

## COVID-19: Operational Risk Assessment for Academy Reopening

[Education and Childcare during Coronavirus: Guidance for full opening](#)

<b>Assessment conducted by:</b>	Jacob Bond	<b>Job title:</b>	Operations Manager	<b>Covered by this assessment:</b>	Staff, students, contractors, visitors, volunteers
<b>Date of assessment:</b>	08/01/2020	<b>Review interval:</b>	Ongoing – subject to updated guidance from the government, local authority and trust.	<b>Date of next review:</b>	Ongoing – subject to updated guidance from the government, local authority and trust.

Related documents	
<b>Trust/Local Authority documents:</b>	<p><a href="#">Guidance for Schools coronavirus COVID-19</a></p> <p><a href="#">Actions for Schools during the coronavirus outbreak</a></p> <p><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><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></p> <p><a href="https://www.gov.uk/government/publications/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education</a></p>

### Risk matrix

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

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>1. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>1.1 Students with underlying health issues</b>					
<p>Students with underlying health issues or those who have been required to Shield are not identified and so measures have not been put in place to protect them</p>		<ul style="list-style-type: none"> <li>• Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>• Links to government guidance is readily available (e.g. on the Academy website)</li> <li>• The Academy, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>• The Academy has a regularly updated register of students with underlying health conditions.</li> <li>• Parents have been asked to make the Academy aware of students' underlying health conditions and the Academy has sought to ensure that the appropriate guidance has been acted upon.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>All <b>Clinically Extremely Vulnerable</b> students are required to follow health professional advice and must self-isolate if advised to do so (e.g. in Tier 4 areas and during National Lockdown) and not attend the Academy.</li> <li>Such students will remain at home and continue with home learning packs and additional resources appropriate to student level and interest. Enhanced supportive measures have been put in place including food parcels, additional resources and work packs, regular contact and distanced home visits.</li> <li>The vast majority of students will return to the Academy in line with government advice and continue with full-time educational provision.</li> <li>Where students, although no longer shielding, but remain under the care of a specialist health professional should discuss any return with their health professional.</li> <li>If children in these categories do have to attend the Academy, then an appropriate risk assessment will be in place. The risks will be discussed with parent/carers and social workers, where appropriate. Parent/carers will sign to say that they have had the guidance explained, that they understand it and that they are happy for their child to attend the Academy.</li> <li>Where a student is unable to attend their setting because they are complying with clinical or public health advice distance/ remote education is provided.</li> </ul>	YES		
<b>1.2 Staff with underlying health issues</b>					
<b>Staff with underlying health issues or those who have been required to shield are not identified and so measures have not been</b>		<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups or who have previously been shielding have been instructed to make their condition or circumstances known to the Academy HR Lead or Operations Manager. Records are kept of this and regularly updated.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
put in place to protect them		<ul style="list-style-type: none"> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP / consultant / midwife or current government advice.</li> <li>Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as <b>clinically vulnerable</b> and <b>Clinically Extremely Vulnerable</b>.</li> <li>All staff with underlying health conditions that put them at increased risk from COVID-19 are following the national guidance that has been issued. This includes shielding when they are notified by their GP or Healthcare professional that they need to do so. Staff who are Clinically Extremely Vulnerable are asked to follow the formal notification to shield (stay at home), particularly in Tier 4 areas and when in national Lockdown – due to the increased risk of infection.</li> </ul>			
		<ul style="list-style-type: none"> <li>An individual risk assessment will be completed for all staff attending on-site that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. Trust RA template should be used for this.</li> <li>Individual risk assessments are in place to ensure that any potential risks are identified, and measures put in place to minimise any risks.</li> <li>A pregnancy risk assessment is in place for any pregnant staff.</li> <li>If the risk assessment brings up any significant issues for pregnant staff who are not in the third trimester then the full range of options will be considered including working from home earlier than 28 weeks.</li> <li>Staff briefings / emails to remind staff that if they feel that they need to have an individual risk assessment to contact either the Academy HR Lead, Principal or Operations Manager to discuss individual circumstances.</li> </ul>	YES		

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		<ul style="list-style-type: none"> <li>• Staff to have by email the latest government guidance re. the Academy return to full opening (links can be found above).</li> <li>• The vast majority of staff should be able to continue to attend work at the Academy with some requiring additional measures which will be detailed in the RA.</li> <li>• Any staff member who needs to continue to work from home following RA is contacted fortnightly by Line Managers to ensure that they are safe and if we can offer an additional support.</li> <li>• Staff members who need to continue to shield have appropriate work to complete from home.</li> <li>• Support will be provided by Occupational Health as appropriate.</li> <li>• Dialogue is held with Professional Associations/Trade Unions on the Academy's approach to staff returning to work.</li> </ul>			
		<ul style="list-style-type: none"> <li>• All employees who live with a person who is <b>Clinically Extremely Vulnerable</b> will be able to have an individual risk assessment completed so that an appropriate work programme can be planned and prepared and supportive strategies and measures identified and detailed in the RA. Please contact the Academy HR Lead or Operations Manager to arrange.</li> <li>• Staff members who need to remain working from home as a result of the RA have been given appropriate tasks to be completed whilst working from home to support the Academy. They will be contacted regularly by Line Managers. Appropriate support will be provided by Occupational Health as appropriate.</li> </ul>	YES		
		<ul style="list-style-type: none"> <li>• We regularly contact / keep in touch with colleagues who are self- isolating / working from home and monitor / support both their Physical and Mental Health &amp; Wellbeing.</li> <li>• Staff have also established informal welfare activities and keep in touch with colleagues through departmental teams</li> <li>• We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>Staff working on site have the opportunity to speak with Line managers or a member of SLT during their working day if needed.</li> </ul>			
		<ul style="list-style-type: none"> <li>If employees, themselves or persons within their household have COVID-19 symptoms, they should not attend the Academy.</li> <li>Staff who experience symptoms as above whilst at work should go home as soon as possible and should <a href="#">arrange to have a test</a>.</li> <li>Once test results are received the staff member should notify an appropriate Line Manager at the Academy so appropriate follow up action can be taken.</li> <li>Reminders at staff briefing (socially distanced or virtual) and advice when needed on how to access testing.</li> </ul>	YES		
<b>2. Enhancing mental health support for students and staff</b>					
<b>2.1 Mental health concerns – students</b>					
<b>Students' mental health has been adversely affected during the period that the Academy has been closed and by the COVID-19 crisis in general</b>		<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support students with mental health issues.</li> <li>There is access to designated staff for all students who wish to talk to someone about wellbeing / mental health.</li> <li>Wellbeing / mental health is discussed regularly in PSHE / virtual assemblies / student briefings (stories/toy characters are used for some students to help talk about feelings).</li> <li>Resources / websites to support the mental health of students are provided.</li> <li>Additional external support and counsellors working on-site and remotely re available for targeted students on referral. Please contact the Wellbeing Lead for more information.</li> </ul>	YES		
<b>2.2 Mental health concerns – staff</b>					

