

The Wells Academy	SECTION/TEAM school staff, students and visitors.	DATE OF ASSESSMENT 03.03.21
WHO MIGHT BE HARMED? Employees, pupils, parents/guardians, service users, contractors and members of the public. NB for ease of reading pupils and young people are referred to as pupils in this document. Unless specifically stated the controls apply to all pupils attending the academy		HOW MANY ARE AFFECTED? 739 (650 students and 89 staff)

**\*This risk assessment is a TEMPLATE and must be altered to ensure it is suitable for the academy.** Statements are therefore generic and can be added to, altered, changed or deleted as appropriate. Once completed, all staff must read this document and complete the MS form to confirm they have read and had an opportunity to ask questions before they return to their normal work..

This risk assessment has been revised to reflect updated guidance from the Department for Education (DfE) published on 2 July 2020. In particular academies must ensure that at all times they comply with the basic requirements of the guidance (in italics) to:

- 1) *minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptom, or who have someone in their household who does, do not attend school*
  - 2) *clean hands thoroughly more often than usual*
  - 3) *ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach*
  - 4) *introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach*
  - 5) *minimise contact between individuals and maintain social distancing wherever possible*
  - 6) *where necessary, wear appropriate personal protective equipment (PPE)*
- Numbers 1 to 4 must be in place in all schools, all the time.*  
*Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.*  
*Number 6 applies in specific circumstances.*

**Response to any infection:**

- 7) *engage with the NHS Test and Trace process*
  - 8) *manage confirmed cases of coronavirus (COVID-19) amongst the school community*
  - 9) *contain any outbreak by following local health protection team advice*
- Numbers 7 to 9 must be followed in every case where they are relevant.*

In addition and in respect of all Health & Safety Risk Assessments Principals are responsible on behalf of the Trust for ensuring at all times that they have ‘active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice’

Once completed this RA and any other relevant RAs must be posted on the Academy’s website. Parents and carers can access more Government information [here](#)

**Principals must advise the Trust immediately if they are concerned that controls are not operating as designed**

**This document should be read in conjunction with the Trust document ‘COVID-19 Revised Operating Procedures’**

HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low
Fail to follow Government guidance	<ul style="list-style-type: none"> <li>The Trust will provide a summary of any changes to guidance, paying particular attention to guidance on education settings e.g. social distancing, maximum numbers allowed in any one place, cleaning etc.</li> <li>Principal or Senior Leader to ensure guidance <a href="#">here</a> is complied with and make any changes to site arrangements as required (amending this RA if necessary)</li> </ul>	✓	<p>Contact Trust Emergency Planning Team for advice if unsure</p> <p>RA developed in line with guidance from Trust and shared with all staff.</p> <p>Following this staff will be required to complete the MS form to confirm that they have:</p> <ul style="list-style-type: none"> <li>received a copy of the RA</li> <li>read and understand the RA</li> <li>undertaken any relevant training; and</li> <li>acknowledge their responsibility to adhere to the RA</li> </ul> <p>This RA will be reviewed and updated as necessary by the Principal, H&amp;S Team and/or Trust SLT. It is a working document.</p>	Low
<b>Health and Wellbeing</b>				
Mental health and wellbeing of staff adversely impacted	<ul style="list-style-type: none"> <li>Trust Board to ensure that staff wellbeing and a good work-life balance is maintained for all staff (including Senior Leadership Teams). See DfE guidance on reducing school workloads <a href="#">here</a> and remote working <a href="#">here</a> and <a href="#">here</a></li> <li>Trust Board to issue guidelines for Principals to enable them to put in place site specific arrangements. Guidelines include parameters for time on site, working at home etc.</li> <li>Health and Safety Committee to be</li> </ul>	✓	<p>Academies to have all staff meetings to discuss measures they are proposing putting in place to ensure they are suitable and sufficient</p> <p>No staff should regularly exceed their contracted hours</p> <p>Managers should monitor the mental health and wellbeing of staff, where necessary completing team stress risk assessments and/or individual stress risk assessments.</p> <p>Staff are aware that if they need to talk/discuss they can speak to their line manager or a senior leader as required.</p>	Low

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	<p>consulted prior to guidelines being issued</p> <ul style="list-style-type: none"> <li>Except in an emergency no business emails, texts or phone calls to be sent/made outside of agreed hours (an emergency is something which will have an immediate impact on health and safety or will otherwise prevent the academy from opening)</li> <li>Academy based staff managed by the Central Team e.g. IT, Catering, Site (including Trust employed cleaners) will have standard arrangements agreed and produced by the relevant Directors</li> <li>Additional guidance on mental health can be found <a href="#">here</a> and resources <a href="#">here</a></li> </ul>		<p>Staff have access to external support from The Trust Wellbeing Service. This is regularly signposted to staff.</p>	
Mental health and wellbeing of pupils adversely impacted	<ul style="list-style-type: none"> <li>Trust to identify lead staff who will be the main point of contact for advice and guidance within the Central Team</li> <li>Trust to ensure that all academies have trained staff or access to trained people who can provide support to pupils</li> <li>Trust to arrange awareness sessions for staff so that they can recognise signs of pupils being adversely impacted by lockdown, returning to school etc.</li> </ul>	✓	<p>Principals to identify suitable staff to lead on mental health and wellbeing for pupils</p> <p>Principals to ensure that all staff are familiar with local arrangements including internal and external support networks</p> <p>Pastoral teams will monitor pupils closely and access support as required.</p> <p>Pastoral colleagues will attend awareness sessions when available.</p>	Low

