

COVID-19 RISK ASSESSMENT (BUSINESS RECOVERY PHASE)

Name of assessor	Alex Burrell
Date	10.11.2020
Site	Heartsease Primary Academy
Task being assessed	The opening of Heartsease Primary Academy to all pupils from 5 November 2020 during the national restrictions in place for the COVID-19 pandemic (Lockdown 2.0)

What is the hazard?	Who might be harmed?	How might people be harmed?	Initial risk Rating			Control Measures	Residual Risk Rating			Person Responsible	Action monitored by who / when?
			L	C	R		L	C	R		
R number increases as the lockdown measures are eased / full reopening of schools occurs	Staff, pupils and general public	COVID-19 may spread between members of the public and pupils, parents or staff	3	4	12	<ul style="list-style-type: none"> Re-opening plans follow Government guidance and Public Health England requirements. The prevalence of Covid-19 in the UK has decreased. NHS Test and Trace system is operational. The QR code for Track and Tract is visible in the school office. Ongoing monitoring of prevalence of COVID-19 cases in Norfolk. The risk to children becoming severely ill from COVID-19 is low and analysis suggests school staff are at no greater risk than those in many other occupations. 	3	3	9	CEO and Board of Trustees	CEO, weekly

						<ul style="list-style-type: none"> Senior management regularly review government guidance and NCC updates. 					
A pupil with COVID-19 attends site	Pupils and staff	If COVID-19 enters the school it may spread to other pupils or staff	4	4	16	<ul style="list-style-type: none"> All pupils (or their parents on their behalf) must confirm to the designated staff member of their group, upon arrival: that they have experienced no symptoms of COVID 19 (no matter how mild) in the last 10 days. All pupils are taken to the designated hand-wash stations for their group by the allocated member of staff and required to wash their hands upon entering the building. Parents received a letter (dated 05.11.2020) advising them of government requirements not to send in any pupils who have experienced COVID 19 symptoms or tested positive for COVID 19 within the last 10 days, or if someone in their household has displayed COVID-19 symptoms in the last 14 days or if they have been contacted by NHS Test & Trace to say they have been in contact with someone with COVID 19 in the past 14 days. Observance of self-isolation is included within the Home-School agreement (as amended) If the school is advised that someone who has attended has tested positive for COVID-19 the Headteacher immediately contacts the local health protection team 	3	4	12	Class teacher and educational support staff	Headteacher, daily

						and all advice and guidance will be followed.					
A staff member with COVID-19 attends site	Pupils and staff	If COVID-19 enters the school it may spread to other pupils or staff	3	4	12	<ul style="list-style-type: none"> All staff have been informed that they must not attend site if they have experienced any symptoms of COVID-19 (no matter how mild) in the last 10 days or if they have tested positive for COVID 19 in the last 10 days. All staff have been informed that they must not attend site if they have been contacted by NHS Test & Trace to say they have been in contact with someone with COVID-19 in the past 14 days. All staff have been informed they must not attend site if someone in their household has displayed COVID 19 symptoms within the past 14 days. All staff go immediately to their designated hand-wash stations upon arrival to site and before leaving site and wash their hands thoroughly. All staff wear face masks in communal areas of the school building. All staff have completed the Trust's hand-washing training. Observance of self-isolation regulations is included within the staff code of conduct (as amended) If the school is advised that someone who has attended has tested positive for COVID-19 the Headteacher immediately contacts the local health protection team 	2	4	8	All Onsite Staff and Pastoral Assistant	Headteacher, daily