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<p><b>The mental health of staff has been adversely affected during the period that the Academy has been closed and by the COVID-19 crisis in general</b></p>		<ul style="list-style-type: none"> <li>• Staff are encouraged to focus on their wellbeing.</li> <li>• Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>• Staff briefings and training have included content on wellbeing.</li> <li>• Staff have been signposted to useful websites and resources.</li> <li>• Staff have been asked to work to support the mental well-being of each other and to notify Line Managers of colleagues they may believe are in need of additional support.</li> <li>• Staff have been provided with regular reminders about the support provided through our BUPA healthcare programme or local authority Employee Assistance Programme.</li> <li>• The Trust has a document which is used to signpost staff to any additional support and / or services that they might need. All SLT and the Academy HR lead have copies of the document to use for reference during welfare calls.</li> </ul>	YES		
<p><b>Working from home can adversely affect mental health</b></p>		<ul style="list-style-type: none"> <li>• Where necessary the Academy will provide an Academy laptop / additional equipment for staff members to use from home to enable them to complete home working requirements.</li> <li>• Laptops / Equipment will be returned to the Academy when the staff member returns to on-site working.</li> <li>• All staff have remote access to the Academy system to ensure that they are able to access all relevant information and resources.</li> <li>• Staff are asked to read the Trust Work-life balance policy which gives guidance on home working and health and safety when working from home and to discuss the risk assessment in the policy with their line manager.</li> <li>• Staff working from home due to self-isolation have regular catch-ups with line managers.</li> <li>• Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>• Appropriate work plans have been agreed with support provided where necessary.</li> <li>• Staff have been encouraged to identify specific equipment to help them working from home. This has been provided from the Academy where possible. If you have any specific requirements, please contact the Operations Manager.</li> <li>• Staff working from home may help provide remote learning for any students who need to stay at home.</li> </ul>			
<b>2.3 Bereavement support</b>					
<b>Students and staff are grieving because of loss of friends or family</b>		<ul style="list-style-type: none"> <li>• The Academy has access to trained staff who can deliver bereavement counselling and support on referral.</li> <li>• Support can be provided through our BUPA healthcare scheme.</li> <li>• Support is requested from other organisations when necessary.</li> </ul>	YES		
<b>3. Health and Safety arrangements to limit the spread of COVID-19</b>					
<b>3.1 Public Health England System Control Measures</b>					

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>• Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows:</li> </ul> <p><b>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the Academy</b></p> <p>The information below is included in the Academy’s reopening plan. This information is issued at staff and student briefings and in letters home to parents:</p> <ul style="list-style-type: none"> <li>• Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. Anyone in their household needs to self-isolate for 10 days (including siblings).</li> <li>• Any student or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible.</li> <li>• A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids.</li> <li>• If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else.</li> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people.</li> </ul>	YES		

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		<ul style="list-style-type: none"> <li>• Routinely taking the temperature of students is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19).</li> </ul> <p><b>2. Face Coverings</b></p> <ul style="list-style-type: none"> <li>• Current government guidance regarding the wearing of face masks is followed.</li> <li>• All adults wear a mask or face covering in communal areas (such as corridors and halls).</li> <li>• We are actively encouraging all staff to wear face coverings except when eating/drinking or teaching, for example in shared work areas and office spaces.</li> <li>• Adults and students are permitted to where face coverings in classrooms if they wish to.</li> <li>• Students in all secondary schools wear a face covering in communal areas.</li> </ul> <p><b>3. Clean hands thoroughly more often than usual</b></p> <ul style="list-style-type: none"> <li>• Handwashing / sanitising is scheduled into the Academy day. It takes place as a minimum: when students, staff or visitors enter the Academy; at break; before and after lunch; before leaving the Academy; whenever the toilet is used.</li> <li>• Handwashing routines are re-taught to students using suitable videos and other resources.</li> <li>• Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in the Academy.</li> </ul> <p><b>4. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</b></p>			

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		<ul style="list-style-type: none"> <li>• Posters are in place to remind students and staff about the approach and the importance of handwashing and displayed around the Academy, particularly by washbasins / toilets and at entry / exit points.</li> <li>• The location of bins around the Academy is checked on, and more are ordered if necessary.</li> <li>• A schedule for bins to be emptied / disinfected is in place and is adhered to.</li> <li>• Students using public transport are reminded of the need to wear face coverings/masks.</li> <li>• A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to students with COVID-19 symptoms) and for students who do not have a mask for use on public transport.</li> </ul> <p><b>5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</b></p> <ul style="list-style-type: none"> <li>• The cleaning contractor, in partnership with the Site Manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus.</li> <li>• The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met.</li> <li>• Stock checks and stock control are maintained.</li> </ul> <p><b>6. Minimise contact between individuals and maintain social distancing wherever possible</b></p> <ul style="list-style-type: none"> <li>• Arrangements are in place to limit the number of contacts between students and staff.</li> </ul>			

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		<ul style="list-style-type: none"> <li>• Individuals are encouraged to maintain recommended social distancing at all times.</li> <li>• Students are organised in year group bubbles (In many cases they may be further sub-divided into teaching bubbles for all or some of their lessons). In the Academy, year groups are kept separate from each other. We have designated entrances and stairwells for each year group, dining area and outdoor spaces.</li> <li>• Movement around the Academy by students is minimised. Bubbles are allocated home-bases and where possible taught in these classrooms.</li> <li>• Where it is necessary for students to be taught in specialist rooms – such as a science lab – then the space and equipment is thoroughly disinfected before a new bubble enters.</li> <li>• For each year group, basic equipment (such as pen/ pencil/ eraser/ ruler/ glue stick) that students routinely need is collated and kept in separate bags. These are made available to any student who does not have their own equipment. Each student keeps this bag of equipment for their own use.</li> <li>• Arrangements are in place to avoid touching students’ mobile phones are not allowed in our Academy in the event that a student needs a phone – for instance if they travel a distance to the Academy, they are instructed to keep their phone in their bag, switched off, throughout the day.</li> <li>• Specific lessons where practical equipment may need to be used, such as in science labs or design technology workshops - These specialist learning spaces are built into cleaning rotas to reduce risk of contamination by thorough cleaning between bubbles. Students are instructed to clean some resources with wipes at the end of lessons where resources / spaces will subsequently be used by another bubble.</li> </ul>			

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		<ul style="list-style-type: none"> <li>• Resources are boxed, including library books that are needed for particular classes, to avoid students using shared areas such as the Academy library.</li> <li>• The need for staff to take students' work away from the Academy is minimised. Students' self -assessment of work in books is undertaken where appropriate. Where possible work is completed and assessed online. Work done on paper that requires teacher input / feedback is retained in the Academy for 48 hours before being marked.</li> </ul> <p><b>7. Where necessary, wear appropriate personal protective equipment (PPE). The Academy continues to maintain and monitor stocks of PPE and has access to supplier lists.</b></p> <ul style="list-style-type: none"> <li>• Staff are supplied with PPE when supervising a student who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to students that involves the use of PPE.</li> <li>• Gloves and aprons are provided for cleaning staff.</li> <li>• Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case.</li> <li>• Stocks of PPE are regularly monitored and replenished.</li> <li>• Staff are referred to the trust PPE guidance document.</li> </ul> <p><b>8. Keeping Occupied spaces well ventilated</b></p> <p><b>Once the Academy is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including:</b></p> <ul style="list-style-type: none"> <li>• Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if</li> </ul>			

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		<p>possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p> <ul style="list-style-type: none"> <li>• Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> <li>• Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> <li>• Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</li> </ul> <p><b>9. Engage with the NHS Test and Trace process</b></p> <ul style="list-style-type: none"> <li>• Academy leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble.</li> </ul> <p><b>10. Manage confirmed cases of coronavirus (COVID-19) amongst the Academy community</b></p> <ul style="list-style-type: none"> <li>• Contact details for local Public Health England team and local authority health and safety team are readily to hand.</li> <li>• In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g. the Trust, the Local Authority, the DfE / Local Health Protection Team as required).</li> </ul>			

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		<ul style="list-style-type: none"> <li>• A spreadsheet is maintained to record all staff and students who are self-isolating who have tested positive. These spreadsheets are kept up to date.</li> <li>• Use is made of any template letters provided by Public Health England / local authority as directed locally.</li> <li>• The Toolkit for confirmed COVID-19 cases in the Academy, including the Action Plan, is followed for all confirmed cases.</li> <li>• Support and advice are sought from the Trust for any queries / complex cases. Further advice is sought from the Local Authority / DfE / PHE as required.</li> </ul> <p><b>11. Contain any outbreak by following local health protection team advice</b></p> <ul style="list-style-type: none"> <li>• Advice provided by the local health protection team is acted on immediately.</li> <li>• Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.</li> </ul>			
<b>3.2 Cleaning</b>					
<p><b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b></p>		<ul style="list-style-type: none"> <li>• An enhanced cleaning plan for cleaning staff / teams is agreed (with contracted agencies) and implemented which minimises the spread of infection throughout the Academy</li> <li>• Working hours for cleaning staff are increased to accommodate additional cleaning requirements.</li> </ul>	YES		