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	<ul style="list-style-type: none"> <li>Additional resources can be found <a href="#">here</a></li> </ul>			
<b>Staff who are at increased risk e.g. Shielding, Clinically Vulnerable or Extremely Clinically Vulnerable, Pregnant etc</b>				
Staff who are clinically vulnerable or extremely clinically vulnerable	<ul style="list-style-type: none"> <li>Managers should be flexible in how staff in these groups are deployed.</li> <li>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. See Government guidance <a href="#">here</a>, <a href="#">here</a> and <a href="#">here</a></li> <li>Staff in these groups to consult with their medical professional for advice on keeping safe within the work place</li> </ul>	✓	<p>Managers to consider remote working as the first option and put this in place where possible. This is likely to be more suitable for staff who do not deal directly with pupils.</p> <p>If remote working is not possible redeploy into roles in school where it is possible to maintain social distancing.</p> <p>If redeployment is not possible ensure risk assessment is in place that looks at the advice from their medical professional, supports strict social distancing and reduces number of interactions with others.</p> <p>All colleagues who identify in this category have individual RA in place, with regular reviews planned in.</p>	Low
Pregnant staff at increased risk from COVID-19	<ul style="list-style-type: none"> <li>As a general principle, pregnant women are in the 'clinically vulnerable' category and in addition to completing the standard Trust RA for pregnant or new mothers they should follow the relevant Government guidance (see above)</li> <li>The same principles and controls apply to pregnant pupils</li> </ul>	✓	<p>Ensure that New and Expectant Mothers RA reflects any site specific arrangements for COVID-19</p> <p>Ensure that Pregnant School Girls RA reflects site specific arrangements</p> <p>All colleagues who identify in this category will have individual RA in place, with regular reviews planned in.</p>	Low
Staff who may otherwise be at increased risk from coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>If people with significant risk factors e.g. underlying health conditions, diabetes, obesity etc. or from some ethnic groups are concerned about returning to the academy, Principals</li> </ul>	✓	<p>Principals should try as far as practically possible to accommodate additional measures where appropriate.</p> <p>Measures may include:</p> <ul style="list-style-type: none"> <li>Working remotely</li> </ul>	Low

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	should discuss their concerns and explain the measures the school is putting in place to reduce risks		<ul style="list-style-type: none"> <li>○ Working in a role where it is easier to maintain social distancing</li> </ul> All colleagues who identify in this category will have individual RA in place, with regular reviews planned in.	
<b>Reducing the Risk of Infection</b>				
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>• Unless advised by a healthcare professional pupils and staff should remove PPE on entering the site</li> <li>• PPE must be removed safely. Principals should arrange for copies of the Safe System of Work (SSW11.2) to be displayed in classrooms, staffrooms etc.</li> <li>• There may be some instances where, for the purposes of COVID-19 control, PPE is required to be worn inside the school buildings. In these cases the Government guidance <a href="#">here</a> should be followed</li> </ul>	✓	Principals may wish to have a small supply of face masks available if pupils or staff damage their mask. Students are to remove face masks on entry to the site and store safely. Unless medical guidance says otherwise.  W/C 08/03/2021 Masks will be strongly advised for students and staff in corridors and communal areas at changeover of lessons and breaks or lunches. Based on new government guidance students and staff will also be strongly advised to wear a face  <b>Staff additional:</b> If staff <u>cannot maintain a 2m distance</u> , then they are strongly advised to wear a mask. Members of staff whom are required to work closely with students are provided with a visor, as are those members of staff that are vulnerable.  There is no requirement for staff to where PPE unless administering first aid or using EVAC chairs. PPE is available at these locations. Again, medical guidance and	Low

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			staff RA will be followed. If staff remove PPE it will be stored safely.	
Staff and/or pupils fail to comply with hygiene guidance	<ul style="list-style-type: none"> <li>● Staff reiterate hygiene standards throughout day</li> <li>● Ensure all hand washing facilities have adequate supplies of soap and other disposables e.g. paper towels at all times</li> <li>● Hand wash with soap and water for 20 seconds</li> <li>● Use disposable hand towels in preference to dryers if possible</li> <li>● Hand wash or use of hand sanitiser on entry and exit from building</li> <li>● Hand wash before eating</li> <li>● Hand wash after eating</li> <li>● Hand wash after going to the toilet</li> <li>● Use disposable tissues or 'bent elbow' for coughs and sneezes</li> <li>● Refrain from touching face</li> <li>● Adhere to <a href="#">social distancing guidance</a></li> </ul>	✓	<p>Display hand washing and hygiene posters in toilet areas, staffroom and classroom</p> <p>Clean all washroom and other hygiene facilities regularly throughout the day and after every break</p> <p>Provide adequate supplies of sanitiser at strategic points within the building, including exits</p> <p>Ensure other supplies in toilets e.g. toilet rolls are always adequate.</p> <p>Empty waste bins at regular intervals and follow Government and Trust guidance on disposal</p> <p>Hand wash for preference followed by sanitiser if needed</p> <p>Site staff should wear PPE (minimum of disposable gloves) when carrying out any works which involve touching surfaces in room that have been or will be occupied. To reduce the risk of recontamination, this includes room that have been deep cleaned and put out of bounds.</p> <p style="color: green;">High touch areas in the lift will be cleaned regularly throughout the day.</p>	Low
Academy not arranged to maximise social	<ul style="list-style-type: none"> <li>● Bubbles should be as small as possible e.g. ideally class i.e. 30 pupils plus staff) and no bigger than a year group</li> </ul>	✓	Principal/designated senior leaders to communicate site specific arrangements to all staff, pupils and parents/carers.	Low