						and all advice and guidance will be followed.					
A parent or guardian with COVID-19 attends the site	Pupils and staff	If COVID-19 enters the school it may spread to other pupils or staff	4	4	16	<ul style="list-style-type: none"> Parents are not admitted to the building (save as to emergency situations where the essential visitor safe system of work applies) At drop off and pick up, parents remain outside the school building and queue at a 2m distance from one another until their child is collected from / delivered to them. Parents who need to speak to the headteacher, school office or other member of staff are required to conduct a meeting via telephone or video conference. Where it is necessary for a member of staff and parent to meet face-to-face and there is no possible alternative, the essential visitor safe system of work is followed. If the school is advised that someone who has attended has tested positive for COVID-19 the Headteacher immediately contacts the local health protection team and all advice and guidance will be followed. 	2	4	8	Academy Support Manager	Headteacher, daily
A visitor with COVID-19 attends the site	Pupils and staff	If COVID-19 enters the school it may spread to other pupils or staff	4	4	16	<ul style="list-style-type: none"> External visitors are not admitted for the purpose of meetings – all meetings occur via Google Meet or other virtual means. Where possible, deliveries are scheduled outside of school hours 	2	4	8	Academy Support Manager	Headteacher, daily

					<ul style="list-style-type: none"> • Where deliveries occur within school hours, these are left in the school office (school deliveries) or school outbuildings (premises deliveries). Staff do not sign for delivery and wash their hands thoroughly after touching delivered goods. • All non-essential visits have been cancelled (e.g. photography, admissions) • Volunteers are allocated to specific pupil groups and follow the same requirements as staff. Volunteers are only permitted if they are attending no other settings. • The FM Company has been instructed that contracted works should be undertaken outside of school opening hours. Where this is not possible, a separate risk assessment and control measures are put in place. • Where essential visitors need to attend site, because this has been deemed necessary and unavoidable by the Headteacher and all other possible alternatives have been exhausted, the Safe System of Work is followed. • Essential visitors (that are not scheduled temporary staff, volunteers or specialised support workers) are required to wear face masks whilst onsite. • Temperature checks for essential visitors, are taken by the Academy Support Manager (at arm's length using an infra-red thermometer) and any person with a 				
--	--	--	--	--	--	--	--	--	--

						<p>temperature of 38 degrees or higher will not be admitted to building.</p> <ul style="list-style-type: none"> • Essential visitors do not wear lanyards and cannot be left unaccompanied at any time. • Visitor records are maintained for contact tracing requirements. • If the school is advised that someone who has attended has tested positive for COVID-19 the Headteacher immediately contacts the local health protection team and all advice and guidance will be followed. 					
Pupils, parents, visitors and staff come into contact with COVID-19 on journey to or from school	Pupils, parents and staff	COVID-19 may spread between members of the public and pupils, parents or staff	4	4	16	<ul style="list-style-type: none"> • Pupils, parents and staff have been advised not to use public transport. Where this is unavoidable, they must wear face masks, wash their hands before and after using public transport and have been advised to follow government guidance. • Pupils are supported in removing their face masks and disposing of these in a closed lid bin or storing these in a plastic bag to take home with them, and in washing their hands after removal of the face masks. • Parents and staff have been advised that only the same household members should travel together by car. • Staff, pupils and parents have been encouraged to walk or cycle to school wherever possible. 	3	4	12	All onsite staff	Headteacher, daily

						<ul style="list-style-type: none"> • Staff, pupils and parents have been instructed to use bike racks one at a time and social distancing signage has been placed to reinforce this. • Staff, parents and pupils have been advised not to gather in parking areas or at the school gates. • There are hand sanitiser stations outside the school building for pupil / parent / visitor use. • The onsite cleaner cleans touch points in reception / entrance areas during period of high use (i.e. school arrival and collection times) 					
Pupils' parents in close proximity during a pandemic	Pupils and Parents	COVID-19 may spread between pupils and parents	4	4	16	<ul style="list-style-type: none"> • Pupil drop off and collection times are staggered so that pupils and parents do not mix on the playground outside of the allocated pupil groups. • Specified Access and Egress areas have been assigned to the different pupil groups so that additional drop off / collection points are created and as few pupil groups use the same collection / drop off point as possible. • Markings spaced 2m apart have been placed in the outdoor drop off / collection area and parents have been informed that they must stay 2m apart from other parents at drop off / collection. • Drop off / collections are supervised by staff, who ensure that social distancing measures are being followed. Such staff 	2	4	8	Headteacher, class teachers and educational support staff, on duty marshal	Headteacher, daily