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		<ul style="list-style-type: none"> <li>• Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:               <ul style="list-style-type: none"> <li>○ Toilets</li> <li>○ Door Handles / Push Plates / Access Buttons</li> <li>○ Kitchen areas and associated equipment</li> <li>○ Water dispensers/ coolers</li> <li>○ Printers / Photocopiers</li> <li>○ Classroom tables and chairs</li> <li>○ Computer keyboards / mice</li> </ul> </li> <li>• Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).</li> <li>• Additional lidded bins and increased emptying / replacement are provided / in-place.</li> </ul>			
<b>3.3 Hygiene and handwashing</b>					
<p><b>Inadequate supplies of soap and hand sanitiser mean that students and staff do not wash their hands with sufficient frequency</b></p>		<ul style="list-style-type: none"> <li>• An audit of handwashing facilities and sanitiser dispensers has been undertaken and additional supplies are purchased as necessary.</li> <li>• Additional hand cleansing stations to be placed in key areas around the Academy (e.g. reception / dining area / key entry points)</li> <li>• Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>• Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.</li> </ul>			

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		<ul style="list-style-type: none"> <li>• Clear signage is in place at entrances to the building with instructions on where to go for hand washing – this is for all staff and students.</li> <li>• Main reception has hand sanitiser available as required.</li> <li>• All classrooms that are being used will be located near to handwashing / sanitising facilities and has hand sanitiser available at the entrance.</li> <li>• Sanitiser spray is available at staff toilets for sanitising frequently touched surfaces (handles, switches, and taps) before use.</li> <li>• All staff are reminded of these procedures in staff briefing / emails.</li> <li>• All cleaning equipment is checked by site staff every afternoon.</li> <li>• Admin staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.</li> <li>• All deliveries and post coming into the Academy will be stored in the main office. Office manager will coordinate the distribution of items.</li> <li>• Where possible deliveries and post will be left for 48 hours before being collected by relevant staff.</li> <li>• Where this is not possible, staff will dispose of wrapping in bin with a lid and wash hands immediately after opening.</li> </ul>			
<p><b>Students forget to wash their hands regularly / thoroughly and have poor hygiene routines.</b></p>		<ul style="list-style-type: none"> <li>• Staff induction / briefing includes the need to remind students of the need to wash their hands regularly and frequently.</li> <li>• All staff and students are encouraged to regularly wash their hands with soap and water, especially upon arrival at the Academy, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).</li> <li>• Posters around the Academy will reinforce the need to wash hands regularly and frequently.</li> </ul>	YES		

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		<ul style="list-style-type: none"> <li>Academy leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> <li>All staff to be highly vigilant for student coughs and sneezes and to ensure that students hand wash straight away and are encouraged to use tissue which is then disposed of immediately.</li> <li>Easily accessible hand wash facilities / sanitiser stations should be available for each cohort/group within the Academy/setting where possible.</li> </ul>			
		<ul style="list-style-type: none"> <li>Tissues available at all times. Staff, where appropriate, to reinforce with students the catch it, kill it bin it guidelines – staff have shared resources for this purpose.</li> <li>Parents/cares have also been encouraged to talk to children about enhanced hygiene</li> <li>Resources have been shared on the Academy website.</li> <li>All classroom have litter bins which are emptied at the end of each day, or as requested by staff using rooms.</li> </ul>	YES		
		<ul style="list-style-type: none"> <li>All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.</li> <li>Classroom doors to corridors should be held open to reduce the need to touch door push plates / handles.</li> <li>In the event of a fire alarm staff should close classroom doors as agreed in the Fire Policy.</li> </ul>	YES		
		<ul style="list-style-type: none"> <li>Staff and students are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips etc.</li> <li>Staff regularly reinforce the 'Hands, Face, Space' message to all students through tutor time, starts of lessons, lunch times.</li> </ul> <p><a href="#">Hand-Washing Guidance</a></p> <p><a href="#">Hand-Washing Video</a></p> <p><a href="#">Hand-Washing Poster</a></p>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>3.4 Clothing / fabric</b>					
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>		<ul style="list-style-type: none"> <li>• Policies are agreed prior to the Academy opening on the wearing of uniforms by students and business dress by staff to minimise risks.</li> <li>• Expectations and guidance are clearly communicated to parents.</li> <li>• Parents will be reminded to ensure that children’s clothes are washed after return from the Academy and that children should attend the Academy in clean clothes each day.</li> <li>• All parents have been notified that due to enhanced ventilation regimes and the fact that during the winter months external air streams will be colder that students may need to wear additional items of clothing e.g. vests / T-shirts to complement their existing uniforms.</li> <li>• The Academy’s uniform policy will continue to be upheld as far as possible.</li> </ul>	YES		
<b>The use of fabric chairs may increase the risk of the virus spreading</b>		<ul style="list-style-type: none"> <li>• In communal areas fabric chairs will be removed from use where possible and replaced with chairs that can be easily cleaned.</li> <li>• Where that is not possible chairs are limited to single person use.</li> </ul>	YES		
<b>3.5 Equipment Around the Academy</b>					
<b>The use of shared equipment may lead to rapid infection spread amongst staff / students</b>		<ul style="list-style-type: none"> <li>• Remove unnecessary items from class rooms including items / equipment that is difficult to clean.</li> <li>• Staff desks should be clear from any clutter and materials and resources should be stored in pedestals / cupboards.</li> <li>• Student desks should be clear at the start and end of each session.</li> <li>• Any resources / exercise books etc. should be stored in classroom cupboards out of the way or on the window ledges tidily (where cupboards are not available)</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>All classroom surfaces will be cleaned by the cleaning team at the end of the Academy day and after a change in classroom cohort.</li> <li>Student groups will be based in set classrooms at KS3 and in a specific zone for KS4/5.</li> </ul>			
		<ul style="list-style-type: none"> <li>Sharing of pencils / pens and other items of stationery is avoided where possible.</li> <li>Students have their own stationery in their own pencil case which they are responsible for.</li> <li>Students should limit the amount of equipment they bring into the Academy each day. This should be limited to lunch boxes, coats, bags, books, stationery.</li> <li>Any resources that are shared by the group e.g. board games, books etc. will be sprayed down and wiped by class staff between uses and limited to one group of students only.</li> <li>No sharing of practical resources between groups should take place. Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>Outdoor play equipment should be frequently cleaned following use by each group.</li> <li>If children need providing with resources they should be given a resource pack in a plastic wallet which is labelled with their name. This will be collected and cleaned at the end of each session.</li> <li>Students and teachers are advised not to take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>Any staff equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised with the anti-bacterial wipes provided, before and after use by the member of staff using the equipment.</li> <li>Anti-bacterial wipes will be available in classrooms, offices and communal spaces.</li> <li>On entering a classroom or shared office space, the new staff member should ensure that staff desk, telephone, keyboard, whiteboard controls etc. are wiped down with anti-bacterial wipes. The same process should take place when leaving a classroom or shared office space.</li> <li>Our cleaning team will clean surface daily in all classrooms and offices that are in use.</li> </ul>	YES		
<b>3.6 Managing symptoms of infection</b>					
<b>NHS Test and Trace is not used effectively to help manage infection control amongst staff and students, maximise staffing levels and support staff wellbeing</b>		<ul style="list-style-type: none"> <li>Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction.</li> <li>Staff, parents and students are clear that they should <u>book a test</u> if they are displaying symptoms.</li> <li>Staff, parents and students are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace.</li> <li>Staff, parents and students are clear that they should self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or if someone they live with develops coronavirus (COVID-19) symptoms.</li> <li>Post-testing support is available for staff through the Trust health provider (BUPA).</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<p><b>Transmissions due to asymptomatic cases put students and staff at risk and could result in some transmissions in school going undetected. This is a particular concern given high transmissibility of new variants.</b></p>		<p>In school testing is provided in line with current government guidance. (Scientific evidence indicates that Lateral flow testing will identify new variants of Covid-19).</p> <ul style="list-style-type: none"> <li>• Any testing arrangements carried out in the Academy are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required.</li> <li>• A separate risk assessment for COVID-19 testing in the Academy is in place to cover testing arrangements (refer to the Trust 'COVID-19 Risk Assessment: School Based Asymptomatic Testing' for further details).</li> <li>• COVID Lateral Flow test centre set up on the Academy site.</li> <li>• Testing team managed by the Operations Manager and Senior Vice Principal.</li> <li>• Training and competency tests completed and signed off by the Team Leader.</li> <li>• The COVID testing team has been drawn from staff volunteers and third party agency staff.</li> <li>• Appropriate QA in place across all sites. All relevant paperwork sent to all staff.</li> <li>• Staff and students will self-swab and will not be tested without consent. RA in place – Team Leader completed using exemplar guidance from Special School Trust Colleagues.</li> <li>• Parents/carers of students on site and all staff will receive electronic consents, FAQs and privacy data information.</li> <li>• Testing will be operational for staff and KW / Vulnerable students attending the Academy from 11th January. The Academy will then scale up testing provision as appropriate.</li> </ul>	YES		
<p><b>Infection transmission occurs within Academy due to staff/students (or</b></p>		<ul style="list-style-type: none"> <li>• Robust collection and monitoring of absence data, including tracking return to the Academy dates, is in place.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
members of their household) displaying symptoms		<ul style="list-style-type: none"> <li>Procedures are in place to deal with any student or staff displaying symptoms at the Academy. This includes the use of NHS Test and Trace for both staff and students and appropriate action, in line with the most recent government guidance, should the tests prove positive or negative. This includes isolating the individual in a medical room' until parents can collect / member of staff can safely go home.</li> <li>PPE equipment is available in the medical room for first aid incidents / dealing with potential infections.</li> <li>Students, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply in line with the most recent government guidance.</li> </ul>			
Staff, students and parents are not aware of the Academy procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19		<ul style="list-style-type: none"> <li>Staff, students and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the Academy.</li> <li>This guidance has been explained to staff and students as part of the induction process.</li> <li>This guidance is readily available (on the Academy's website).</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> <li>Parents have been sent clear guidance around what COVID symptoms are and what to do if their child or themselves has symptoms including testing guidance. This guidance is readily available (on the Academy website).</li> <li>All families receive a regular communication from the Academy, reminding families of the guidance around COVID 19 and symptoms.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>• All parents are aware that if students, or persons within their household have COVID 19 symptoms then the students must not attend the Academy.</li> <li>• Parents of students with COVID 19 symptoms will be instructed to get their child tested.</li> <li>• Academy staff will direct parents to appropriate testing guidance and will support parents in arranging an appropriate test if this is needed.</li> <li>• Where parents / students have difficulty in accessing a test through the normal NHS testing programme, the Academy may issue the individual with a home test kit which are available for use in exceptional circumstances. These are specifically for those individuals who may have barriers to accessing the normal testing programme.</li> <li>• Staff / students who test positive for COVID 19 should self-isolate for 10 days. Other members of their household (including siblings) should self -isolate for 10 days from when the symptomatic person first has symptoms.</li> <li>• If employees, themselves or persons within their household have COVID-19 symptoms, they should not attend the Academy.</li> <li>• Staff who experience symptoms as above whilst at work should go home as soon as possible and should <a href="#">arrange to have a test</a>.</li> <li>• Once test results are received the staff member should notify the Operations Manager at the Academy so appropriate follow up action can be taken.</li> <li>• Staff/ students who test positive for COVID 19 should self-isolate for 10 days. Other members of their household (including siblings) should self -isolate for 10 days from when the symptomatic person first has symptoms.</li> <li>• Daily reminders at staff briefing (socially distanced) and advice when needed on how to access testing.</li> </ul>			