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distancing	<ul style="list-style-type: none"> <li>• Primaries should work on class bubbles if possible or if this is not possible group sizes should be no bigger than two classes i.e. maximum of 60 pupils</li> <li>• Secondaries will work on year group bubbles</li> </ul>		<p>Staff INSET 02.09.20 for all staff in addition to emails and school signage.</p> <p>Students are arranged in year group bubbles within their own zones of the academy.</p> <p>To prevent year-group bubbles from interacting the site will be divided:</p> <p><b>Year 7</b> Year 7 base C and D floor only. Quad in front of the building for line up and back active yard at lunchtime. Using main Y7 stairs. Separate lunch and PE.</p> <p><b>Year 8</b> C floor (maths corridor). Use B10 entrance stairs. Separate lunch and PE.</p> <p><b>Year 9</b> C floor (IT/English corridor). Use North (canteen) stairs. Separate lunch and PE.</p> <p><b>Year 10</b> E floor. To use reception stairs. Separate lunch and PE.</p> <p><b>Year 11</b> D floor. Use B10 entrance stairs, staggered start to Y8. Separate lunch and PE.</p> <p>Notices detailing site specific arrangements to be displayed at suitable points within the school and copies emailed to all staff</p> <p>Amendments to the Operational Procedures document have been discussed and shared with SLT, H&amp;S Contact, H&amp;S Rep and Site Manager and emailed to GAT Director of Operations for approval.</p>	
Social distancing	<ul style="list-style-type: none"> <li>• Wherever possible pupils and staff should socially distance. Revised DfE guidelines are 1m for pupils and 2m for</li> </ul>	✓	<p><b><u>Unless specifically approved by the Principal no parents are to be allowed within the buildings.</u></b> (see sections on pupils with disabilities for exceptions)</p>	Low

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	<p>staff. NB the guidance recognises that for younger pupils it can be very difficult to maintain social distancing. Nonetheless staff should try to ensure pupils are socially distancing as much as possible.</p> <ul style="list-style-type: none"> <li>● Pupils and staff should always remain in their bubbles including breaks, lunch, PE, etc. The only exceptions are some staff who work across year groups e.g. SENCOs, teachers in Secondaries</li> <li>● Visitors to school to be kept to absolute minimum and only allowed on site with the approval of <b>the principal or senior vice principal</b>.</li> <li>● Where necessary mark social distancing guides at collection and pick up points to help parents identify correct spacing</li> <li>● Remove all seating in reception areas</li> <li>● Stagger start and finish times to reduce number of parents and pupils at entrance at any one time</li> <li>● Circulation around site to be reduced to the minimum. Pupils and teaching staff to remain in allocated classroom/areas wherever possible</li> <li>● Zone year groups and/or classes within</li> </ul>		<p>Place sign at site entrance/s reminding visitors of social distancing requirements and (except for staff and parents dropping off or collecting pupils) not to enter the school site without approval. Provide contact number for queries.</p> <p><b>Arrival and finish times are published:</b>  <a href="https://www.thewellsacademy.org/_site/data/files/documents/C3D741C5B8BCADA43C14DB25610A5716.pdf">https://www.thewellsacademy.org/_site/data/files/documents/C3D741C5B8BCADA43C14DB25610A5716.pdf</a></p> <p>On departure they <b>MUST</b> leave the site immediately (not congregate near the entrance/exit waiting for friends) and make their way home directly via their chosen method of transportation.</p> <p>Keep all gates locked during school hours</p> <p>Keep all entrance doors secured but ensure they can be opened in an emergency i.e. by automatic release, push pad/bar or thumb turn. Under no circumstances should doors be locked with a key, digital lock etc. whilst the school is occupied</p> <p>Approved visitors to remain outside or in reception area if weather is inclement. Ensure social distancing at all times. <b>Visitors to wear face coverings on entry to the reception area. Signage is in place to clarify this.</b></p> <p>Deliveries – ensure social distancing guidance is adhered to. For example, delivery personnel buzz intercom, leave package in sight, and step back. There should be no expectation for the need to sign paperwork.</p> <p>Minimum of 1m in all directions between pupils where possible</p>	



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	<p>specific dedicated areas in the academy</p> <ul style="list-style-type: none"> <li>• In Secondaries to reduce the movement of pupils around the buildings staff should move to classrooms wherever possible. Where lessons take place in specialist rooms e.g. labs, workshops the curriculum should be arranged so that only one year group bubble is moving at any one time</li> <li>• Pupils should be seated side by side and facing forwards, rather than face to face or side on</li> <li>• Access and egress from classrooms should be through the classroom's external exit (where fitted)</li> <li>• Activities should take place outdoors as much as possible</li> <li>• Visits to toilets by pupils should be controlled within bubbles to maintain social distancing</li> <li>• Move unnecessary furniture out of classrooms e.g. soft furnishings, clutter and any surplus tables, chairs etc. and place in storage. In early years soft toys, mats etc., are permissible provided they are cleaned before use, are not shared between bubbles and</li> </ul>		<p>Adults should maintain 2 metre distance from each other, and from pupils</p> <p>Staff in secondary schools should maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible</p> <p>Maintain distancing when moving through the building or when outdoors</p> <p>Minimum allowance for staff work stations is 4m<sup>2</sup></p> <p>Keep rooms well ventilated and open windows as much as possible</p> <p>To reduce the need to touch them, internal doors, (apart from those giving access to out of bounds areas) should be kept open. Where required fire doors should be held open with an approved device that closes the door automatically on activation of the fire alarm. If in doubt site staff or H&amp;S Contacts can advise on whether a door is a fire door <b><u>NB it is a criminal offence to wedge open a fire door</u></b></p> <p>Many PE activities will be permissible but there may be additional controls in place to minimise contact etc. DBA/MCO will liaise with The Senior Adviser – Academic Resilience as required.</p> <p>PE sessions will be conducted outside as much as possible – weather dependent. PE and performing arts curriculums have been adapted to ensure social distancing.</p> <p>See PE risk assessments for indoor and outdoor</p>	