						<p>members must stay 2m apart from all parents.</p> <ul style="list-style-type: none"> Parents have been advised that only one parent should attend the school for pupil drop off / collections. 					
Pupils and staff in close proximity during a pandemic	Pupils and staff	COVID-19 may spread between pupils and staff	4	4	16	<ul style="list-style-type: none"> Pupils remain in fixed groups based on their class (30 pupils maximum) Pupils remain in the pupil group they have been allocated to. Each pupil group is allocated specific staff members and pupils / staff members must not move between the groups to which they have been allocated unless they have been allocated a specific role requiring this. Where staff must move between bubbles (e.g. SEN or pastoral staff), they must wash their hands before and after entering each new pupil zone and remain 2m from all pupils and staff in that bubble. If a 2m distance cannot be maintained, they must wear a face mask. A record of all planned cross-bubble contact is maintained. Staff must notify the Academy Support Manager of any unplanned cross bubble contact that has occurred so that a record can be maintained. Each pupil group is allocated a specific classroom for their sole use. Each pupil group is allocated an outdoor play area, toilet and hand-wash station 	3	4	12	All Onsite Staff	Headteacher, daily

					<p>which is shared with a limited number of specific other pupil groups.</p> <ul style="list-style-type: none"> • Each pupil group is permitted use of specified access and egress areas. • Where more than one pupil group is allocated to the same access and egress area or playground, usage times are staggered so that no more than one group is in the access and egress area or playground at a time. If more than one pupil group is in the playground, then separate designated areas have been created and pupils understand that they must stay in their designated area. • Pupils eat lunch in their classrooms and do not congregate in the dining hall. Apart from Reception who eat in the hall and this is then cleaned after. • Each pupil group is allocated a specific time in the hall for PE and the hall is cleaned between use by different pupil groups by the Onsite Cleaner. Contact sport is not permitted and non-personal kit (e.g. bibs) are not used. • Wind and brass instruments, singing and other activities requiring raised voices are prohibited for groups above 15 pupils. Where this does occur it is outside or at a distance of 2m from one another. • Staff for each pupil group are provided with disinfectant cleaning solutions, disposable cloths and disposable gloves 				
--	--	--	--	--	--	--	--	--	--

					<p>so that they can immediately clean down any desk etc if a pupil coughs/sneezes.</p> <ul style="list-style-type: none"> • Class teachers clean touch points in their classroom at morning break and lunch time. • Tissues are available in all areas of each pupil zone for pupils and staff to use if they sneeze or cough. A designated bin for contaminated waste is available in each classroom. • Pupils and staff to follow Catch it, Kill it, Bin it requirements. Pupils are supported with this as required by their age / needs. A small amount of tissues is available on each pupil desk and at each staff workstation. • Pupils are sat at desks which are spaced as far as part as possible and arranged so all pupils are facing forward. Pupils sit at the same desk each day in accordance with the written seating plan. • Windows in classrooms and access and egress areas are kept open to increase ventilation where it is safe to do so. • Doors are kept open in classrooms (with door-guards having been disabled by the Premises team). Doors in the corridors remain closed due to fire safety. • Hand sanitiser stations are available in all classrooms and designated work areas and all Access and Egress areas. • No wrap around care, school gatherings or residential trips are being provided. 				
--	--	--	--	--	---	--	--	--	--

						<p>Any non-residential trips carried out have a separate risk assessment and follow government guidance.</p> <ul style="list-style-type: none"> Class teachers and educational support staff for each pupil group ensure that pupil handwashing is carried out more frequently than usual in accordance with the Hand Washing Schedule. Staff members remain a social distance of 2m from pupils wherever possible 					
Staff members in close proximity to one another	Staff members	COVID-19 may spread between members of staff	4	4	16	<ul style="list-style-type: none"> Allocated arrival times have been set for different groups of staff (including staff attendance during school closure periods, e.g. holidays and inset) Staff must maintain a 2m distance from one another upon arrival and when moving through their designated access and egress area (including in parking areas). Staff are allocated to individual classrooms or work areas where windows should be kept open to assist ventilation if it is safe to do so Where more than one member of staff has been allocated to a classroom or work area, those staff members must maintain a 2m distance from one another at all times. If a 2m distance cannot be maintained between staff members (e.g. due to an emergency) both members of staff should wear a face mask or not face each other 	2	4	8	All Onsite Staff	Headteacher, daily

