

Activity/ Situation	COVID SECURE ARRANGEMENTS FROM STEP 4 SEPTEMBER 2021			
Location	HILL TOP ACADEMY			
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒
<b>HAZARD(S)</b>	<p><i>Note: this list is not exhaustive and <b>must</b> be adapted for your own needs</i></p> <ul style="list-style-type: none"> <li>✗ <b>Contact Between Individuals</b></li> <li>✗ <b>Inadequate Cleaning/Sanitising</b></li> <li>✗ <b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b></li> <li>✗ <b>Site User Becoming Unwell</b></li> <li>✗ <b>Site User Developing Symptoms</b></li> <li>✗ <b>Inadequate Hand Washing/Personal Hygiene</b></li> <li>✗ <b>Inadequate Personal Protection &amp; PPE</b></li> <li>✗ <b>Visitors, Contractors &amp; Spread of Coronavirus</b></li> <li>✗ <b>Inadequate Ventilation</b></li> <li>✗ <b>Arrangements for Boarding Schools During Pandemic</b></li> </ul>			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you <b>must</b> amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
<p>In considering all of the below risks and potential control measures, please be mindful of your duties under the <a href="#">Equality Act</a> by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics</p>				
<b>Contact Between Individuals</b>				
At Step 4 it is no longer necessary to keep children in consistent groups ('bubbles')	The requirement to remain in bubbles is no longer applicable. There will still be some staggering of times in the hall and zoned areas in the playground to support capacity, behaviour and routines.	☒	☐	☐
Outbreak management plans cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups	<b>OUTBRAK MANAGEMENT PLAN TO FOLLOW</b>	☒	☐	☐
Assemblies have resumed	Assemblies will be phased back in with some still on Teams, some in the hall with classes, phase assemblies before whole school.	☒	☐	☐
Pupils can mix at breaks and lunchtimes	Playtimes are zoned and staggered to support behaviour and routines	☒	☐	☐
Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new educational visit, whether domestic or	You should speak to either your commercial insurance provider, the Risk Protection Arrangement (RPA) or an	☒	☐	☐