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	<p>are on a programme of regular cleaning</p> <ul style="list-style-type: none"> <li>Remove wall or ceiling hangings and displays on floors and limit other displays to notice boards to enable effective and thorough cleaning</li> <li>Principals should put in place walk on the left in single file arrangements, if people (staff or pupils) have to move between rooms/around the site.</li> <li>Schools with circulatory system e.g. buildings arranged around a central courtyard should put in place a one way system (NB the one way system does not apply in an emergency evacuation)</li> <li>Adhere to Government guidelines <a href="#">here</a></li> </ul>		<p>activities, use of changing rooms and traffic routes for different bubbles from their zones to PE.</p>	
<p>Person exhibits signs of having coronavirus (CV19) infection i.e.</p> <ul style="list-style-type: none"> <li>new, continuous cough</li> <li>high temperature</li> <li>loss of taste and/or</li> <li>loss of smell</li> </ul>	<p>Follow Government guidance:</p> <ul style="list-style-type: none"> <li>If anyone becomes unwell with either a new, continuous cough, high temperature, loss of taste or smell in an education setting they should be sent home and advised to follow Government guidance <a href="#">here</a></li> <li>Maintain social distancing unless the person requires immediate help to prevent injury</li> <li>Staff assisting the pupil or member of staff to follow First Aid guidance regarding PPE <a href="#">here</a></li> </ul>	<p>✓</p>	<p>Management of persons who have symptoms of CV19:</p> <p>If a pupil is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Staff should be mindful of individual pupils' s needs – for example it would not be appropriate for younger pupils to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, ensure that social distancing is maintained see guidance. <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>	<p>Low</p>

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			<p><u>Year 7 base:</u> C52 and C53 to be used. The 'library and old base' on C floor if required.</p> <p><u>Main school:</u> D18 and E2.</p> <p>A staff member will remain in attendance until a parent arrives to collect. The staff member will remain outside of the medical room at a 2m distance to maintain reassurance to the pupil whilst waiting.</p> <p>The toilets adjacent to the medical rooms will be available for any pupil potentially suffering symptoms of COVID-19.</p> <p>Staff who cannot go home immediately e.g. because they are waiting for a lift, should isolate themselves near reception in the medical rooms. They must make reception aware.</p> <p>If a potentially infected person needs to go to the toilet while waiting to be collected, they should use a separate toilet.</p> <p>Any areas used by the potentially infected person e.g. toilets, temporary isolation room, should be isolated and secured after use and left for 72 hours before cleaning (following Government and Trust guidance, RAs, SSWs etc.).</p> <p>If the infected person needs clinical advice, they (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or</p>	

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			<p>their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who is potentially infected, they must wash their hands thoroughly for 20 seconds immediately after any contact with the person or contact with anything the person has touched. They do not need to go home unless they develop symptom themselves</p> <p>It may not be necessary to close educational settings, but Principals must contact the Trust Business Continuity Team immediately before making any decision to stay open.</p> <p>If there is an urgent public health action to take, the educational setting will be contacted by the local Public Health England (PHE) Health Protection Team who will undertake a risk assessment and advise on any actions or precautions that should be taken.</p>	
Pupil/adult becomes unwell (not CV19) or injured	<ul style="list-style-type: none"> <li>Administer First Aid observing precautions detailed elsewhere regarding PPE</li> </ul>	✓	<p>If a pupil needs to go home their parent/carer should be contacted. Arrangements should be made to allow them on site to collect their pupil (meet at the main gate, allow car down drive if required, e.g. access for disabled students).</p> <p>If an adult requires assistance to get home e.g., they are not fit to drive, walk etc. they should be asked if there is a family member who can pick them up and then suitable arrangements made.</p> <p>If an adult cannot be collected a colleague may take them home providing, they and the unwell/injured adult</p>	Low

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First Aiders exposed to virus	<ul style="list-style-type: none"> <li>Follow Government guidance <a href="#">here</a></li> </ul>	✓	<p>wear suitable face masks whilst in proximity</p> <p>Ensure suitable and enough PPE is available and that all First Aiders have been trained to use it</p> <p>As a minimum disposable gloves and fluid repellent surgical face mask is recommended and, if available, disposable plastic apron and disposable eye protection (such as face visor or goggles) should be worn.</p> <p>Use defibrillator or CPR if dealing with cardiac arrest. Do not use mouth to mouth.</p> <p>Wash hands thoroughly with soap and water before putting on and after taking off PPE, following relevant SSWs (see list at end of this RA and H&amp;S SharePoint site).</p>	Low
<b>Curriculum and Pupils</b>				
Specific curriculum risks e.g. music, drama, PE	<ul style="list-style-type: none"> <li>Certain activities e.g. music, PE, dance and drama present additional risks</li> <li>Contact sports e.g. rugby, should be avoided</li> <li>Singing, chanting, playing wind or brass instruments or shouting increases the risk ensure this is minimised by physical distancing, small groups and conducting lessons outside where possible</li> <li>Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or school</li> </ul>	✓	<p>Principals should follow the guidance provided by the Senior Adviser – Academic Resilience with regards to PE</p> <p>Pupils should remain in their bubbles and any equipment thoroughly cleaned between each use by different individual groups</p> <p>Outdoor sports and activities should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. <a href="#">See PE RA for indoor and outdoor activities and use of changing rooms.</a></p> <p>Ensure the music curriculum is amended to allow students to work safely.</p>	Low