					<ul style="list-style-type: none"> • Staff wear a face mask in all communal areas of the building. • Staff in separate classrooms or work areas should speak to each other via telephone or video conference and avoid crossing between bubbles. • Hand sanitiser stations are available in all classrooms, designated work areas and Access and Egress areas. • Staff have received hand washing training and undertake to wash or sanitise their hands at least hourly, after using the toilet, before eating and upon arrival and departure. • Staff are responsible for ensuring that a supply of tissues are available at their workstation throughout the day. • [Separate areas have been marked out in the staff room to maintain social distancing during staff break times and windows in the staff room must be kept open at all times] • The staff room is only to be used for staff using the photocopier, making a drink and leaving immediately and/or collecting lunch. • There will only be 5 members of staff allowed in the staff room at any one time. • Staff room is marked to ensure a two-metre distance. • Staff can use the break out area in the library – max of 6 members of staff only. 				
--	--	--	--	--	---	--	--	--	--

						<ul style="list-style-type: none"> The table and chairs must be cleaned after use – cleaning products available. Where possible staff take their breaks in their own classrooms or work areas and the staff room is not in use for this purpose Where staff attendance is required at site during school closure periods, a maximum of 25 members of staff attend site at any one time 					
Premises Staff moving between bubbles cause cross-contamination	Pupils and staff	COVID-19 may spread to other pupils or staff	3	4	12	<ul style="list-style-type: none"> Premises staff do not go into classrooms or other designated work areas during the school day. Premises staff wear face masks at all times when in buildings 	2	4	8	Headteacher and FM Company	Headteacher, daily
Pupil develops COVID-19 symptoms whilst on site	Pupils and staff	COVID-19 may spread to other pupils or staff	3	4	12	<ul style="list-style-type: none"> The Class Teacher for each pupil group is responsible for ensuring that their pupils know what the main symptoms are and who to report these to if they develop such symptoms, no matter how mild. A comprehensive safe system of work has been devised and is followed at all times. Staff attending to a pupil with suspected COVID 19 symptoms wear appropriate PPE in accordance with the safe system of work. Everyone who has been in contact with a pupil who has suspected COVID 19 symptoms must wash or sanitise their hands. 	3	3	9	Class Teacher, Academy Support Manager, Onsite Cleaner and Onsite First Aider	Headteacher, daily

					<ul style="list-style-type: none"> • A separate Quarantine Zone has been identified that is used where pupil or staff isolation due to COVID-19 symptoms is required. • Windows in the Quarantine Zone are kept open to increase ventilation whilst it is in use and the door is kept closed. • An Alternative Learning Zone has been identified for use by the pupil's group after their allocated zone has become compromised – outside if possible or the studio. • If a second pupil or staff member develops COVID-19 symptoms whilst the Quarantine Zone is in use or awaiting a deep clean, they remain in their own pupil zone but are isolated at a minimum of a 2m distance from others. • If at any point, the Headteacher believes that there is not sufficient space available to isolate a pupil should one become ill, then the school will be closed and pupils sent home. • The pupil's parent is required to arrange a test for COVID 19 for the pupil and the pupil must self-isolate for 10 days. Other members of that staff member's household (including siblings) must self-isolate for 14 days. • Parents are advised to follow the government's Stay at Home guidance. • Where a pupil tests positive for COVID-19, the Headteacher immediately 				
--	--	--	--	--	---	--	--	--	--

						<p>contacts the local health protection team and all advice and guidance will be followed.</p> <ul style="list-style-type: none"> • Temperature checks are carried out for those pupils who are not able to communicate their symptoms (e.g. non-verbal ASD) where the designated staff member suspects they may be unwell and parent will be notified of concerns. Temperature checks are carried out by the Pastoral Assistant at arm's length using an infrared thermometer. 					
Staff member develops COVID-19 symptoms whilst on site	Pupils and staff	COVID-19 may spread to other pupils or staff	3	4	12	<ul style="list-style-type: none"> • A comprehensive safe system of work has been devised and is followed at all times. • Staff attending to a staff member with suspected COVID 19 symptoms wear appropriate PPE in accordance with the safe system of work. • Everyone who has been in contact with a staff member who has suspected COVID 19 symptoms must wash or sanitise their hands. • A separate Quarantine Zone has been identified that is used where pupil or staff isolation due to COVID-19 symptoms is required. • Windows in the Quarantine Zone are kept open to increase ventilation whilst it is in use and the door is kept closed. • An Alternative Learning Zone has been identified for use by the affected staff member's allocated pupil group (if any) 	3	3	9	All onsite staff	Headteacher, daily