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>• Staff and students over the age of 16 have access to the COVID-19 App to assist with ‘contact tracing’. The Trust encourages the use of the app and has produced guidance on how the Academy should respond to an individual receiving a contact notification via the App during the Academy day.</li> <li>• The Trust has developed a clear control protocol for dealing with confirmed cases of COVID 19 in the Academy.</li> <li>• This is shared and understood by all senior Leaders within the Academy.</li> <li>• The Academy will establish a COVID response team to follow Trust protocol in the event of a confirmed case.</li> <li>• This protocol ensures that there is sufficient understanding and strong processes are in place to respond to a confirmed case of COVID 19 in the Academy:               <ul style="list-style-type: none"> <li>○ Support those with symptoms to book a test</li> <li>○ Contact Public Health when aware of a confirmed case.</li> <li>○ Understanding of Track and Trace system</li> <li>○ Procedures to work with Public Health to determine actions to be taken.</li> <li>○ The Academy should keep a record of students/staff in each year group and any close contact between staff and children in different groups.</li> <li>○ The Academy should keep a record of all visitors to the Academy including contact details. Records to be kept for 21 days.</li> <li>○ Exemplar letters / emails /scripted calls all prepared</li> </ul> </li> <li>• If an outbreak is confirmed by Public Health health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure.</li> <li>• Remote/distance learning contingency arrangements for all students will be maintained in case of the Academy/ year group closure during any local COVID 19 outbreak.</li> </ul>			

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>Staff, students and parents are not aware of the Academy procedures should there be a confirmed case of COVID-19 in the Academy</b>		<ul style="list-style-type: none"> <li>• Staff, students and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the Academy.</li> <li>• This guidance has been explained to staff and students as part of the induction process.</li> <li>• This guidance is readily available (on the Academy’s website).</li> <li>• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	YES		
<b>3.7 First Aid/Designated Safeguarding Leads</b>					
<b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children’s safety at risk</b>		<ul style="list-style-type: none"> <li>• The SLT will ensure that a designated First Aider is always in the Academy when the Academy is open.</li> <li>• Any shortfalls in First Aider provision will be notified to the Executive Leadership Team.</li> <li>• A programme for training additional staff across the Academy is in place.</li> <li>• Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> <li>• The Academy has more than one trained Designated Safeguarding Lead.</li> <li>• The Academy will ensure that a representative of the safeguarding Team is available for contact each day the Academy is operating. In the event of the designated Person not being in the Academy the nominated SLT lead will be responsible for liaising with one of the safeguarding Team if a Safeguarding issue arises.</li> <li>• The Academy has produced an addendum to its Safeguarding Policy in line with current government guidance.</li> </ul>	YES		
<b>3.8 Medical rooms</b>					

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
Medical rooms are not adequately equipped or configured to maintain infection control		<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical rooms.</li> <li>• The Academy has identified additional 'medical' rooms which are designated for students/staff with suspected COVID-19 whilst arrangements are being made for them to be collected / go home. This is in line with DfE guidance.</li> <li>• Such rooms will be located near to an external door, be enclosed and will be easily supervised.</li> <li>• In the Durie building, the medical room is the Durie Theatre. In the MEA building, the medical room is the main first aid room.</li> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	YES		
<b>3.9 Communication with parents</b>					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health		<ul style="list-style-type: none"> <li>• Clear communications strategies for the following groups are in place: <ul style="list-style-type: none"> <li>○ Staff</li> <li>○ Students</li> <li>○ Parents</li> <li>○ Governors/Trustees</li> <li>○ Local authority</li> <li>○ Regional Schools Commissioner</li> <li>○ Professional associations</li> <li>○ Other partners</li> </ul> </li> <li>• Key information is readily available (on the Academy website / in the shared staff server space)</li> </ul>	YES		
Parents and carers are not fully informed of the health and safety		<ul style="list-style-type: none"> <li>• As part of the overall communications strategy parents are kept up to date with information, guidance and the Academy expectations on a weekly basis using a range of communication tools.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
requirements for the opening of the Academy		<ul style="list-style-type: none"> <li>Specific communications on the requirements for the Academy attendance during Spring Term are issued and followed up with direct contact with parents where necessary.</li> <li>A COVID-19 section on the Academy website is created and updated.</li> </ul>			
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via the Academy's usual communication tools (email, text, app and the Academy's website).</li> </ul>	YES		
<b>3.10 Personal Protective Equipment (PPE)</b>					
Provision of PPE for staff where required is not in line with government guidelines		<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>Those staff required to wear PPE (e.g. SEND intimate care; First aiders, those treating suspected cases of infection, cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing and hygiene routines.</li> </ul>	YES		
Staff undertaking 'higher risk' personal care are not appropriately equipped with PPE in line with government guidelines		<ul style="list-style-type: none"> <li>Unlikely to occur in mainstream settings.</li> <li>Staff that assist students with AGP (aerosol generating procedures) have appropriate AGP PPE.</li> <li>Any procedures are done in a separate, ventilated room where possible.</li> <li>Additional guidance and support will be taken from appropriate Health Agencies if necessary.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>4. Maximising distancing measures</b>					
<b>4.1 Student behaviour</b>					
<b>Students' behaviour on return to Academy does not comply with current distancing guidance</b>		<ul style="list-style-type: none"> <li>• The Academy Behaviour Policy and expectations have been updated to reflect COVID measures and communicated to all staff, students and parents.</li> <li>• Clear messaging to students on the importance and reasons for social distancing / operating in year / class bubbles is reinforced throughout the Academy day by staff and through posters, notice boards, and markings as appropriate.</li> <li>• Staff model distancing consistently around the Academy at all times.</li> <li>• The movement of students around the Academy is minimised as much as possible.</li> <li>• Large gatherings are avoided.</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>• Senior leaders monitor areas where there are breaches of distancing measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of distancing and COVID prevention measures.</li> <li>• Wilful disobeying of rules relating to staying within year groups and following hygiene procedures will be sanctioned appropriately and proportionately, by exclusion where necessary.</li> </ul>	YES		
<b>4.2 Classrooms and teaching spaces</b>					