international, are advised to ensure that any new bookings have adequate financial protection in place	<p>outdoor education adviser to assess the protection available and make sure it provides suitable protection in the event of a COVID-19 related cancellation</p> <p>Zurich insurance have confirmed that in the event of a Covid related cancellation a full refund will be guaranteed, as long as the Academy can prove that any Covid guidance in existence at the point of making the booking has been followed</p>			
Schools can undertake educational day visits	Any booking commitments should be following any Covid outbreak guidance at the point of booking to ensure that insurance cover remains in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can undertake domestic residential education visits	Residential visits take place in the summer term, so next visit will be Summer 2022.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International educational visits do not take place before the start of the autumn term	No international visits are planned for this academic year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International educational visits that have previously been deferred or postponed can take place from September 2021 and new international visits for the future can be organised	No international visits were postponed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School has resumed all before and after-school educational activities and wraparound childcare for pupils</p> <p>More information on planning extra-curricular provision can be found in the guidance for <a href="#">providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a></p>	All after school clubs can begin from September and childcare wrap around provision will continue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning/Sanitising</b>				
<p>A cleaning schedule that includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces is in place</p> <p><a href="#">Cleaning of non-healthcare settings outside the home</a></p>	<p>Additional cleaning arrangements are in place to ensure surfaces and equipment are cleaned frequently</p> <p>Additional cleaning is recorded daily</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Key pads and the Inventory system screen are cleaned throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	These bins are emptied as required and are cleaned daily	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Stocks of cleaning, materials are available in all areas  Additional supplies of cleaning materials are available to all staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements.	Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Close contacts will be identified via NHS Test and Trace	Education settings will no longer be expected to undertake contact tracing  Academy staff are aware of this change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact  This is likely to be a small number of individuals who would be at most risk of contracting Covid-19 due to the nature of the close contact.	NHS Test and Trace will work with the positive case to identify close contacts  Staff are aware that individuals are not required to self-isolate if they live in the same household as someone with Covid 19, or are a close contact of someone with Covid 19 as long as the following applies  <ul style="list-style-type: none"> <li>• They are fully vaccinated</li> <li>• They are under the age of 18 years and 6 months</li> <li>• They have taken part in, or are currently part of an approved Covid-19 vaccine trial</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li><b>They are not able to be vaccinated for medical reasons</b></li> </ul> <p>If someone in the household has tested positive for Covid 19 staff will be required to undertake daily LFT testing until the completion of the self-isolation has been completed by the person in the household who has tested positive</p> <p>NHS Test and Trace will work with any identified positive case to identify close contacts and schools may be contacted in <b>exceptional</b> cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p>			
<p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case</p>	<p>Children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and <b>advised to take a PCR test. They will not need to self-isolate</b></p> <p>Staff are aware that NHS Test and Trace will work with any identified positive case to identify close contacts. Staff have been advised of the changes and will ensure that parents do not keep children off school to self-isolate when it is not necessary to do so</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school</p>	<p>Staff and pupils who have tested positive for Covid 19 will not be allowed into the Academy to prevent infection of others.</p> <p>If a member of staff is well enough home working arrangements will be put in place</p> <p>If a pupil is in self-isolation and is well enough , home learning will be provided to</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	any pupil required to self-isolate			
Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so	In the event of this instruction staff / pupils will be sent home and instructed to follow the advice given by the NHS Test and Trace  As above arrangements will be made for home learning/home working if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)	Staff are aware of the need to self-isolate if testing positive. Home working will be arranged where possible  If a pupil is in self-isolation due to testing positive home learning will be provided for completion if the pupil is well enough Home learning will be put in place for any pupils self-isolating due to Quarantine regulations  Any staff member required to self-isolate due to quarantine requirements will not be allowed to attend work and will be advised of the HR process covering this situation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School's must consider if further action is required if the number of positive cases <b>substantially increases</b> .  You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case	<b>Further information regarding the increase in the number of cases is covered in the Outbreak Management plan</b>  Current Guidance on <b>substantially increase</b> is: -  <b>5 pupils and/or staff, or 10% of pupils and/or staff who are likely to have mixed closely test positive for Covid-19 within a period of 10 days</b>  Staff in the Academy are aware of this. In the event of this happening the Principal will liaise with the DfE/Local public Health department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend	Further information is available in the guidance on <a href="#">Supporting pupils with medical conditions at school</a>  <u>There are no CEV pupils who are not attending school</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus	There are no staff in the CEV category.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff in schools who are CEV should currently attend their place of work if they cannot work from home	As above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women are in the 'clinically vulnerable' category	School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review <a href="#">RCOG Q&amp;A covid19 virus infection and pregnancy</a>  We currently have 2 pregnant employees who have risk assessments in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant colleagues in their 3 <sup>rd</sup> trimester are required to attend the workplace as long as a Pregnancy risk assessment is in place and has been updated to further protect the employee as they enter into the 3 <sup>rd</sup> trimester	We currently have 2 pregnant employees who are in their third trimester. Additional measures have been put in place in that they are no longer class based. They are completing planning and preparation, 1:1 interventions and Diagnostic assessments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All employers have a duty of care to their employees, and this extends to their mental health. Make sure you have explained to all staff the measures you are putting in	<a href="#">Additional support is available for all Exceed Learning Partnership employees via the SAS website and support services</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>place. Discuss with all staff any changes in place as part of these measures. Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing</p> <p>Read about the: <a href="#">extra mental health support for pupils and teachers</a>, <a href="#">Wellbeing for Education return programme</a></p> <p><a href="#">Education Support</a> provides a free helpline for school staff and targeted support for mental health and wellbeing</p>	<p>and Occupational Health services at DMBC</p> <p>Academy staff have qualified Mental Health First Aid trained staff available for additional support if required</p>			
<b>Site User Becoming Unwell</b>				
<p>If anyone in school develops COVID-19 symptoms, however mild, they are sent home and told they should follow public health advice</p>	<p><a href="#">Symptoms of coronavirus (COVID-19)</a></p> <p>All staff are aware of the need to report any symptoms of Covid 19 and will be sent home and asked to arrange a POCR test</p> <p>Staff are trained in awareness of the symptoms of Covid 19 and will monitor pupils for symptoms while they are in school</p>	☒	☐	☐
<p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible</p>	<p>All staff are aware of the need to isolate a pupil or colleague who is showing symptoms of Covid whilst awaiting collection</p> <p><b>Pupil to be taken to the medical room where the door will be left open</b></p>	☒	☒	☐
<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>	<p>A separate toilet will be identified in this situation</p> <p><b>This is the KS1 toilet adjacent to the medical room.</b></p>	☒	☐	☐
<p>PPE should be worn by staff caring for the pupil while they await collection if close contact is necessary</p>	<p>PPE is available to staff caring for pupils or staff awaiting collection</p>	☒	☐	☐