						<p>after their allocated zone has become compromised.</p> <ul style="list-style-type: none"> • If a second pupil or staff member develops COVID-19 symptoms whilst the Quarantine Zone is in use or awaiting a deep clean, then the staff member isolates in their own work area at a minimum of a 2m distance from others. • The staff member is required to arrange a test for COVID 19 and self-isolate for 10 days. Other members of that staff member's household must self-isolate for 14 days. • Staff must follow the government's Stay at Home Guidance. • Where a member of staff tests positive for COVID-19, the Headteacher immediately contacts the local health protection team and all advice and guidance will be followed. • Observance of self-isolation regulations is required for any employee with symptoms or who has been contacted by the Test & Trace service, and is included within the staff code of conduct (as amended) 					
A vulnerable staff member contracts COVID-19	Member of staff	COVID-19 may cause serious injury or fatality	4	5	20	<ul style="list-style-type: none"> • Every member of staff has completed a COVID-19 Vulnerability Self-Assessment identifying any potential vulnerability in relation to COVID-19. • Staff who are extremely clinically vulnerable do not come to site at any time. 	1	5	5	All staff	Headteacher, daily

						<ul style="list-style-type: none"> Individual risk assessments have been carried out for staff who have been classed as clinically vulnerable (including pregnant women and those over 70). Clinically vulnerable staff are not permitted to carry out first aid or pupil intimate care. Line managers have held discussions with staff at increased risk (e.g. BAME staff and those over 60) or with concerns (e.g. where they are living with clinically or extremely clinically vulnerable persons). Adjustments to working patterns have been considered for such employees where possible. 					
A vulnerable pupil contracts COVID-19	Pupil	COVID-19 may cause serious injury or fatality	4	5	20	<ul style="list-style-type: none"> The parents of all pupils have been asked to complete a Medical Questionnaire identifying any potential vulnerability in relation to COVID-19. Parents are advised to discuss clinically vulnerable and extremely clinically vulnerable pupils' care with their health professional but these pupils continue to attend school Separate risk assessments are in place for pupils with significant risk factors 	2	5	10	Class Teacher	Headteacher, weekly
Surfaces are contaminated with COVID-19	Pupils and Staff	COVID-19 may spread between pupils or staff	4	4	16	<ul style="list-style-type: none"> All contact surfaces have been identified and are disinfected throughout the day by Onsite Cleaner (e.g. door handles, toilets, taps, handrails, and external gates) The onsite cleaner cleans all touch points in the egress and access areas and the 	2	4	8	All onsite staff	Headteacher, daily

					<p>entrance / reception area throughout the day.</p> <ul style="list-style-type: none"> • Touch points in toilet areas shared between bubbles are cleaned hourly by the onsite cleaner (e.g. taps, toilet seats, door handles / locks). • Toilets are closed between 1:15 – 2:15pm on order to be able to be deep cleaned, unless there is an emergency or a pupil has a toilet card. • Touch points in [Nursery and] Reception classroom[s] are cleaned hourly by the class teacher and educational support staff. • Daily cleaning is scheduled to take place at [TIME] [when no pupils are on site] • Visibly dirty surfaces are cleaned prior to disinfection. • The FM Company has confirmed that it will abide by the Government Guidance, COVID-19: cleaning in non-healthcare settings • All computer equipment (e.g. chrome books and tablets) are cleaned with a disinfectant wipe prior to use by the class teacher who has used them. • [Unused rooms have been identified and locked and signage used to identify that access is not permitted] • Outdoor play equipment is not used by pupils on the main playground. 				
--	--	--	--	--	--	--	--	--	--