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	assemblies.		Drama will not be taught at the academy whilst these measures are in place. Dance will be taught in the dance studio and has been timetabled to ensure the occasions when the space is used by multiple bubbles is minimised to allow for appropriate cleaning to take place.	
Academy staff bring their own pupils into school	<ul style="list-style-type: none"> <li>No pupils of staff allowed on site</li> </ul>	✓		Low
Insufficient staff to pupil ratio	<ul style="list-style-type: none"> <li>Staffing levels should be appropriate for the planned activity and in line with any other risk assessments regarding e.g. additional support for individual pupils</li> <li>Reviewed daily</li> </ul>	✓	At least one teacher for each class group Principal or Senior Leader to review requirements and amend if required	Low
Inadequate First Aid Provision (staff and/or supplies)	<ul style="list-style-type: none"> <li>One First Aider per 50 people or part thereof i.e. staff/pupils on site.</li> <li>Sufficient stocks of first aid supplies (including back up supplies if required)</li> </ul>	✓	It may be possible to obtain additional supplies from other Trust sites if unable to obtain from usual suppliers. Contact Central Team if unable to contact academies	Low
Insufficient staff for vulnerable pupils	<ul style="list-style-type: none"> <li>Match staffing appropriately</li> </ul>	✓	Ensure that ratios are increased if a care plan or other document indicates that a pupil needs additional support. Discussion will be held with parents, members of staff and SENDCo with regard to additional needs support.	Low
No arrangements in place for pupils with specific medical needs	<ul style="list-style-type: none"> <li>Data sheet for each pupil with specific needs - sign all medication in and out</li> <li>Ensure all medication administered is recorded with 2 staff present following</li> </ul>	✓	Ensure data sheets are provided for all pupils Ensure sufficient staff in place to manage administration of medicine Ensure First Aider ratio is compliant (including paediatric	Low



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	standard Trust guidance <ul style="list-style-type: none"> <li>• First aider is on site</li> </ul>		First Aiders for under 8s)  Pupil specific medical needs Epipens, inhalers etc. in place including emergency item if pupil has forgotten to bring theirs  Emergency supplies are accessed through the relevant pastoral teams.  Where a pupil needs intimate care e.g. changing, the academy must consult with the specialist health professional dealing with the pupil for advice on PPE before readmitting the pupil to school	
No or insufficient emergency contacts for pupils	<ul style="list-style-type: none"> <li>• Verify details on pupil's first day back at school (details may have changed over the lockdown period)</li> <li>• Explain to contact that a call from the school may come from a school mobile or landline so that the contact answers call</li> </ul>	✓	Ensure at least three emergency contacts are provided  Ensure alternative methods of communication are available e.g. mobile, landline, email  Administrators will contact all parents to collect the information required.	Low
<b>Pupils with Additional Needs</b>				
Pupils with additional needs attending mainstream provision	<ul style="list-style-type: none"> <li>• Any pupils with conditions which require their parent to bring them into the classroom should be given an alternative start and collection time to ensure that there is one to one support as they enter the school site</li> <li>• Pupils who would require additional support when in school will include pupils with:</li> </ul>	✓	<p><b><u>Unless specifically approved by the Principal no parents are to be allowed within buildings until such time as the Trust gives approval.</u></b> The exceptions are pupils with special physical needs e.g. mobility, visual impairment where they will need one to one support to get to the classroom. In these instances, a parent and if necessary, siblings will be allowed to take the pupil to a designated point for handover. The parent and sibling must not enter the school buildings unless specifically authorised by the Principal. Social distancing in line with</p>	Low

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	<ul style="list-style-type: none"> <li>○ <b>Restricted Mobility</b> – who make use of specialist equipment e.g. wheelchair, frame, rollator etc.</li> <li>○ <b>Visual Impairment</b> – which may make it difficult for them to adapt quickly to unfamiliar surroundings or procedures e.g. new classroom layout, revised ways of entering or leaving a room, building etc.</li> <li>○ <b>Special Educational Needs</b> – arrangements should be made on a case by case basis for pupils with emotional disabilities. Particular attention should be paid to the impact that any rearranging of furniture, routine etc. may have on the pupil and how this can be addressed e.g. social stories, shorter school day etc.</li> </ul>		<p>current guidance must always be observed</p> <p>Specialist equipment that pupils take home with them each day e.g. wheelchairs must be wiped down with a sanitising wipe or spray (containing at least 60% alcohol by volume) prior to initially entering the building and before leaving the building and handing over to the parent at the end of the school day. If the pupil remains in the chair all day then, to reduce the need for the pupil to transfer, staff should only sanitise those surfaces that can be easily cleaned without them getting out of the chair. If the pupil is still in the chair sanitising sprays must not be used, suitable wipes should be used instead. NB any contaminants e.g. grease, dirt etc. must be removed with detergent and water and dried prior to using a sanitiser</p> <p><b>NB</b> As pupils with physical or emotional disabilities may require one to one and/or intimate care attention should be paid to reducing contact, ensuring hands are cleaned regularly and avoid touching faces especially mouth, nose or eyes. Principals should consider whether the wearing of masks by staff is appropriate being conscious of the impact this may have on pupils. The clinical lead for the pupil should be asked for details of any additional PPE requirements as a result of COVID-19; Principals should ensure that individual pupil RAs are amended to reflect any additional requirements and that all staff affected by the revision are made aware</p> <p>Wherever possible pupils who cannot climb stairs unaided should be taught in a ground floor room. If this is not possible a lift must be used. Only one person</p>	

