

# Covid-19 Risk Assessment



This is live document subject to changes according to latest Government guidance. Jan 4<sup>th</sup> 2021

<b>Assessment conducted by:</b>	MKN, SOC, CAI, ASP, RRO	<b>Job Titles:</b>	Principal, Assistant Principal & Site Manager	<b>Who is covered:</b>	Staff, students, contractors, visitors and volunteers
<b>Date completed:</b>	May 2020	<b>Reviewed:</b>	On-going (weekly)	<b>Previous review date:</b>	Dec 2020

Risk rating: High (H), Medium (M), Low (L)

<b>Impact</b>	<b>High:</b> Causes major physical injury, harm or ill-health.
	<b>Medium:</b> Causes physical injury or illness requiring first aid.
	<b>Low:</b> Causes physical or emotional discomfort.

## 1. Continuing enhanced protection for children and staff with underlying health conditions

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating

### 1.1 Students with underlying health issues

<b>Students with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</b>	H	<ul style="list-style-type: none"> <li>• All parent / carers of <u>Clinically Extremely Vulnerable</u> students should seek advice from a medical professional to ascertain if it is safe for them to return to the Academy.</li> <li>• All students are still required to attend the Academy daily. If they live in an area that is placed in lockdown, feel their health declines, or feel they are not fit to be in school parents/carers must seek advice from medical professionals. The Academy will request to see this in writing as evidence from a professional to support their need to self-isolate.</li> <li>• If medical professionals state students must self-isolate, they must not attend Academy/ setting and must complete an individual risk assessment with a pastoral member of staff.</li> <li>• All Clinically Extremely Vulnerable students who are isolating should remain at home and continue with home learning daily.</li> <li>• If they are unable to complete online learning via Teams and SharePoint parents / carers should contact the Academy to collect and return work to support their child's learning.</li> <li>• Students who live with a person who is Clinically Extremely Vulnerable should still attend the Academy setting unless written proof has been provided from a medical professional.</li> </ul>	Y		L
<b>1.2 Staff with underlying health issues</b>					
<b>Staff with underlying health issues measures put in place to protect them</b>	H	<ul style="list-style-type: none"> <li>• All <u>Clinically Extremely Vulnerable</u> employees with have individual risk assessments completed by the Principal and HR to support their individual needs.</li> <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> </ul>	Y		L

		<ul style="list-style-type: none"> <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.</li> <li>• Staff working on site have the opportunity to speak with Line Managers or a member of SLT during their working day.</li> <li>• If employees, themselves or persons within their household have COVID-19 symptoms, they should not attend Academy and inform MKN (Principal) immediately. Staff will then be referred for a Covid-19 test via Bolton LA HR.</li> <li>• Staff are not allowed to attend the Academy whilst awaiting results.</li> <li>• Once results have been shared with Principal either isolate or return to work.</li> <li>• Daily reminders at staff briefing (socially distanced) and advice when needed on how to access testing.</li> </ul>			
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## 2. Enhancing mental health support for students and staff

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
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### 2.1 Mental health concerns – students

Students' mental health has been adversely affected during the period that the Academy		<ul style="list-style-type: none"> <li>• We have a full-time counsellor on site daily. He is also available for student / staff off site to support them.</li> </ul>			
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has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> <li>• Whole Academy curriculum has been adapted to give opportunities to discuss mental health and the pandemic</li> <li>• September 2020 onwards all students in all years will cover mental health daily in form sessions also support mental health.</li> <li>• There is a phased return for students in September 2020 to allow them to settle and adapt back into routines.</li> <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 virtual form sessions/pupil briefings (stories/toy characters are used for some students to help talk about feelings). Kooth and SHARP are also available on Academy website.</li> <li>• Resources/websites to support the mental health of students are provided.</li> <li>• Additional external support available for targeted students on referral as well as counselling from home via remote Academy counsellor (telephone/Teams).</li> </ul>	Y		L
<b>2.2 Mental health concerns – staff</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	M	<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>• Emailed 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 provided with regular reminders about the support provided through our Simply healthcare programme</li> <li>• Guidance on working from home has been provide to all staff.</li> </ul>	Y		L