					<ul style="list-style-type: none"> • Outdoor play equipment in Reception and Nursery has a maximum of two children at one time. No children in different bubbles should use the same equipment. Hand sanitiser stations are positioned by the outdoor play equipment and pupils are instructed to use this before and after using the play equipment. • Unnecessary items have been removed from Pupil Learning Zones and stored in staff room, which is no longer available for access by staff or pupils. • Staff have been directed to clean their own workstations with disinfectant and a disposable cloth prior to and following use, and their computer equipment / phone with a disinfectant wipe. • Toys that are more difficult to clean have been taken out of use (e.g. play dough and wooden toys) • Toys that are put into children’s mouths are cleaned by the class teacher and educational support staff between use using Milton’s cleaner. • Disinfectant is in each classroom and the class teacher will clean any area where pupil coughs or sneezes. Staff member will spray disinfectant and pupil will use disposable cloth to wipe (if age appropriate) then wash hands. 				
--	--	--	--	--	---	--	--	--	--

						<ul style="list-style-type: none"> • Staff sign in sheets and pupil registration is by electronic means (e.g. Google Docs or Scholarpack) • Shared water coolers are out of use – each classroom has a sink which has drinkable water. 					
Resources or pupil possessions are contaminated with COVID-19	Pupils and Staff	COVID-19 may spread between pupils or staff	4	4	16	<ul style="list-style-type: none"> • Pupils are asked to limit the items they bring in to school to essentials (e.g. a coat and a bag containing water bottle, lunch box, sun-cream and sun-hat or winter hat / scarf / gloves). These items should not be shared between pupils. • Pupils are provided with individual stationery items on their desk in a [named pot / bag / box] and may not share these or take them home. • Pupils do not share resources unless necessary or mark one another's books. Resources that must be shared (e.g. books) are cleaned between use by each pupil and not passed to each other directly. • Resources have been allocated to each pupil zone and must not move between zones (including chrome books and reading books) • If resources do need to be moved between bubbles, they must be thoroughly disinfected or stored separately for 48 hours first (72 hours for plastics) before being moved to another bubble. 	2	4	8	All onsite staff	Headteacher, daily

						<ul style="list-style-type: none"> • Only necessary resources are to be taken home by pupils or staff. Where this occurs, any resources taken home by pupils and subsequently returned (e.g. reading book) are cleaned upon return before sharing with other pupils in the bubble. • Staff wash or sanitise their hands before and after handling pupils' books or other resources. 					
Fabrics or soft furnishing is contaminated with COVID-19	Pupils and Staff	COVID-19 may spread between pupils or staff	4	4	16	<ul style="list-style-type: none"> • Soft toys and dressing up items have been removed from the pupil learning zones • Carpet time is not permitted unless in EYFS or alternative provision where they must be spaced apart at least by 1m. 	1	4	4	Class teacher	Headteacher, daily
Clothing is contaminated with COVID-19	Pupils and Staff	COVID-19 may spread between pupils or staff	4	4	16	<ul style="list-style-type: none"> • Clothing contaminated with body fluids is dealt with in accordance with the Control of Infections policy. • Parents are advised to wash uniforms at the highest temperature the fabric can tolerate at least weekly. • Staff are advised to wear clean clothing every day and to keep spare clothes on site in case their own clothes become contaminated with body fluids. 	2	4	8	All onsite staff	Headteacher, daily
PPE is contaminated with COVID-19	Pupils and Staff	COVID-19 may spread between pupils or staff	4	4	16	<ul style="list-style-type: none"> • All PPE is disposable save as to safety glasses • All staff have been trained in how to appropriately don and doff PPE • All staff have been trained in how to appropriately dispose of PPE 	2	4	8	All onsite staff	Headteacher, daily