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<p><b>The size and configuration of classrooms and teaching spaces does not support compliance with distancing measures</b></p>		<ul style="list-style-type: none"> <li>• All classrooms have been assessed and configured to allow teachers to maintain 2 metres+ social distancing with students desks facing the front in rows, in line with current guidance.</li> <li>• Those classrooms deemed unsuitable for classes are closed for this purpose and may be used to support small group provision / additional space for staff work areas.</li> <li>• Timetable is developed using those rooms identified as suitable with appropriate control measures in place.</li> <li>• All furniture not required has been removed from classrooms and teaching spaces.</li> <li>• Arrangements are reviewed regularly.</li> </ul>	YES		
<p><b>Teaching students in full classes will increase the risk of the virus spreading</b></p>		<ul style="list-style-type: none"> <li>• There is full compliance with the DfE system control measures set out in the latest government guidance.</li> <li>• Classrooms are organised maintaining space between students / children / adults where possible. This should be a minimum of 2 metres between adult and students at all times.</li> <li>• Small adaptations are made to the classroom to support distancing, including seating students side by side and facing forwards, rather than face to face or side on.</li> <li>• Classrooms organised maintaining space between seats / desks where possible.</li> <li>• Teachers / Support assistants should stay at the front and maintain 2m+ distance from students and other adults.</li> <li>• Clear signage displayed in classrooms promoting social distancing and other COVID measures e.g. handwashing</li> <li>• Staff will use visual and verbal support to remind students to observe social distancing, (Hands, face, space) however this may not be possible to achieve with some students. These students should be engaged with activities that will allow for minimal close contact such as preferred activities.</li> <li>• Students observe hygiene guidance and wash hands frequently.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>• Good respiratory hygiene is ensured by promoting the ‘catch it, bin it, kill it’ approach.</li> <li>• Throughout the Academy there are a wide array of reminder posters / messages to reinforce to all staff / students the importance of the COVID measures that are in place</li> <li>• Student teaching groups will be adjusted to reduce the amount of inter-group movement and reduce mixing of students between groups.</li> <li>• In line with current government guidance face coverings are not mandatory in classrooms during lessons, however the Academy recognises that some staff and students may feel more comfortable wearing face coverings at such times and are happy for this decision to be made on an individual basis.</li> <li>• Staff and students are reminded that where face coverings are used on a regular basis that care should be taken putting on and removing coverings, so that the face is not touched, and that appropriate hand cleaning / sanitising should take place at regular intervals throughout the day.</li> <li>• Arrangements will be reviewed in line with current Government guidance.</li> <li>• Contact between individuals is minimised and social distancing maintained wherever possible.</li> </ul>			
<p><b>Occupied spaces are not kept sufficiently ventilated and may increase risk of infection via aerosol transmission</b></p>		<ul style="list-style-type: none"> <li>• All staff have a responsibility to ensure that when the Academy is in operation a comfortable teaching environment is maintained whilst ensuring that occupied spaces are well ventilated.</li> <li>• Natural ventilation: Doors and windows to classrooms / occupied spaces should be kept open where it is possible and practical to do so. In cooler weather windows should be opened partially to allow a constant level of background ventilation. Windows should be opened more fully when the rooms are not in use.</li> <li>• Natural ventilation: Where safe to do so external doors (not fire doors) should be opened and external windows on corridors and</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<p>circulation areas should be opened to help create a throughput of air within the building.</p> <ul style="list-style-type: none"> <li>Site staff should support the ventilation around the Academy by ensuring that where appropriate 'high levels' vents / windows are opened to increase ventilation but reduce direct draughts. In addition, windows / doors should be opened where possible at times that occupied areas are not being used e.g. start and end of breaks and lunches / during lessons when the room is unoccupied – to maximise ventilation to areas throughout the day</li> <li>Site staff will ensure that the Academy heating systems are used to appropriately balance 'comfort levels' in occupied areas to take account of increased ventilation</li> <li>Mechanical ventilation systems should be regularly checked by site staff / external contractors to increase the ventilation rate where possible so that normal operation meets current guidance (full fresh air where possible)</li> </ul>			
<p><b>Large spaces need to be used as classrooms</b></p>		<ul style="list-style-type: none"> <li>Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>Design layout and arrangements in place to enable social distancing.</li> <li>Large gatherings within the Academy are prohibited.</li> <li>Communal gatherings of more than one year group should not take place E.g. Collective worship, if applicable, should be contained to one bubble/ year group. Ideally collective worship / assemblies / delivery of key messages or information should be via online resources e.g Powerpoint / Teams / Zoom during form/tutor time.</li> <li>Occupied spaces will be well ventilated (see above)</li> <li>Outside space is used where appropriate for learning.</li> </ul>	<p>YES</p>		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>The use of shared spaces and specialist classrooms increases the risk of infection between year groups</b>		<ul style="list-style-type: none"> <li>Shared spaces and specialist classrooms to be used by one discrete year group at a time.</li> <li>Large and specialist spaces are cleaned and disinfected thoroughly before and after use.</li> <li>Large gatherings prohibited.</li> <li>Design layout and arrangements in place to enable social distancing, where possible.</li> </ul>	YES		
<b>The use of spaces for AP/inclusion / withdrawal of students / detentions risks the spread of infection</b>		<ul style="list-style-type: none"> <li>Social distancing is fully observed when small groups of students are withdrawn (e.g. for SEND students), in Alternative Provision / internal inclusion units and when students are in detention.</li> <li>Spaces are cleaned after use.</li> </ul>	YES		
<b>The provision in music lessons needs to be adapted to ensure infection risk is minimised</b>		<ul style="list-style-type: none"> <li>Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, in groups of no more than 15, instruments should not be shared and students should stand back to back or side by side.</li> <li>If classroom based curriculum will be adapted to ensure that singing / wind / brass is not covered practically in lessons.</li> <li>Additional cleaning regime will be in place in all classrooms where other practical instruments / keyboards etc. may be used.</li> <li>The Academy will review provision of peripatetic / small group / individual music lessons. Groups will be limited, practice rooms will be well ventilated and appropriate distancing will be in place.</li> </ul>	YES		
<b>The provision in PE lessons needs to be adapted to ensure infection risk is minimised</b>		<ul style="list-style-type: none"> <li>Students should be kept in consistent groups for PE.</li> <li>Outdoor sports should be prioritised and large indoor spaces should be used where it is not.</li> <li>Contact team sports will be removed from the curriculum under guidance is reviewed.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>Students will not use changing facilities until guidance is reviewed by Sport England / DfE and other arrangements will be made.</li> <li>Specific advice and guidance on safe delivery of the curriculum will be taken from BALPE / other PE Teaching Associations</li> </ul>			
<p><b>The provision in a range of practical lessons ( Art, Technology, Dance, Drama, Science etc) needs to be adapted to ensure infection risk is minimised</b></p>		<ul style="list-style-type: none"> <li>Students should be kept in consistent groups for practical subjects where possible.</li> <li>Activities will be reviewed to ensure the risk of infection is limited.</li> <li>The use of practical demonstration by staff members will be used as an alternative to student engagement in practical's</li> <li>Additional cleaning regime will be in place in all classrooms where other practical equipment/ tools / keyboards etc. may be used.</li> <li>Specific advice and guidance on safe delivery of the curriculum will be taken from Subject Specific Teaching Associations as appropriate.</li> </ul>	YES		
<p><b>4.3 Movement around Academy</b></p>					
<p><b>Social distancing guidance is breached when students circulate in corridors</b></p>		<ul style="list-style-type: none"> <li>Timetabling ensures that year groups are kept apart and movement around the Academy is kept to a minimum.</li> <li>Consideration has been given to the avoidance of creating busy corridors, entrances and exits.</li> <li>Adjustments to break and lunch times have been implemented as necessary, together with ensuring appropriate time for cleaning surfaces and equipment in shared areas.</li> <li>Circulation plans have been reviewed and amended.</li> <li>Each year group has been allocated their own staircase, entrances, dining areas and outdoor spaces.</li> <li>Any pinch points / bottle necks are identified and managed accordingly.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>• The movement of students around the Academy is minimised as much as possible. Where possible, students stay in classrooms and staff move around.</li> <li>• Student groups sharing staff will be timetabled in close proximity to aid staff transfer.</li> <li>• Lesson change overs are staggered to avoid overcrowding. Students will be supervised to from social spaces if this is required.</li> <li>• Students are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>• The 'Hands, Face, Space' message is regularly repeated to students so that it is consistently observed.</li> <li>• As the Academy is in an area designated as high / very high risk – all staff and students are asked to wear face coverings when moving around the Academy and in communal areas, unless they are exempt.</li> <li>• We are actively encouraging all staff to wear face coverings except when eating / drinking or teaching, for example in shared work areas and office spaces.</li> <li>• Appropriate duty rota and supervision levels are in place.</li> </ul>			

