal. Outcomes will be dealt with on the nature of the non-compliance. Outcomes may be a verbal warning or if a serious breach, may be subject to disciplinary action.	ABA	As and when required	
Ref 5.	Students do not comply with dress code requirements	Students may arrive to the academy unsuitably dressed to the academy despite guidance being issued. Outcomes will be dealt with on the nature of the issue with dress code and the student vulnerability. Outcomes may be a verbal warning, arranging for the student to wear items stored by the academy and/or contact with parents	Senior Team – refer to Principal/Vice Principal	As and when required	

		explaining the situation. Students will be subject to the Culture for Learning policy for persistent defiance.			
Ref 6.	Shortage of staff	If for any reason there is insufficient staff numbers to maintain learning standards and/or safety of staff and students, the Principal will instigate the Business Continuity Plan and action accordingly. This may involve closure of the academy premises if severe and reserve staff are insufficient in number to meet requirements. Parents will be informed, and learning will take place remotely until the academy can re-institute the opening of the academy.	Principal	As and when required	
Ref 7.	Unavailability of home testing Kits	If a home testing kits is required but are not readily available due to a supply issue, the academy will source from other academies within the Harris group or if none available, the designated lead on medical will advise the parent/carer/member of staff on other testing opportunities.	CDU/Principal	As and when required	
Ref. 8	Local Lockdown	Dependant on guidance given by HPT or local authority, The academy may have to resort to previous processes for remote learning/opening to vulnerable and key worker children.	Principal/Executive Principal/Secondary Director	As and when required	

		The decision to do so and the length of time will be dependent upon the guidance given and will be actioned by the Principal			
Ref 9	Consent forms not received from Aspire students	If consent forms are not received, calls made by medical team to chase. All students to have consent forms completed by 11 th January latest	CDU, JDA	11 th January – Aspire 18 th January HPS6F students	
Ref 10	Consent forms received and consent not given	Students who do not give consent or parents do not give consent then students will not be required to have the tests. If students are in close contact with a positive case, then students will be required to follow national guidance and self isolate accessing remote learning/ Microsoft Teams Learning materials. Medical team to inform staff of students and additional safety controls may be required to put in place (social distancing)	CDU, JDA	11 th January – Aspire 18 th January HPS6F students	
Ref 11	Students /Staff miss sample collection appointment	If students/staff do not arrive at designated time, if in the building are collected by ST or behaviour mentor. If absent, an alternative time is issued when they are next in. Staff who miss appointment will be given an alternative time/date	CDU/JDA	As and when required	
Ref 12	Insufficient	If in the case of insufficient staffing, a	CDU/JDA	As and when required	

	<p>staffing to run testing room due to staff absence/positive cases/self isolating</p>	<p>risk assessment to be conducted to see if scheduled testing can be rearranged when the academy is confident that staff will be available. If re-scheduling is not an option, then assistance will be requested primarily to federation for support and if available, volunteer pool from government.</p>			
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Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change daily. Government and DfE guidance will be regularly reviewed. The Risk assessment will be reviewed if there is a significant change but will be reviewed weekly as a matter of course.