						<ul style="list-style-type: none"> All staff have been trained in how to appropriately clean reusable safety glasses Reusable safety glasses must be disinfected or stored for 72 hours before being shared between staff PPE is changed between use each time first aid, intimate care or contact with a person with possible COVID-19 symptoms is made. 					
Food is contaminated with COVID-19	Pupils and Staff	COVID-19 may spread between pupils or staff	2	3	6	<ul style="list-style-type: none"> Catering company is following the government's Guidance for food businesses on coronavirus (COVID-19) Catering company has carried out separate risk assessment 	1	3	3	Catering Manager	Headteacher, half termly
Contaminated waste	Pupils and Staff	COVID-19 may spread from waste to pupils or staff	3	4	12	<ul style="list-style-type: none"> Designated bins are provided for pupils and staff to dispose of used tissues. These are marked "contaminated waste" and are emptied regularly throughout day Closed lid bins are provided in Quarantine Zone and pastoral room where PPE is disposed. Where closed bins are not available, PPE is disposed of using disposal bags or bin liners for 'double bagging' All staff have read Control of Infections Policy 	2	4	8	All onsite staff	Headteacher, daily
There are not sufficient hygiene or cleaning	Pupils and Staff	COVID-19 may spread between pupils or staff	3	5	15	<ul style="list-style-type: none"> School is closed in this event FM companies are monitoring supplies of cleaning products and placing orders regularly 	1	5	5	Headteacher and FM Company	Headteacher, daily

supplies available						<ul style="list-style-type: none"> • Headteachers are monitoring supplies of hygiene products and placing orders regularly • Class teachers review PPE and hygiene supplies in classrooms daily • Pastoral Assistant reviews PPE, hygiene and first aid supplies in Quarantine Zone and pastoral room daily 					
The building or site has become unsafe during periods of school closure	Pupils and staff	Harm to pupils and staff	2	4	8	<ul style="list-style-type: none"> • All PPM and statutory inspections are continuing as normal • The FM team inspects the premises for pests and reactive maintenance issues after each school closure period • The FM team has confirmed it will follow the Government's Guidance Managing school premises during the coronavirus outbreak 	1	4	4	Headteacher and FM Company	CEO, monthly
A pupil requires intimate care	Pupil and Staff	COVID-19 may spread from pupil to staff member via body fluids or between pupil and staff due to increased proximity	3	4	12	<ul style="list-style-type: none"> • Staff have read and understood the Intimate Care Policy and Control of Infections Policy which are followed. • Full PPE is worn by staff member administering intimate care • For pupils requiring regular intimate care due to age / disability, a separate risk assessment is in place and a designated changing area is identified. • Pupil groups containing pupils that are likely to require intimate care (due to age / disability) have been assigned an additional member of support staff 	3	2	6	Educational support staff	Headteacher, daily

		Staff member could abuse pupil or pupil could make false allegation against staff member	2	4	8	<ul style="list-style-type: none"> Parents have been informed that only one member of staff will be present to undertake intimate care Parents are told that intimate care has taken place both by telephone and email unless a specific plan is in place. Staff member informs class teacher that they are attending an intimate care requirement 	1	4	4	Class teacher and educational support staff	DSL, daily
Pupil has toileting accident	Pupil and Staff	COVID-19 may spread from pupil to staff member via body fluids or between pupil and staff due to increased proximity	3	4	12	<ul style="list-style-type: none"> A safe system of work is in place for toileting accidents. Staff have read and understood the Intimate Care Policy and Control of Infections Policy. Full PPE is worn by staff member administering intimate care Pupil is attended to in their designated toilet area after all other personnel have moved to Alternative Learning Zone. Pupil Learning Zone is then quarantined until full clean has occurred. Soiled clothing is 'double bagged' and sent home with pupil in line with Control of Infections policy. 	3	2	6	Pastoral assistant, educational support staff	Headteacher, daily
A pupil or staff member vomits	Pupils and staff	COVID-19 or other virus may spread between pupils or staff	4	4	16	<ul style="list-style-type: none"> A comprehensive safe system of work is in place and is followed. Area where vomiting has occurred is quarantined until full clean has occurred. Soiled clothing is 'double bagged' and sent home with pupil in line with Control of Infections policy. 	4	3	12	Pastoral Assistant	Headteacher, daily