<p>The room used by the pupil awaiting collection should be cleaned after they have left</p>	<p>The area will be cleaned as soon as possible after use. If cleaning cannot be arranged immediately the room will be closed until a deep clean can be carried out</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household</p>	<p>Pupils will not be allowed to go home using public transport where at all possible</p> <p>If transport is need arrangements will be made for a taxi to collect the pupil and parent/carer</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home</p>	<p>In the event of this situation the academy will carry out a risk assessment of the situation and make the appropriate decision for the safe transportation of the pupil to home</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.</p>	<p>Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital</p> <p>Academy staff are aware of this requirement.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Site User Developing Symptoms</b></p>				
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">book a test</a> if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit</p> <p>The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the</p>	<p>Staff are aware of this. Staff or pupils will be sent home if they display symptoms throughout the school day</p> <p>All advice received from DFE/Public health will be followed to ensure the risk of transmission is reduced as far as possible</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



advice of the health protection team, to send to parents and staff if needed				
Over the summer, staff should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings  Schools will only provide tests for twice weekly asymptomatic testing for staff over the summer period if they are attending school settings	All staff have access to test kits and will continue to test prior to attending the school to work during the holiday period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed	Staff will be reminded by email to resume the twice weekly testing procedures from September 1 <sup>st</sup> 2021  <b>Staff testing will remain in place until the next government review at the end of September</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary age pupils (those in year 6 and below) do not need to test over the summer period	Pupils have not been tested in our Academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It remains essential that anyone who gets a positive result from an LFD test self-isolates immediately, while they get a confirmatory PCR test	Staff are aware of this requirement and will be reminded again at the start of term	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil/staff member can return to school, as long as the individual doesn't have COVID-19 symptoms	Staff are aware of this requirement and will be reminded again at the start of term	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whilst awaiting the confirmatory PCR result, the individual should continue to self-isolate	Staff are aware of this requirement and the importance of following all advice given to them by NHS Track and Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus	Staff are aware of this requirement  Pupils with symptoms are advised to stay at home and order a PCR test  <b>In a case where a parent insists on a pupil attending the Principal will make a reasonable judgement and decide if they will refuse the pupil until testing is</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>complete in order to protect other pupils and staff from possible infection</b>			
Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do	<a href="#">When to self-isolate and what to do - Coronavirus (COVID-19)</a> Staff are aware that they need to follow all advice provided to them by public Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Hand Washing/Personal Hygiene</b>				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including; <ul style="list-style-type: none"> <li>when they arrive at the school</li> <li>when they return from breaks</li> <li>when they change rooms</li> <li>before and after eating</li> </ul> Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils	Children will be expected to follow handwashing/use antibacterial gel before entering the Academy, before and after eating and at regular intervals during the day. When a child has finished in the toilet they must wash their hands following the 20 second rule. They will also follow the Catch it, Bin it, Kill it procedure. Children will receive re-training for this on their return.  Organisational plan and Covid Risk Assessment shared with staff detailing hygiene expectations. Refreshers provided at staff forums.  Contractor expectations explained on arrival and detailed on the visitor management system when signing in.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans	Handwashing to take place as detailed above and sufficient time will be allocated to allow for this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff	All EHCP and complex needs pupils have an individual pupil risk assessment in place and staff can wear PPE i.e. face mask, visor, disposable apron and gloves	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>which is supplied by the academy</p> <p>All specialists, clinicians and therapists for pupils with SEND should provide any support as usual.</p>			
Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered	As above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help given to pupils with complex needs to clean their hands properly	As above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	As above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Pupils and staff are aware of good hand hygiene practice and there are posters in place in handwashing areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	<p>All classrooms have hand sanitiser stations</p> <p>Hand sanitiser is available at additional locations around the academy such as halls/meeting rooms/ class breakout areas</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion	<p>All classrooms have a hand sanitiser station</p> <p>Pupils are supervised when using hand sanitiser</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skin friendly cleaning wipes can be used as an alternative				
School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them	<p>Pupils have been shown how to follow good hand hygiene practice. Posters are in place in all pupil cloakrooms</p> <p>Videos are available to demonstrate to pupils how to wash hands well.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Pupils will be reminded about the need to practice good hand hygiene at the start of the new term			
The 'catch it, bin it, kill it' approach is very important and is promoted	<p>These posters are on display throughout the Academy and in all areas where lidded tissue disposal bins are located</p> <p>Each classroom has a lidded disposal bin</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use	<p>Each classroom has tissues available for staff and pupil use</p> <p>Additional supplies can be obtained upon request</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	<p>Each classroom has a lidded disposal bin</p> <p>Lidded bins are also located in communal areas throughout the academy</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates	<p>The <a href="#">e-bug</a> website contains free resources for schools, including materials to encourage good hand and respiratory hygiene</p> <p>See comments above regarding staff and pupil awareness of good hygiene practice</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
Face coverings are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet	This is detailed in the organisational plan which has been shared with staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