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			should be in the lift at any one time. If the student requires assistance in the lift, all parties must sanitise hands before and after use and apply a face covering if they are able to. If the student cannot wear a mask, then the member of staff should also wear a shield.	
Catering				
Provision and consumption of meals by staff and pupils	<ul style="list-style-type: none"> <li>Academies may choose to provide either hot or cold meals. Specific controls are detailed below</li> </ul>	✓	<p>Principals must ensure that they confirm arrangements prior to any changes and only after discussion and confirmation by the Trust Catering Team.</p> <p>Principals must provide at least five working days' notice if they wish to change arrangements i.e. switch from hot to cold and vice versa.</p> <p>Year group bubbles will access the canteens for hot and cold options (in agreement with the catering team) via staggered lunch breaks. Cleaning between bubbles using the canteen is in place. Canteens are set up for social distancing. Years 8 and 11 can eat in the main hall and year 7 in the year 7 base in the breakout classrooms.</p> <p>With hot food now being offered, students will be required to eat this in</p>	Low
Cold meals served in classroom	<ul style="list-style-type: none"> <li>The controls below apply to cold meals served in classrooms. Cold meals provided in dining halls as part of an overall food service are covered in the hot meal controls</li> <li>To reduce the risk of larger gatherings and the amount of cleaning required,</li> </ul>	✓	<p>Year 7s eat their lunch in the year 7 break out areas. All waste, including wrappings etc, should be placed in a plastic waste disposal bag and collected by MDSA for disposal. Tables should be sanitised before and after use.</p> <p>Cashless payment systems are in place for use in the canteen.</p>	Low

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	<p>Principals may opt to continue with a packed lunch option for all pupils, served in the classroom where the pupils are being taught and not in dining halls</p> <ul style="list-style-type: none"> <li>Cash will not be used on any Academy sites.</li> <li>Additional operational guidance is available.</li> </ul>			
Hot and/or cold meals served in dining room	<ul style="list-style-type: none"> <li>Where academies choose to provide a full meal service, this service will be delivered in the academy's usual dining area/s</li> <li>The catering team in the academy must be given at least five working days' notice of any changes to arrangements e.g. more pupils taking school meals in the dining area</li> <li>Dining halls should be organised to allow for 1m distancing between pupils wherever possible. 2m distancing should be maintained for adults</li> </ul>	✓	<p>Year group bubbles will take meals at separate sittings.</p> <p>Years 8 and 11 can eat in the hall and year 7 in the year 7 base in the breakout classrooms. All other year groups will eat in the dining room at staggered times.</p> <p>Queueing for meals will be socially distanced with at least 1m between pupils and 2m between adults</p> <p>Cleaning will occur between sessions.</p>	Low
Staff eating arrangements	<ul style="list-style-type: none"> <li>Staff should bring their own food. Where facilities exist staff will also be able to order lunch at their academy using cashless systems</li> </ul>	✓	<p>Staff who purchase a meal from the academy should eat their meal in appropriate agreed spaces ensuring social distancing can be maintained. This can be in the canteen.</p> <p>The staff rooms will be available for use, they will have a maximum occupancy sign based upon their size and an</p>	Low

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			<p>appropriate number of seats available.</p> <p>They will be set out so staff can remain at 2m distances from each other and can have access to welfare facilities such as tea and coffee making equipment, fridges and microwaves etc.</p> <p>Whilst it is understood that staff will need a space for their PPA time while they are not teaching (and that there are likely to be very few free classrooms at this time) staff need to considerate of others who may need to use the space for a welfare break, particularly at break and lunch times, so that everyone is able to utilise the facilities. We will identify as many possible staff workspaces as possible on both sites. Staff will be signposted to these areas on 2/9/20 INSET.</p> <p>Staff will need to bring their own cutlery and crockery including mugs and take home each day to be washed.</p> <p>Staff should not leave their belongings on the chairs in the staff rooms.</p>	
Site: use of rooms, site maintenance, cleaning, visitors etc.				
Out of bounds areas	<p>With the exception of the areas mentioned below there are no specific out of bounds areas with regards to COVID-19 controls. However, to minimise cleaning requirements the following areas should be locked with entry restricted to site staff for maintenance purposes.</p> <ul style="list-style-type: none"> <li>Unused classrooms i.e. classrooms not being used for teaching or as</li> </ul>	✓	<p>There will be no facilities for heating or refrigerating food, staff must bring their own thermos/ insulated bag.</p> <p>Any classroom or other room designated as temporary staff work areas must be reconfigured to DfE guidelines for adult social distancing guidelines i.e. 4m<sup>2</sup> per person with a minimum of 2m space between work stations in all directions</p> <p>Restricted areas and other unused rooms must always</p>	Low

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	<p>temporary staffrooms/work areas</p> <p>Unused rooms must be cleaned before being brought back into use</p> <p>The following areas will be out of bounds to all staff until further guidance is provided by the DfE:</p> <ul style="list-style-type: none"> <li>Swimming pools</li> </ul>		<p>remain locked, unless they provide a designated alternative escape route from another room/area</p> <p>It is not envisaged that unused areas will require cleaning until they are brought back into use. Therefore, once these areas have been deep cleaned, they will be out of bounds to everybody apart from site staff and the Principal (for purposes of inspection). Any items that are needed for teaching or other purposes should be removed from unused rooms before they are locked down.</p> <p>In the year 7 base, E floor will remain out of use.</p> <p>D72 restricted to AP and D18 restricted to technical staff.</p>	
Classroom and staff resources	<ul style="list-style-type: none"> <li>Resources, which must be touched e.g. pens, pencils, crayons, computers, keyboards, input devices, screens, toys, etc. should only be shared within the bubble</li> <li>Wherever possible pupils should bring equipment with them e.g. pens, pencils</li> </ul>	✓	<p>Where it is necessary to share resources between bubbles these must be sanitised before being used by another bubble and/or another member of staff.</p> <p>There are separate sets of calculators for each year group and the laptops are timetabled to allow for them to be sanitised.</p> <p>Specialist rooms that require cross bubble use will be cleaned between uses. Art rooms, IT rooms, the dance studio and sports halls (and PE changing rooms) are timetabled, and the schedule has been communicated to the cleaning team. The cleans are logged and staff must check that the room has been cleaned before entering with a different bubble. (e.g. C10 is in year 8 bubble).</p> <p>Science practical will not resume until the new year.</p> <p>Parents and students have been advised on the equipment required. Spare basic equipment is available</p>	Low