		<ul style="list-style-type: none"> <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> <li>• CPD will be specifically ring fenced for wellbeing to support our staff.</li> <li>• Academy counsellor on site and private counselling funded by the Academy is available as and when needed.</li> </ul>			
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### 2.3 Bereavement support

<b>Students and staff are grieving because of loss of friends or family</b>	M	<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 Simply Health scheme for staff.</li> <li>• Support is requested from other organisations when necessary.</li> <li>• Direct counselling onsite for any student who has been affected by Covid-19.</li> <li>• This is also available remotely if students can not attend the Academy due to medical reasons and they have a risk assessment to support this</li> </ul>	Y		L
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### 3. Health and Safety arrangements to limit the spread of COVID-19

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
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### 3.1 Cleaning

<b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b>	H	<ul style="list-style-type: none"><li>• Working hours for cleaning staff are increased to accommodate additional cleaning requirements.</li><li>• Daily systems of cleaning staff have been revised to enable cleaning zones.</li><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>○ White Boards</li><li>○ Classroom tables and chairs</li><li>○ Telephones (wipes provided)</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></ul>	Y		L
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### 3.2 Hygiene and hand sanitising

<b>Inadequate supplies of soap and hand sanitiser mean that students and staff do not wash their hands with sufficient frequency</b>	H	<ul style="list-style-type: none"><li>• Hand sanitising points are available outside every classroom in the Academy.</li><li>• Clean signage around the Academy to promote hand sanitising.</li></ul>	Y		L
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		<ul style="list-style-type: none"> <li>• Daily audit of facilities and sanitiser dispensers is undertaken before the Academy extends provision and additional supplies are purchased if necessary.</li> <li>• Additional hand cleansing stations to be placed in key areas around 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>• Clear signage is in place at entrances to the building with instructions on where to go for hand sanitising – this is for all staff and students.</li> <li>• Main reception has antibacterial hand sanitiser available as required and a large plastic shield in place.</li> <li>• All classrooms that are being used will be located near to hand sanitiser facilities.</li> <li>• Signage is in all toilets regarding hygiene and hand sanitising.</li> <li>• All staff are reminded of these procedures in the morning briefing.</li> <li>• Admin staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.</li> <li>• Wipes will be provided next to all telephones in the building so staff can wipe down before and after use.</li> <li>• Staff and students are provided with instructions on how to achieve effective hand washing / sanitising, for example, in the form of posters, written guidance and videos clips etc.</li> </ul> <p><u>Hand-Washing Guidance</u></p> <p><u>Hand-Washing Video</u></p> <p><u>Hand-Washing Poster</u></p>			
3.3 Clothing / fabric					

<b>Not changing clothes when they get home from school</b>	L	<ul style="list-style-type: none"> <li>• All students in September will wear uniform every day.</li> <li>• Students will be informed to change out of their uniform when they get home daily.</li> <li>• Staff have been informed to change out of their work clothes when they get home from work.</li> </ul>	Y		L
<b>3.4 Equipment Around Academy</b>					
<b>The use of shared equipment may lead to rapid infection spread amongst staff / students</b>	H	<ul style="list-style-type: none"> <li>• Remove unnecessary items from classrooms 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>• Pupil desks should be clear at the start and end of each session where possible.</li> <li>• Any resources / exercise books etc. should be stored in classroom cupboards out of the way where possible.</li> <li>• All classroom surfaces will be cleaned by the site team at the end of the Academy day.</li> <li>• Sharing of pencils/ pens and other items of stationery is not permitted cross-bubble unless sanitised first.</li> <li>• Where possible students have their own stationery in their own pencil case which they are responsible for.</li> <li>• Sanitiser products will be used on relevant equipment where possible.</li> <li>• Cleaners will ensure that teacher desk, keyboard, whiteboard controls etc. are cleaned regularly</li> </ul>	Y		L