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>Social distancing guidance is breached when lifts are used in the Academy</b>		<ul style="list-style-type: none"> <li>The Academy has implemented a reduction in lift occupancy.</li> <li>Priority use is given to employees or children with disabilities, relevant existing health conditions or those who are pregnant.</li> <li>Staff encouraged to use stairs.</li> <li>As the Academy is in an area designated as high/very high risk – all staff and students are asked to wear face coverings when moving around the Academy and in communal areas, including lifts, unless they are exempt.</li> <li>Individuals issued with lift key / fob to control access.</li> <li>Lifts used by one individual at a time, where possible. Maximum occupancies are in place for all lifts.</li> <li>Enhanced cleaning regime within lift areas especially high contact points call buttons etc.</li> </ul>	YES		
<b>4.4 Break times</b>					
<b>Students may not observe appropriate distancing at break times</b>		<ul style="list-style-type: none"> <li>Break times are staggered / adjusted as appropriate.</li> <li>External areas are designated for different groups to avoid cross infection.</li> <li>Students are reminded about distancing as break times begin.</li> <li>Social distancing signage is in place around the Academy and in key areas.</li> <li>Supervision levels have been enhanced, especially with younger students, to support social distancing.</li> <li>Students wash their hands at the end of break.</li> </ul>	YES		
<b>4.5 Lunch times</b>					
<b>Students may not observe appropriate distancing at lunch times</b>		<ul style="list-style-type: none"> <li>Lunch times are planned so that communal gatherings are limited to one large / bubble or year group.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>• Different Academy areas have been identified for bubbles / year groups to have their lunch and appropriate cleaning regimes are in place throughout and between meal sittings.</li> <li>• Students are reminded about social distancing as lunch times begin.</li> <li>• Students wash their hands before and after eating.</li> <li>• Dining area layouts have been configured to ensure compliance with current distancing guidance.</li> <li>• As the Academy is in an area designated as high / very high risk – all staff and students are asked to wear face coverings when moving around the Academy and in communal areas, unless they are exempt. Within dining areas the rule is that when seated and eating face coverings do not need to be worn BUT when standing or moving the face coverings should be worn.</li> <li>• Tables and chairs that are not being used have been removed / cordoned off where this is not possible.</li> <li>• Floor markings / barriers are used to manage queues and enable appropriate distancing.</li> <li>• Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, students eating in classrooms or other spaces.</li> <li>• Guidance has been issued to parents and students on packed lunches (e.g. the use of disposable bags instead of lunch boxes).</li> <li>• Eating areas are cleaned thoroughly after lunch.</li> </ul>			
<b>4.6 Toilets</b>					
<b>4.7 Medical Rooms</b>					

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<p><b>The configuration of medical rooms may compromise social distancing measures</b></p>		<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical rooms.</li> <li>• Additional rooms are designated for students with suspected COVID-19 whilst collection is arranged near to reception /main entrance.</li> <li>• Staff and/or students who are experiencing symptoms associated with COVID-19 are instructed not to attend the Academy/ setting and to refer to <a href="#">current advice and guidance</a></li> <li>• Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.</li> <li>• Students who experience COVID-19 symptoms should be collected from the Academy, as soon as possible. They should be kept 2m apart from all other students and staff whilst on site. Any students experiencing symptoms should be taken to wait in the designated medical room.</li> <li>• If student needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting.</li> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	YES		
<p><b>4.8 Arrival and departure from the Academy</b></p>					
<p><b>Students and parents congregate at exits and entrances, making social distancing measures difficult to apply</b></p>		<ul style="list-style-type: none"> <li>• The use of available entrances and exits is maximised where appropriate.</li> <li>• Staff and students are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>• A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>• Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>• SLT / duty staff will be on door / gate duty every day to oversee entrance and exit procedure.</li> <li>• Where students/staff arrive wearing face coverings there is a clear process in place for removing them when they arrive at the Academy:               <ul style="list-style-type: none"> <li>○ Students/staff instructed not to touch the front of their face covering during use or when removing them</li> <li>○ They must wash hands immediately on arrival</li> <li>○ They must dispose of temporary face coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them</li> <li>○ They should then wash their hands again before going to their classroom</li> </ul> </li> <li>• All protocols are shared during staff briefing and with parents through usual communication channels.</li> <li>• Regular messages to parents stress the need for distancing measures at arrival and departure times.</li> <li>• Students will be encouraged to walk or cycle to the Academy to aid social distancing at start and finish times</li> <li>• Students and staff to be reminded of the importance of regular handwashing / sanitiser use.</li> </ul>			