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Premises cleaning regime	<ul style="list-style-type: none"> <li>Regular cleaning throughout the day of frequently touched surfaces</li> <li>Thorough daily clean - in line with guidance</li> <li>Disinfect if required</li> <li>Follow Government guidance <a href="#">here</a></li> </ul>	✓	<p>within bubbles for students.</p> <p>Adhere to Government guidance and Trust Guidance &amp; Information Sheets, Risk Assessments and Safe System of Work.</p> <p>To remove any virus that may be present the following frequently touched surfaces should be cleaned regularly throughout the day: door handles, handrails, table tops, play equipment and toys, toilets e.g. taps, handles, WC flush and seat (where fitted). A product that complies with EN14476 should be used. If this is not available any product that kills coronavirus can be substituted. Suitable PPE must be worn when using cleaning/sanitising products and the COSHH Risk Assessment for the product must be followed. NB unless a product is a combined cleaner and sanitiser all surfaces must be cleaned (to remove dirt, grease etc.) before sanitising.</p>	Low
Equipment and resources cleaning	<ul style="list-style-type: none"> <li>Ensure equipment that is regularly touched e.g. key boards, mouse or other input device, mobile phones etc. are sanitised daily</li> <li>Clean and sanitise frequently (at least daily) item e.g. toys, play equipment etc. used by pupils</li> <li>Touch points on other fittings e.g. handrails, handles, push plates should be cleaned regularly</li> </ul>	✓	<p>Item should be cleaned daily and/or before and after being shared with another bubble</p> <p>Use appropriate sanitisers and ensure supplies are available for staff to use.</p> <p>Sanitiser is widely available within the Academy; all rooms have some.</p> <p>Unless otherwise specified by the manufacturer the following cleaning regimes should be followed:</p> <p><b>Hard toys.</b> Hard toys that are difficult to clean e.g. item with intricate parts should be taken out of use. Other hard toys should be cleaned in a dishwasher or by immersing</p>	Low

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			<p>in a solution of sterilising fluid suitable for use with items used by pupils e.g. Milton® then left to air dry. Hard toys with batteries or mechanisms that would be damaged by immersion should be wiped with a sanitising wipe</p> <p><b>Soft toys must be taken out of use.</b> They should then be cleaned in washing machines or as otherwise specified by the manufacturer. The temperature should be set at 60°C. If it is not possible to wash the item at a high temperature e.g. because of manufacturer's instructions a proprietary additive e.g. Dettol® Laundry Cleanser may be added. Washed items once dry should be bagged up, marked as 'do not use' and put in locked storage</p>	
Pupil registration/ end of day arrangements	<ul style="list-style-type: none"> <li>• Sign in/out procedure in place. Contactless on touch screen systems</li> <li>• Named adults to collection pupil/s outside of building at end of day</li> </ul>	✓	<p>Ensure that all people on site (staff, pupils and visitors) are recorded</p> <p>Contactless sign in for staff using Inventory system. Reception to sign in any visitors.</p> <p>Ensure records are filed and kept securely (may be required by PHE in the event of somebody who entered the school (staff, pupil or visitor) developing CV19</p>	Low
Fire evacuation and emergency lockdown procedures	<ul style="list-style-type: none"> <li>• Review evacuation plan and update if some parts of the building are out of use</li> <li>• Ensure that at least two routes of escape are available once people have entered a protected escape route e.g. staircase, corridor. <b>If two routes aren't available the Trust H&amp;S</b></li> </ul>	✓	<p>Site staff to ensure that all emergency exits in occupied areas are unlocked before staff and pupils enter site</p> <p>Fire safety induction for any new staff on their first day to confirm evacuation arrangements including escape routes (and alternatives), emergency exits, assembly points etc.</p> <p>Drill at the start of each term. Multi storey buildings should consider location of bubbles to ensure wherever</p>	Low

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	<p><b>Manager <u>must</u> be contacted before the building is occupied</b></p> <ul style="list-style-type: none"> <li>Rehearse fire evacuation / lockdown procedures with staff and pupils</li> <li>Identify responsible person(s) in case of fire</li> <li>Consider arrangements for disabled people including cognitive disability in event of an evacuation. Use PEEP (Personal Emergency Evacuation Plan) for people who are at their usual site. For all others use the academy GEEP (Generic Emergency Evacuation Plan)</li> <li>Ensure register of all people on site (staff, pupils and visitors) is available at all times to staff in charge of evacuation</li> </ul>		<p>possible social distancing during evacuation.</p> <p>Principal to review and if necessary amend Emergency Evacuation Plan (EEP) details if there are any changes to procedures and/or key roles. Key roles are:</p> <p>Assembly Point Control Officer</p> <p>Wardens</p> <p>Fire Panel monitoring (including identifying location of fire)</p> <p>In multi storey buildings if upper storeys are being used there must always be sufficient trained EVAC chair operators when people who might require a chair are on site</p> <p>Ensure any external contractors are informed of emergency evacuation procedures and action to take should the alarm sound</p> <p>Social distancing must be maintained once people are a safe distance from the buildings</p>	
Statutory Compliance checks	<ul style="list-style-type: none"> <li>Ensure all checks are up to date before building is brought back into use</li> </ul>	✓	Contact Estates Team for advice if any checks are overdue and before opening the academy to staff and pupils	Low
Peripatetic staff e.g. IT team, Education Team, Operations	<ul style="list-style-type: none"> <li>Wherever possible all visits should be cancelled and carried out using Teams. The only exceptions are where work must be carried out on equipment e.g. network infrastructure, individual item (PCs, laptops, tablets etc.) or essential health and safety visits</li> </ul>	✓	<p>Other peripatetic staff must obtain an email authorisation from their Director before attending any site</p> <p>See section on cleaning equipment where item e.g. laptops must be handled</p> <p>Where arrangements are already in place for staff to work across an academy e.g. academies with multiple</p>	Low