### 3.5 Managing symptoms of infection

<p><b>Infection transmission occurs within Academy due to staff/students (or members of their household) displaying symptoms</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Communication has been made by social media, letter, emails, website and texts to parents/carers making them aware that if students, or persons within their household have COVID 19 symptoms then the students must not attend Academy and procedure to follow.</li> <li>• If you suspect you have symptoms you can book a test online link: <a href="#">Book a test</a></li> <li>• Robust collection and monitoring of absence data, including tracking return to Academy dates, is in place.</li> <li>• Procedures are in place to deal with any pupil or staff displaying symptoms at Academy. This includes isolating the individual in a highly ventilated space until parents/carers can collect / member of staff can safely go home.</li> <li>• Protective equipment is available in Ivy Cottage for first aid incidents / dealing with potential infections. Full PPE to be used by first aid staff only.</li> <li>• A record of any COVID-19 symptoms in students is reported to Pastoral staff and recorded on CPOMs.</li> <li>• A record of any COVID-19 symptoms in staff will be reported to MKN and recorded by HR.</li> <li>• Guidance on getting tested has been published by the Government and the Local Authority which will be followed by Academy.</li> <li>• The guidance has been explained to staff.</li> <li>• The use of testing for both staff and students and appropriate action, in line with government guidance, will be implemented should the tests prove positive or negative.</li> </ul>	<p>Y</p>		<p>L</p>
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		<ul style="list-style-type: none"> <li>• Home testing kits provided by government to the academy to support families who may not be able to access testing</li> <li>• Post-testing support is available for staff through the Academy's health provider (Simply health).</li> <li>• This guidance has been explained to staff and students as part of the return to work / scheduled reopening.</li> </ul>			
<b>3.6 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>	M	<ul style="list-style-type: none"> <li>• SLT will ensure that a designated First Aider is always in Academy when the Academy is open.</li> <li>• First aiders are named in the staff handbook.</li> <li>• The Academy has a large team of safeguarding staff trained who are also named in the staff handbook.</li> <li>• 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 Academy the nominated SLT lead will be responsible for liaising with one of the safeguarding Team if a safeguarding issue arises.</li> <li>• The Trust has produced an adopted Safeguarding Policy in line with current government guidance (completed by JAT).</li> <li>• All students will be advised to self-administer independently in first aid situations where possible e.g. Wipes, plasters, icepacks, etc to reduce close contact.</li> </ul>	Y		L
<b>3.7 Medical room</b>					
<b>Medical rooms are not adequately equipped or configured to maintain infection control</b>	H	<ul style="list-style-type: none"> <li>• The Academy has identified Ivy Cottage as the medical room which is designated for students/staff to be triaged with suspected COVID-19 whilst arrangements are being made for them to be collected / go</li> </ul>	Y		L

		<p>home. This may then include seating students in a highly ventilated area. This is in line with DfE guidance.</p> <ul style="list-style-type: none"> <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>			
<b>3.8 Communication with parents</b>					
<b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b>	M	<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 (Principals daily bulletin)</li> <li>Students via form time, assemblies</li> <li>Parents via letter home, email, website and social media</li> <li>Governors/Trustees (weekly email update from Principal)</li> </ul> </li> <li>As part of the overall communications strategy parents are kept up to date with information by daily emails, website and social media (as and when guidance changes).</li> <li>School Gateway app operational Jan 2021</li> </ul>			L
<b>3.9 Personal Protective Equipment (PPE)</b>					
<b>Provision of PPE for staff where required is not in line with government guidelines</b>	H	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and an adapted protective wear is available for first aiders.</li> <li>Staff and students will and wear a face covering for use in communal areas. They are not to be worn in teaching areas.</li> <li>It is the responsibility of individual members of staff to ensure high levels of hygiene, keeping their masks safe and replace it themselves if worn or lost.</li> <li>All students will also be provided with a clear bag with their name on it to protect their face covering when it is not in use. It is the</li> </ul>	Y		L