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>4.9 Transport</b>					
<p><b>The use of public and Academy transport by students / staff poses risks in terms of social distancing</b></p>		<ul style="list-style-type: none"> <li>• The Academy will survey students upon return to Academy to confirm mode of transport used by students, route to Academy and any potential alternatives.</li> <li>• Students have been encouraged to walk / cycle to the Academy as far as is possible.</li> <li>• Guidance is in place for students and parents on how social distancing can be observed on public and the Academy transport.</li> <li>• Families and students that have no alternative to use wider public transport are referred to the <a href="#">safer travel guidance for passengers</a></li> <li>• This includes advice on the use of face coverings if students are travelling with children other than from their own class.</li> <li>• Staff are regularly reminded of the Trust Cycle to Work Scheme and are encouraged to walk or cycle to work where possible. Staff are also reminded of government advice re car sharing via staff briefings and emails.</li> </ul>	YES		
<p><b>The Academy car park poses significant risk to effective social distancing</b></p>		<ul style="list-style-type: none"> <li>• Parents have been advised not to drop off / pick up students within the Academy car park. The main will be closed at the start and end of the Academy day.</li> <li>• Staff are encouraged to remain inside their vehicle until there is a clear route to exit where social distancing can be maintained.</li> <li>• Clear routes from the car park to main entrance are available for all staff and visitors.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>4.10 Staff areas</b>					
<p><b>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</b></p>		<ul style="list-style-type: none"> <li>• Reconfiguration of staff rooms and offices has been undertaken prior to the Academy extending provision to allow for social distancing between staff.</li> <li>• Staff have been briefed on the use of these rooms and the need to maintain their distance (minimum 2m) from any other member of staff or student. Where distancing cannot be maintained additional screens have been installed and face coverings should be worn.</li> <li>• All staff have been advised to adhere strictly to distancing rules due to the rapid transmission of a new variant of the virus, which appears to be spreading across the country. Staff have been reminded not to become complacent due to the positive impact of our previous COVID Measures.</li> <li>• Staff advised to use additional areas to work from including classrooms when not in use for lessons. Staff responsible for sanitising personal work area before use</li> <li>• Stagger the use and limit the occupancy of staff room and offices by employees.</li> <li>• Open offices (e.g. admin office) will have entry restrictions in place.</li> <li>• Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited. Anti-bacterial wipes are available at printers / photocopiers to sanitise copiers before use.</li> <li>• Occupied spaces will be well ventilated (see section 4.2 above)</li> <li>• As the Academy is in an area designated as high/very high risk – all staff and students are asked to wear face coverings when moving around the Academy and in communal areas, including toilets, unless they are exempt.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>We are actively encouraging all staff to wear face coverings except when eating/drinking or teaching, for example in shared work areas and office spaces.</li> <li>Reduction in lift use with priority given to employees with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs.</li> </ul>			
		<ul style="list-style-type: none"> <li>If staff bring in their own food this should be food which does not require heating or additional preparation in staffroom / office areas.</li> <li>Anti-bacterial wipes available to spray any preparation area / equipment before and after use.</li> <li>Use of staffroom kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own cup or mug.</li> <li>Employees to store, where possible, coats, bags and non-work essential items in personal cupboards / pedestal units.</li> </ul>	YES		
The configuration of the Academy kitchen makes compliance with distancing measures problematic		<ul style="list-style-type: none"> <li>Kitchen staff maintain social distancing of 2m in the kitchen.</li> <li>If not possible 1m plus additional controls.</li> <li>Kitchens must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</li> </ul>	YES		
<b>5. Maintaining educational provision for all children</b>					
<b>5.1 Maintaining provision</b>					
Educational provision must be maintained for all children when the Academy returns to full operation		<ul style="list-style-type: none"> <li>There is full compliance with the DfE system control measures set out in the latest government guidance.</li> <li>Student groups are arranged to enable the Academy to deliver the full range of curriculum subjects and for students to receive specialist teaching as required.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>• The Academy is working to maintain the smallest practical groups sizes possible and to maintain elements of consistency within these groups.</li> <li>• The Academy has adapted a process where it will attempt to maintain the integrity of Year based groups, in particular at social times such as break / lunch / specialist provision.</li> <li>• Each year group is allocated a designated set of rooms / spaces and stays within this area except for specialist teaching (e.g. science, technology, art) or when using the dining room or other shared spaces.</li> <li>• All specialist teaching facilities and equipment will be cleaned and disinfected after use and before use by a new group.</li> <li>• Planning and Schemes of Work are reviewed and revised to minimise the use of shared and specialist facilities by bubbles one after the other and to maximise the use of teacher demonstrations rather than practical activity by students.</li> <li>• Students observe hygiene guidance and wash hands frequently.</li> <li>• Teachers moving between groups will comply with social distancing and hygiene guidance.</li> <li>• Timetable and arrangements for each year group avoid contact between year groups when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving).</li> <li>• Staggered arrival and leaving times; break times and lunch times.</li> </ul>			