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	<ul style="list-style-type: none"> <li>Peripatetic staff must always liaise with the academy by email and follow site specific arrangements</li> </ul>		<p>sites, Principals should consider how these can be reduced for teaching staff or restricted to out of the normal school day for other staff</p> <p>Managers to have arrangements in hand to ensure that all peripatetic staff have seen and understood the site specific COVID arrangements prior to going onto another site</p>	
<p>Supply staff and temporary staff e.g. support staff working on a supply basis, sports coaches, those delivering before and after school activities etc.</p>	<ul style="list-style-type: none"> <li>Academies should try to avoid the use of supply staff but where this is unavoidable, to minimise the numbers of temporary staff entering the school premises, academies should try to arrange longer assignments with supply teachers and agree a minimum number of hours across the academic year</li> </ul>	✓	<p>Managers to ensure that all supply and temporary staff have seen all relevant risk assessments and signed to acknowledge them (either manually or electronically)</p> <p>Some supply staff are being employed from 1<sup>st</sup> September and attending training.</p> <p>Additional supply staff will not be used unless emergency.</p> <p>Compliance will be monitored by line manager.</p> <p>Temporary or agency staff who will be on site for more than a week will be required to log onto SMARTLOG and complete the COVID module and complete the MS form.</p>	
<p>Contractors on site</p>	<ul style="list-style-type: none"> <li>Briefing and escorting of contractors</li> <li>Contractor DBS in place</li> </ul>	✓	<p>Ensure social distancing followed when meeting contractors and any other interactions e.g. checking work, signing off Permits to Work etc.</p> <p>Wherever possible restrict attendance by contractors to outside of the school day when pupils are not on site</p> <p>In an emergency it may not be necessary for a contractor to visit during school day. Where this is the case ensure social distancing is complied with</p>	Low

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Are there any other foreseeable hazards associated with dealing with bodily fluids	<u>List any additional control measures:</u>			

**Reference Documents**

COVID-19 Guidance for Schools and Other Educational Settings  
<https://www.gov.uk/Government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  
<https://www.gov.uk/Government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

COVID-19 Guidance on Extra Mental Health support for pupils and teachers  
<https://www.gov.uk/Government/news/extra-mental-health-support-for-pupils-and-teachers>  
<https://www.educationsupport.org.uk/>  
<https://covid.minded.org.uk/>

COVID -19 Workload Reduction  
<https://www.gov.uk/guidance/school-workload-reduction-toolkit>  
<https://www.gov.uk/Government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19>

COVID-19 Guidance on Social Distancing  
<https://www.gov.uk/Government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>  
<https://www.gov.uk/government/publications/safe-working-in-education-pupilcare-and-pupilss-social-care/safe-working-in-education-pupilcare-and-pupilss-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/safe-working-in-education-pupilcare-and-pupilss-social-care>

COVID-19 Guidance on Staying at Home

<https://www.gov.uk/Government/publications/covid-19-stay-at-home-guidance>

<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>

COVID-19 Guidance for First Responders. NB this guidance gives advice, which is applicable to First Aiders

<https://www.gov.uk/Government/publications/novel-CV19-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

- GAT Health and Safety Hub
  - GI 09 Stress – Assessment and Management
  - GI 09 Stress Flow Charts
  - GI 13 Slips and Trips
  - GI 16 New and Expectant Mothers
  - GI 19 COVID-19 – Deep Cleaning
  - GI 19.1 COVID-19 – Site Management Essentials
  - GI 19.2 COVID-19 – Reopening Academies
  - GI 19.3 COVID-19 – Cleaning Toys
  - GI 33 First Aid Provision
  - GI 51 Procedure for dealing with and disposal of Bodily Fluids
  - GI 74 Finger Traps
  - GI 85 Pregnant Academy Girls
  - Risk Assessments
    - RA Individual – Stress Action Plan
    - RA Team – Stress Risk Assessment
    - RA 13.1 Slips, Trips and Falls
    - RA 19.2 At Risk People
    - RA 19.3 Deep Cleaning
    - RA 33.1 First Aid Provision
    - RA Classroom Activities in Primary Schools
    - RA New and Expectant Mothers
    - RA Pregnant School Girls
  - Safe System of Work
    - SSW 51.1 Dealing with Bodily Fluids
    - SSW 11.1 PPE – Using Gloves
    - SSW 11.2 PPE – Using a Face Mask
    - SSW 13.1 – Wet Dry Mopping

Managing Behaviour



<a href="https://www.gov.uk/Government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/Government/publications/behaviour-and-discipline-in-schools</a> Estates guidance <a href="https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown">https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</a> <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> Catering guidance <a href="https://www.gov.uk/Government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/Government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a>		
<b>ASSESSED BY (Print name)</b> Sarah Ogburn	<b>SIGNED</b>	<b>DATE</b> 03/03/21
<b>LINE MANAGER</b> Marcus Shepherd	<b>SIGNED</b>	<b>REVIEW DATE</b> As directed by Trust.
<b>Reviewed by</b>	<b>SIGNED</b>	<b>Review date</b>

**All staff carrying out any of the tasks covered by this RA to sign to acknowledge receipt of this document.**

If staff have any queries regarding this Risk Assessment (RA) and/or any associated documents e.g. Guidance & Information sheets (GIs), Safe System of Work (SSWs) they should raise these with their line manager **prior to undertaking any task covered by this RA**

Name	Date	Signature	Name	Date	Signature

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Specimen