		<p>responsibility to ensure high levels of hygiene, keeping their masks safe and replace it themselves if worn or lost.</p> <ul style="list-style-type: none"> <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 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 hand sanitising and hygiene routines.</li> <li>• In line with government guidance the Academy will not be providing PPE for staff (apart from First Aider / intimate care).</li> <li>• In line with government guidance staff will not wear PPE when working with students (apart from first aid, cleaning and site staff relevant to their roles)</li> <li>• Non-latex gloves will be provided to each faculty to facilitate marking of books</li> </ul>			
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4. Maximising social distancing measures					
Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
4.1 Pupil behaviour					
Students' behaviour on return to Academy does not comply with social distancing guidance	H	<ul style="list-style-type: none"> <li>• Clear messaging to students on the importance and reasons for social distancing is reinforced throughout the Academy day by staff and through posters, notice boards, and floor markings.</li> <li>• For some children this is done through differentiated approaches such as stories and games.</li> <li>• Staff model social distancing consistently around Academy at all times.</li> <li>• The movement of students around the Academy is minimised as much as possible including a one-way system.</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 social distancing measures.</li> <li>• Messages around the building reinforce the importance of social distancing.</li> <li>• Year group bubbles will be adhered to and behaviour policy has been revised to adhere to behaviour during Covid period.</li> <li>• Guidance provided through form time and assemblies</li> <li>• Further reminders at the end of every lesson about face masks, hygiene etc</li> </ul>	Y		L

#### 4.2 Classrooms and teaching spaces

<b>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</b>	H	<ul style="list-style-type: none"> <li>• All furniture not required has been removed from classrooms and teaching spaces.</li> <li>• Clear white floor marking in every learning space. This is the teacher zone whereby students must not enter this area.</li> <li>• Classroom size and numbers reviewed across the Academy where possible.</li> <li>• Class sizes are matched to room capacity where possible and timetables/staffing amended to accommodate year group bubbles.</li> <li>• Classrooms organised maintaining space between seats/ desks where possible.</li> <li>• Spare chairs removed from desks so they cannot be used.</li> <li>• Staff will use visual and verbal support to remind students to observe social distancing.</li> <li>• Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>• Design layout and arrangements in place to support social distancing.</li> <li>• Large gatherings in year group bubbles are permitted.</li> <li>• Outside space is used where appropriate for learning.</li> </ul>	Y		L
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#### 4.3 Movement around Academy

<b>Social distancing guidance is breached when students circulate in corridors</b>	H	<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed, amended and shared with all stakeholders.</li> <li>• One-way systems are in operation where feasible. Otherwise groups of students will have directional travel routes to follow which will be supervised by key staff.</li> <li>• Circulation routes are clearly marked with appropriate signage.</li> <li>• Any pinch points/bottle necks are identified and managed accordingly.</li> </ul>	Y		L
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		<ul style="list-style-type: none"> <li>• The movement of students around Academy is minimised as much as possible. Where possible, students stay in classrooms and staff move around.</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>• Appropriate duty rota and supervision levels are in place.</li> </ul>			
<b>4.4 Break times</b>					
<b>Students may not observe social distancing at break times</b>	H	<ul style="list-style-type: none"> <li>• Students are reminded about social distancing during social times by staff and signage</li> <li>• Break times are staggered or taken in situ as appropriate.</li> <li>• Wipes are provided in all classrooms if needed.</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 due to smaller groups.</li> <li>• Students advised to sanitise their hands at the end of break.</li> </ul>	Y		L
<b>4.5 Lunch times</b>					
<b>Students may not observe social distancing at lunch times</b>	H	<ul style="list-style-type: none"> <li>• Students are encouraged to sanitise their hands before and after eating.</li> <li>• Students sanitising their hands before and after eating.</li> <li>• Dining area layouts have been configured to ensure social distancing.</li> <li>• Floor markings / barriers are used to manage queues and enable social distancing.</li> </ul>	Y		L

		<ul style="list-style-type: none"> <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>• Eating areas are cleaned between every bubble sitting.</li> </ul>			
<b>4.6 Toilets</b>					
<b>Queues for toilets and hand washing / sanitising risk non-compliance with social distancing measures</b>	H	<ul style="list-style-type: none"> <li>• Queuing zones for toilets and hand sanitising have been established and are monitored.</li> <li>• Students will know that they can only use the toilet one at a time.</li> <li>• The toilets are cleaned frequently and touch points are cleaned hourly.</li> <li>• Monitoring ensures a constant supply of soap and paper towels.</li> <li>• Bins are emptied regularly.</li> <li>• Students are reminded regularly on how to sanitise hands.</li> </ul>	Y		L
<b>4.7 Medical Room</b>					
<b>The configuration of medical rooms may compromise social distancing measures</b>	H	<ul style="list-style-type: none"> <li>• This will be located in Ivy Cottage.</li> <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 <u>current advice and guidance</u></li> <li>• Staff or visitors who experience symptoms as above whilst at work should notify the Principal and immediately go home.</li> <li>• Students who experience COVID-19 symptoms should be collected from Academy/ setting as soon as possible. They should be kept 1m apart from all other students and staff whilst on site. Any students</li> </ul>	Y		L