In case of an outbreak in school, a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt)	This is covered in the Outbreak Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the above circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn	Transparent face coverings are provided where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles	Staff are aware of how to wear face coverings correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission	Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately  The requirement to wear face masks is no longer mandatory for pupils, staff or visitors in classrooms and communal areas. PPE will still be available within the academy should staff choose to wear it. It is advised that face coverings are worn in enclosed spaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are exempt from any requirement to wear face coverings in schools or in public places	Face coverings are no longer mandatory. There are no staff who are exempt from wearing face coverings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear instructions are provided to staff on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	Staff are aware of how to safely put on and remove face coverings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use	Staff are aware of how to safely put on and remove face coverings  Spare masks are available so that a clean face covering can be used in place of requiring storage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully	Spare masks are available for staff to change throughout the day as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for coronavirus (COVID-19) is required when performing <a href="#">aerosol generating procedures (AGPs)</a>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn	All EHCP and complex needs pupils have an individual pupil risk assessment in place and staff can wear PPE i.e. face mask, visor, disposable apron and gloves which is supplied by the academy  All specialists, clinicians and therapists for pupils with SEND should provide any support as usual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
Key contractors are made aware of the school's control measures and ways of working	All contractors are briefed on Covid safe procedures prior to entering the building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on is explained to visitors and contractors on or before arrival	Signage providing site rules is posted at each entrance to the building  Contractors and visitors are briefed upon entering the building at the point of signing in	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Site manager aware of the requirement to check contractor Risk assessments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				

<p>Occupied spaces must always be well ventilated and a comfortable teaching environment maintained</p>	<p>This can be achieved by a variety of measures including:</p> <p><b>mechanical ventilation systems</b> – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if 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> <p>Office windows are opened at the start of the working day</p> <p>Doors are opened where possible</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ventilate spaces with outdoor air</p>	<p><b>Natural ventilation</b> – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures</p> <p>Doors are opened where possible</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where possible, occupied room windows should be open</p>	<p>windows are opened at the start of the school day</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal</p>	<p>Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air</p>	<p>Fire doors must not be propped open unless they have a self-closing hold open device fitted</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Doors are opened where possible taking into account safeguarding and fire risks			
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	<p><b>natural ventilation</b> – 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)</p> <p>The opening of windows is adjusted throughout the day as required to ensure pupils and staff remain comfortable</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts	The opening of windows is adjusted throughout the day as required to ensure pupils and staff remain comfortable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated	The opening of windows is adjusted throughout the day as required to ensure pupils and staff remain comfortable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters	<p>Electric fan heaters used sparingly due to increased fire and electrical risk</p> <p>Oil filled radiators have been purchased and are in use.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures				
		High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan				
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>ACTION PLAN</b> (insert additional rows if required)	<b>To be actioned by</b>			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	<b>Name</b>	<b>Date</b>		
<b>Please complete with any actions</b>				

State overall risk level assigned to the task <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment		<b>High</b> <input type="checkbox"/>	<b>Med</b> <input checked="" type="checkbox"/>	<b>Low</b> <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?		<b>Yes</b> <input checked="" type="checkbox"/>		<b>No</b> <input type="checkbox"/>
Is activity still acceptable with this level of risk?		<b>Yes</b> <input checked="" type="checkbox"/>		<b>No</b> <input type="checkbox"/>
If no, has this been escalated to senior leadership team?		<b>Yes</b> <input type="checkbox"/>		<b>No</b> <input type="checkbox"/>
<b>Assessor(s):</b>	R Macleod	<b>Signature(s):</b>		
<b>Position(s):</b>	Principal	<b>Date:</b>	1/9/2021	<b>Review Date:</b>
<b>Distribution:</b>				

Risk rating	Action
<b>HIGH</b>	<b>Urgently review/add controls &amp; monitor, notify H&amp;S Team (if Likely or Highly Likely – stop work, seek competent advice)</b>
<b>MEDIUM</b>	<b>Review/add controls (as far as reasonably practicable) &amp; monitor</b>
<b>LOW</b>	<b>Monitor control measures</b>

POTENTIAL OUTCOME		LIKELIHOOD	
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	↓
Moderate	RIDDOR reportable over 7 day injury	Possible	
Minor	Minor injury (requiring first aid)	Unlikely	Less likely to occur
Insignificant	Minor injury	Remote	

POTENTIAL OUTCOME	LIKELIHOOD				
	Remote	Unlikely	Possible	Likely	Highly Likely
Catastrophic					
Major					
Moderate					
Minor					
Insignificant					