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>• Plans are in place to meet the learning needs of the children who are attending the Academy.</li> <li>• Pastoral and SEND support is deployed wherever possible to support prioritised students.</li> <li>• Efforts continue to improve the attendance of vulnerable students and those from disadvantaged backgrounds.</li> <li>• Where children are having to self-isolate the Academy has robust systems for maintaining contact with students throughout their isolation period.</li> <li>• Regular contact is made with key groups of students who do not attend as prioritised by the Academy. This is outlined in the Academy's safeguarding documentation.</li> <li>• Welfare calls are carried out fortnightly for all students by the wider pastoral team.</li> <li>• If a child is classified as vulnerable, the Academy will notify the child's social worker (if they have one) and will agree with the social worker the most appropriate way to maintain contact with the individual and maintain their engagement with learning.</li> <li>• This will include regular checks on the individual's ability to access remote learning and their engagement with the remote learning offer.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>Educational provision must be maintained for all children with EHCPs when the Academy extends its provision</b>		<ul style="list-style-type: none"> <li>• Student risk assessment completed / updated to determine additional support for children with EHC plans to support a successful return.</li> <li>• Parents contacted to involve them in planning for children’s return - e.g. social stories/ visits.</li> <li>• Regular contact with parents to review how children are coping with accessing the Academy provision.</li> <li>• Range of strategies used to ensure that provisions of EHC plan are well delivered alongside current constraints including appropriate use of remote learning and external support services and therapies as appropriate.</li> </ul>	YES		
<b>Students will have fallen behind in their learning during Academy closures and achievement gaps will have widened</b>		<ul style="list-style-type: none"> <li>• Gaps in learning are assessed and addressed in teachers’ planning.</li> <li>• Home and remote learning is continuing to be developed across the Academy and is calibrated to complement in-school learning and address gaps identified.</li> <li>• All students have access to the Academy’s online platform MS Teams and additional training on the use of Teams is provided during the first few days of return to the Academy in September, revisited at regular intervals throughout the year.</li> <li>• The Academy has worked hard to identify those students who struggled to effectively access the home learning provision and will work with them whilst in the Academy to address issues that are raised.</li> <li>• The Academy fully complies with the temporary continuity direction and has a robust remote education offer for all students attending the Academy.</li> <li>• Where possible the Academy will attempt to provide ICT access to those families, where they are struggling to effectively access ICT based home learning solutions.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>As well as online provision a range of traditional learning activities will be available to those children who are required to work from home but have limited ICT access or do not wish to use ICT to facilitate their learning.</li> <li>The Academy continues its work on keeping children safe online throughout a range of delivered lessons sessions, virtual assemblies and other online learning activities. The Academy's online safety messages are regularly communicated to parents.</li> <li>Exam syllabi continue to be covered as appropriate.</li> <li>The Academy is in the process of identifying how it can make best use of the government's Catch Up funding.</li> <li>Individual plans are developed for intervention with those students who are identified as having fallen behind in their learning.</li> </ul>			
<b>Staff are not equipped or trained to deliver remote learning</b>		<ul style="list-style-type: none"> <li>All staff are inducted in the use of MS Teams.</li> <li>All staff have equipment to deliver online learning from their classrooms and from their homes.</li> <li>All staff receive support and training to ensure that students learning at home and at the Academy follow the curriculum plans.</li> </ul>	YES		
<b>The Academy is unprepared for a local lockdown should the rate of infection rise in the area</b>		<ul style="list-style-type: none"> <li>There is full compliance with the DfE system control measures set out in the latest government guidance.</li> <li>A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents.</li> <li>Systems put in place during the Academy closure period (e.g. home / online learning, pastoral systems, safeguarding systems) are ready to be reactivated.</li> <li>Lessons learnt during the Academy closure period are applied to the contingency plan.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>Students eligible for free school meals do not continue to receive meals / vouchers on the days that they are not in Academy</b>		<ul style="list-style-type: none"> <li>• A member of the Academy’s administrative team is tasked with ensuring that students eligible for free school meals receive free meals when in the Academy and continue to receive food hampers / FSMs when not in the Academy.</li> <li>• Where children are not able to attend Academy for medical reasons the Academy will ensure that appropriate provision of FSM is maintained for those students entitled to it. (Either via Food-parcels / provision of vouchers)</li> <li>• Specific families are guided to ‘Foodbank’ support as appropriate to need.</li> </ul>	YES		
<b>5.2 Managing the Academy lifecycle</b>					
<b>Limited progress with the schools planning calendar and work plan because of COVID-19 measures</b>		<ul style="list-style-type: none"> <li>• The Academy calendar for the next academic year plan and rationalised.</li> <li>• Senior Leadership Team (SLT) and staff work plans to include short and medium-term planning.</li> <li>• Staff recruitment conducted via virtual / online platforms for January 2021 and beyond.</li> <li>• Curriculum plans and timetable for September 2021 are now in development and will consider the implications of COVID planning on our delivery from September 2021 onwards.</li> </ul>	YES		
<b>Students moving on to the next phase in their education do not feel prepared for the transition</b>		<ul style="list-style-type: none"> <li>• A plan is in place for pastoral staff to speak with students and their parents about the next stage in their education and resolve any issues.</li> <li>• There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with students’ transition.</li> <li>• Regular communications with the parents of incoming students are in place, including letters, newsletters and online broadcasts.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>• Virtual tours of the Academy are available for parents and students.</li> <li>• Online induction days for students and parents are planned.</li> <li>• Physical induction days are being planned in line with current guidance and will be implemented if appropriate.</li> </ul>			
<b>6. Operational issues</b>					
<b>6.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>		<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed and revised where required, due to:               <ul style="list-style-type: none"> <li>○ Maintenance of integrity of Year / Class Groups &amp; bubbles</li> <li>○ Absence of key members of staff</li> <li>○ Possible absence of fire marshals</li> <li>○ Social distancing rules during evacuation and at muster points</li> <li>○ Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li>• Staff and students have been briefed on any new evacuation procedures.</li> <li>• Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	YES		
<b>Fire evacuation drills - unable to apply social distancing effectively</b>		<ul style="list-style-type: none"> <li>• Plans for fire evacuation drills are in place which are support with social distancing measures, where possible.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>Fire marshals absent due to self-isolation</b>		<ul style="list-style-type: none"> <li>Sufficient staffing / resources are in place to maintain the security of the building and its occupants.</li> <li>Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.</li> <li>All SLT are fire marshals - there is always a member of SLT on site.</li> </ul>	YES		
<b>6.2 Managing premises on reopening after lengthy closure</b>					
<b>All systems may not be operational</b>		<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	YES		
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>		<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	YES		
<b>Visitors on-site whilst the Academy is in operation may pose a risk to distancing measures and infection control</b>		<ul style="list-style-type: none"> <li>Restrictions on access to the Academy by third parties (parents, members of the public, visitors etc.) are in place. Only essential contractors are admitted to the site or are working in areas not accessed by students and staff.</li> <li>Appointments are to be made for external meetings / school visits and will be managed centrally by the Admin Team / Operations Manager to ensure only essential meetings take place and that these are held in appropriate venues.</li> <li>Wherever possible, meetings should continue to be held virtually using Zoom / Teams. Where this is not possible, this will be restricted to essential visitors only including health, Education Psychologist, therapeutic providers, social care, GMP and CAMHs. All meetings will be restricted in numbers to ensure that 2m can be maintained between all attendees. Meeting to take</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		place in large meeting rooms with full cleaning and sanitise in-between. Attendees to wear mask, unless exempt.			
<b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b>		<ul style="list-style-type: none"> <li>• Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>• Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>• Non-essential deliveries and visitors to the Academy are minimised.</li> <li>• Arrangements are in place for segregation of visitors.</li> <li>• At busy times of the Academy day access to the Academy reception will be limited and controlled (e.g. one in / one out process). Signs explaining this are displayed at the front of the Academy.</li> </ul>	YES		
<b>6.3 Contractors working on the Academy site</b>					
<b>Contractors on-site whilst the Academy is in operation may pose a risk to social distancing and infection control</b>		<ul style="list-style-type: none"> <li>• Non Essential repair / contracted works in buildings to be carried outside Academy hours or in locations not accessed by staff and students.</li> <li>• Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>• PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including:               <ul style="list-style-type: none"> <li>▪ Fire Alarm and Detection</li> <li>▪ Powered Doors / Gates</li> <li>▪ Legionella and Water Testing</li> <li>▪ Electrical Safety</li> <li>▪ Gas Safety</li> <li>▪ PAT Testing</li> </ul> </li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
		<ul style="list-style-type: none"> <li>▪ Asbestos Management</li> <li>• Site Team to go through expectations with any contractor that requires access to the Academy premises. Site Team to email the Principal and Operations Manager weekly to advise of any contractors that will be on site and confirm that health and safety concerns / procedures have been fully discussed.</li> <li>• Defect Reporting arrangements are in place.</li> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, students and contractors safe.</li> <li>• Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>• Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/students are kept apart.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> <li>• Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.</li> <li>• All deliveries of supplies will be to the main entrance – office staff will answer the intercom and ask driver to leave supplies for them and / or site staff to collect. Site Team to coordinate all suppliers and contractors according to Academy guidance.</li> </ul>			

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>6.4 Risk Assessment, Induction and staff CPD</b>					
Risks are not comprehensively assessed in every area of the Academy in light of COVID-19, leading to breaches of social distancing and hygiene guidance.		<ul style="list-style-type: none"> <li>• Risk assessments are updated or undertaken before the Academy extends provision and mitigation strategies are put in place and communicated to staff covering:               <ul style="list-style-type: none"> <li>○ Different areas of the Academy</li> <li>○ When students enter and leave the Academy</li> <li>○ During movement around the Academy</li> <li>○ During break and lunch times</li> <li>○ Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul> </li> </ul>	YES		
Staff are not trained in new procedures, leading to risks to health		<ul style="list-style-type: none"> <li>• A revised staff handbook is issued to all staff prior to reopening.</li> <li>• Induction and CPD programmes are in operation for all staff prior to reopening, and include:               <ul style="list-style-type: none"> <li>○ Infection control</li> <li>○ Fire safety and evacuation procedures</li> <li>○ Constructive behaviour management</li> <li>○ Safeguarding</li> </ul> </li> </ul>	YES		
New staff are not aware of policies and procedures prior to starting at the Academy when it reopens		<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>• The revised staff handbook is issued to all new staff prior to them starting.</li> </ul>	YES		
<b>7. Finance</b>					
<b>7.1 Costs of the Academy response to COVID-19</b>					

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<p><b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the Academy in financial difficulties</b></p>		<ul style="list-style-type: none"> <li>• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>• Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>• Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>• Additional sources of income are under exploration.</li> <li>• The Academy projected financial position has been shared with governors and trust.</li> </ul>	YES		
<p><b>8. Governance</b></p>					
<p><b>8.1 Oversight of the governing body</b></p>					
<p><b>Lack of governor oversight during the COVID-19 crisis leads to the Academy failing to meet statutory requirements.</b></p>		<ul style="list-style-type: none"> <li>• The governing body continues to meet regularly via online platforms.</li> <li>• The governing body agendas are structured to ensure all statutory requirements are discussed and the Academy leaders are held to account for their implementation.</li> <li>• The Principal’s report to governors includes content and updates on how the Academy is continuing to meet its statutory obligations in addition to covering the Academy’s response to COVID-19.</li> <li>• Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>• Minutes of governing body meetings are reviewed to ensure that they accurately record governors’ oversight and holding leaders to account for areas of statutory responsibility.</li> </ul>	YES		

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
Governors are not fully informed or involved in making key decisions	Yellow	<ul style="list-style-type: none"> <li>Online meetings are held regularly with governors.</li> <li>Governing bodies are involved in key decisions on extending provision.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the Academy.</li> </ul>	YES		
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	Red	<ul style="list-style-type: none"> <li>All relevant policies have been revised (with appropriate addenda) to take account of government guidance on social distancing and COVID-19 and its implications for the Academy.</li> <li>Staff, students, parents and governors have been briefed accordingly.</li> </ul>	YES		
<b>9. Additional site-specific issues and risks</b>					
<b>The Academy to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>					
Students with complex needs who may not be able to follow social distancing or hygiene requirements.	Red	<ul style="list-style-type: none"> <li>Students individual needs are assessed by the Safeguarding / Inclusion / SEN Teams at the start of the Academic year.</li> <li>If students need additional support, in the first instance they should speak with the relevant Character and Culture Team, or if they are already receiving support from the Safeguarding / Inclusion Team they should speak with their usual contact.</li> </ul>	YES		