		<p>experiencing symptoms should be taken to wait in the triage area and be taken to a well-ventilated area.</p> <ul style="list-style-type: none"> <li>• If pupil needs direct personal care until they can return home, staff should wear gloves, an apron, and a face mask. Eye may also be worn if deemed risk from coughing / 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>			
<b>4.8 Arrival and departure from Academy</b>					
<b>Students and parents congregate at exits and entrances, making social distancing measures difficult to apply</b>	H	<ul style="list-style-type: none"> <li>• Start and finish times for groups of students has been reviewed. Students leaving the Academy will be staggered.</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> <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>• Academy will develop, share and display 1m guidance around drop off/ collection areas. Markings are in place with 1m distancing in all outside areas.</li> <li>• Students and staff are advised on entrance to sanitise hands.</li> <li>• No parents / carers are allowed on site for drop off or pick-ups.</li> <li>• Parents / carers must make appointments in advance by telephone to speak to staff.</li> <li>• Walk in appointments will be refused and rescheduled.</li> </ul>	Y		L

4.9 Transport					
The Academy car park poses significant risk to effective social distancing	H	<ul style="list-style-type: none"> <li>• Clear routes from the carpark to main entrance are available for all staff and visitors.</li> <li>• Additional site security will be in place if parking measures need to be controlled.</li> <li>• Parents/carers are not permitted to enter the Academy car park before, during or after school.</li> </ul>	y		L
4.10 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	<ul style="list-style-type: none"> <li>• Staff have been briefed on the use of these rooms.</li> <li>• Areas where staff will congregate e.g. Staff room have a limit on the maximum number of staff in there at once (15) All staff have been informed of these arrangements.</li> <li>• Offices where staff are based have risk assessments in place if needed.</li> <li>• Screening has also been provided in these spaces also where needed.</li> <li>• Sanitiser resources are available in repro area to clean copiers before use.</li> <li>• Sanitiser resources are available to use in any preparation area / equipment before and after use, staff reminded of this in daily staff briefing.</li> <li>• Use of staffroom kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.</li> </ul>	Y		L
5. Maintaining educational provision including provision for children of key workers and vulnerable children					

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>5.1 Maintaining provision</b>					
Educational provision will make reasonable endeavours to maintain provision for SEND and LPA children when the Academy extends its provision	H	<p>Current government guidance is being followed. This will include:</p> <ul style="list-style-type: none"> <li>▪ Risk assessments are completed for each EHCP student, taking into account the wishes of the student and their parents on a case-by-case basis. An informed decision will be made about the suitability and safety of EHCP students returning to school. Those students classed as medically vulnerable will require additional advice from Public Health England.</li> <li>▪ Annual reviews to continue within framework timescales – telephone/video meetings to be offered.</li> <li>▪ Teaching Assistants will be allocated a timetable to support a specific EHCP student, or combination of EHCP students in the same year group bubble. Teaching Assistants will need to sanitise before and after supporting a student.</li> <li>▪ Teaching Assistants can lead social distanced group work under guidance from class teacher, or have responsibility for a differentiated row. Seating plans will be to reflect this to minimise student movement within the classroom.</li> <li>▪ Teaching Assistants are currently attached to faculties so they could be deployed by FLs to deliver small group/HTLA interventions within the faculty, but not outside of their bubble. Current social distancing guidance should be followed (1m+).</li> </ul>	Y		L

		<ul style="list-style-type: none"> <li>▪ Reasonable endeavors will be followed – not all aspects of the EHCP will be deliverable, but reasonable attempts must be made.</li> <li>▪ Outreach work from external agencies can begin from September, prioritising those students who did not have transition process (with Ladywood).</li> <li>▪ Teaching Assistants led individual ‘catch-up’ sessions will be delivered each evening to students within the same bubble that the Teaching Assistants have been working</li> <li>▪ Arrangements are in place to ensure that this cohort is tracked and supported effectively.</li> <li>▪ Efforts continue to improve the attendance of vulnerable students and those from disadvantaged backgrounds.</li> <li>▪ Regular contact is made with key groups of students as prioritised by the Academy. This is outlined in the Academy’s safeguarding documentation.</li> <li>▪ Gaps in learning are assessed and addressed in teachers’ planning.</li> <li>▪ Home and remote learning is continuing and is calibrated to complement in-Academy learning and address gaps identified. The development of Essa Live! will allow for this to be facilitated at home, outside of usual school hours.</li> <li>▪ A member of the Academy’s administrative team is tasked with ensuring that students eligible for free Academy meals receive free meals when in Academy and continue to receive vouchers/Academy meals when not in Academy.</li> <li>▪ Food hampers are being provided in instances in hardship vouchers have not been available.</li> </ul> <p>The Academy will continue to monitor the Edenred voucher scheme and address issues raised by parents.</p>			
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## 5.2 Managing the Academy lifecycle

Limited progress with the Academy's calendar and work plan because of COVID-19 measures	L	<ul style="list-style-type: none"> <li>Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning.</li> <li>Curriculum plans and timetable for September 2020 completed.</li> <li>There is regular and effective liaison with the destination institutions (e.g. secondary Academy, post-16 providers, universities, apprenticeship providers) to assist with students' transition.</li> <li>Virtual tours of the Academy will be available for parents and students are being planned</li> </ul>	Y		L
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## 6. Operational issues

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>6.1 Review of fire procedures</b>					
Fire procedures are not appropriate to cover new arrangements	H	<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>Reduced numbers of students/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> </ul>	Y		L

		<ul style="list-style-type: none"> <li>• Incident controller and fire marshals have been trained and briefed appropriately.</li> <li>• Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> <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>• If there is a fire drill staff will promote bubbles and distancing where possible.</li> <li>• There may be a possibility that bubbles cross over as safety of our students and staff and them exiting the building away from the fire takes precedence.</li> </ul>			
<b>6.2 Managing premises on reopening after lengthy closure</b>					
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	H	<ul style="list-style-type: none"> <li>• All statutory compliance is up to date.</li> <li>• All contractors are now able to come out due to previous restrictions.</li> </ul>	Y		L
<b>6.3 Contractors working on the Academy site</b>					
<b>Contractors on-site whilst Academy is in operation may pose a risk to social distancing and infection control</b>	H	<ul style="list-style-type: none"> <li>• All non-employees will sign in and agree to comply to our Covid-19 secure plans while on site.</li> <li>• Non-Essential repair / contracted works in buildings to be carried outside Academy hours.</li> <li>• Ongoing works and scheduled inspections for Academy (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> </ul>	Y		L

		<ul style="list-style-type: none"> <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> <li>▪ Asbestos Management</li> </ul> </li> <li>• Site Team and admin to go through expectations with any contractor that requires access to the Academy premises. Site Team to email head teacher 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</li> </ul>			
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		<p>COVID-19 (including contractor risk assessments and method statements, and contractor induction).</p> <ul style="list-style-type: none"> <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>			
<b>6.4 Risk Assessment, Induction and staff CPD</b>					
<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.</b>	H	<ul style="list-style-type: none"> <li>• Risk assessments are updated or undertaken where needed 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 Academy</li> <li>○ During movement around 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> <li>• Induction and CPD programmes are in operation for all staff prior to reopening.</li> <li>• Staff will receive additional online training in the following areas: <ul style="list-style-type: none"> <li>○ Infection control</li> <li>○ Fire safety and evacuation procedures</li> <li>○ Safeguarding</li> <li>○ Covid-19</li> </ul> </li> </ul>	Y		L



		<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff – either online or in-Academy – prior to them starting.</li> <li>• The revised staff handbook is issued to all new staff prior to them starting.</li> </ul>			
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## 6.5 Air Conditioning / Extraction

<b>Risks of using air conditioning / extraction fans in the building</b>		<ul style="list-style-type: none"> <li>• HSE government guidelines state: ‘The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low therefore we will continue to use air conditioning systems as normal’.</li> <li>• We do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. We do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation.</li> </ul>			
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## 7. Finance

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
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## 7.1 Costs of the Academy's response to COVID-19

The costs of additional measures and enhanced services to address COVID-19 when reopening places the Academy in financial difficulties	M	<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>LA or 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's projected financial position has been shared with governors and trust.</li> </ul>	Y		L
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## 8. Governance

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
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### 8.1 Oversight of the governing body

Lack of governor oversight during the COVID-19 crisis leads to the Academy failing to meet statutory requirements.	M	<ul style="list-style-type: none"> <li>The Headteacher'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>	Y		L
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<b>Governors are not fully informed or involved in making key decisions</b>	M	<ul style="list-style-type: none"> <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>	Y		L
<b>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</b>	M	<ul style="list-style-type: none"> <li>All relevant policies have been revised 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>	Y		L

All staff  
 Date Initiated: 15/06/20  
 Date: 04/01/21

Reason for RA: Enable home visits during Covid-19  
 Date of Next Review: ongoing

Hazard/ Symptoms	When/ Where	Who is at Risk	Triggers	Hi/ Med / Low risk Hi/ Med / Low Frequency	Action to be taken (Who/ by When)
Covid-19	Home visits / students home	Member of staff on visits	N/A	High	<ul style="list-style-type: none"> <li>• Home visit will take place if no contact can be made with home or other relative on SIMs.</li> <li>• Staff member must wear gloves and a mask when at the property.</li> <li>• Staff must take their own pen and paper with them and write down any information needed, pen and paper etc must not be shared.</li> <li>• Staff member to knock and then stand 1m away or outside the garden.</li> <li>• No member of staff is to enter a property under any circumstances. If staff are concerned about a child's welfare, they are to contact DSL immediately.</li> <li>• If you believe a child is at risk of immediate harm, you must call the police, then notify the DSL.</li> <li>• If any parent / career presents any symptoms whilst staff are in attendance, staff are to advise about getting a test. Staff to return to the academy straight away.</li> <li>• If a member of staff feels uncomfortable or anxious, they must leave the property and return to the Academy.</li> <li>• If the visit requires more than one member of staff, those staff members must travel in separate vehicles and meet at the destination.</li> <li>• If more than one member of staff is visiting a property, they must also keep 1m distance from each other at all times.</li> <li>• Facemasks and gloves to be disposed of immediately after returning to the academy.</li> <li>• Staff members must always wash hands and use hand sanitiser when returning back to their vehicle and the Academy.</li> <li>• If a member of staff feels uncomfortable or anxious, they must leave the property and return to the Academy.</li> <li>• Records of all visits must be recorded on CPOMs the same day.</li> </ul>

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>Lateral flow testing</b>					
<b>Staff to participate in twice weekly lateral flow testing</b>	H	<ul style="list-style-type: none"> <li>• Training for staff delivering LFT via SLT and video</li> <li>• Additional external staff appointed to support delivery of testing</li> <li>• Positive LFT will mean immediate booking of PCR test and notification to LA</li> <li>• Allocated testing venue ( Hall)</li> <li>• Staff consent to testing</li> <li>• PPE for staff leading testing along with all other infection control eg clinical waste bins</li> <li>• Daily briefing email from Principal keeping staff up to date on government guidance and plans</li> </ul>	Y		L
<b>1.2 Student lateral flow testing</b>					
<b>All students to participate in LFT</b>	H	<ul style="list-style-type: none"> <li>• Parental consent to testing must be completed digitally</li> <li>• Staggered testing to reduce potential exposure. Timetable of testing planned</li> <li>• Students testing positive will have phone call to parents immediately and PCR test instructed to parents. School to notify LA</li> <li>• Close contacts to have daily testing for 7 days post positive test of close contact in school</li> <li>• Additional staff appointed to support testing</li> </ul>	Y		L

Key Member of Staff: SOC/CAI/ECO/NSQ/RRO