						<ul style="list-style-type: none"> Pupil or staff member must remain away from school for 48 hours 					
Pupil bites or spits at other pupils or staff	Pupils and staff	COVID-19 or other virus may spread from pupil to staff member or another pupil via body fluids (saliva)	3	4	12	<ul style="list-style-type: none"> A comprehensive safe system of work is in place and is followed. Area where any spitting has occurred is quarantined until full clean has occurred. Staff have a change of clothing onsite. Soiled clothing is 'double bagged' and sent home with pupil in line with Control of Infections policy. Headteacher attends to the pupil within the classroom in accordance with the safe system of work at a 2m distance and wearing PPE Behaviour Policy is followed and pupil is excluded if recurrence of behaviour is foreseeable Separate risk assessment in place for pupils who pose a high risk of such behaviour Contaminated or injured pupils / staff are cleaned in the toilets of the pupil zone by Onsite First Aider 	3	3	9	Headteacher, Class Teacher, Pastoral Assistant, SENCO	Headteacher, daily
Pupil deliberately smears faeces or urinates	Pupils and staff	COVID-19 or other virus may spread from pupil to staff member or another pupil via body fluids (faeces or urine)	2	4	8	<ul style="list-style-type: none"> A comprehensive safe system of work is in place and is followed. Area is quarantined until full clean has occurred. Soiled clothing is 'double bagged' and sent home with pupil in line with Control of Infections policy. 	2	3	6	Headteacher, Class Teacher, Pastoral Assistant, SENCO	Headteacher, daily

					<ul style="list-style-type: none"> • Staff have a change of clothing onsite that does not leave the Pupil Zone unless it must be used. • Headteacher attends to the pupil within the classroom in accordance with the safe system of work at a 2m distance and wearing PPE • Behaviour Policy is followed and pupil is excluded • Separate risk assessment in place for pupils who pose a high risk of such behaviour • Contaminated pupils are cleaned in the toilets of the pupil zone by Pastoral Assistant 						
Pupil has accident and requires first aid	Pupil and Pastoral Assistant	COVID-19 may spread from pupil to Pastoral Assistant via body fluids or between pupil and Pastoral Assistant due to increased proximity	2	4	8	<ul style="list-style-type: none"> • A comprehensive safe system of work is in place and is followed. • Pastoral Assistant has read understood First Aid and Medicines Policy and Control of Infections Policy • Pastoral Assistant will instruct an injured pupil about what to do for minor injuries if it is age appropriate • Pastoral Assistant wears full PPE. 	2	2	4	Pastoral Assistant	Headteacher, daily
Staff member has accident and requires first aid	Staff member and Pastoral Assistant	COVID-19 may spread from staff member to Pastoral Assistant via body fluids or between Pastoral	2	4	8	<ul style="list-style-type: none"> • A comprehensive safe system of work is in place and is followed. • Pastoral Assistant has read understood First Aid and Medicines Policy and Control of Infections Policy 	2	2	4	Pastoral Assistant	Headteacher, daily

		Assistant and staff member due to increased proximity				<ul style="list-style-type: none"> Pastoral Assistant will instruct an injured staff member what to do for minor injuries Pastoral Assistant wears full PPE. 					
Staff members do not understand control measures	Pupils and staff	Pupils and staff exposed to harm as control measures not in place	4	4	16	<ul style="list-style-type: none"> Staff meeting to take staff through the risk assessment and Full Reopening plan occurred on [22 July]. Staff have received specific and relevant training as set out in Full School Reopening Plan (2 September 2020). Ongoing monitoring of risk assessment by Headteacher and Trust staff 	1	4	4	All staff	Headteacher, daily
Premises staff / FM companies do not understand control measures	Pupils and staff	Pupils and staff exposed to harm as control measures not in place	3	4	12	<ul style="list-style-type: none"> Letter of comfort requested from FM company identifying that staff have been trained Academy Risk Assessment shared with FM Company Ongoing discussions held between Trust and Academy management and FM company. Letter of comfort requested setting out that FM company will abide by Government Guidance, COVID-19: cleaning in non-healthcare settings and Managing school premises during the coronavirus outbreak 	1	4	4	Headteacher and FM Company	Headteacher, daily
FM company do not take appropriate steps to keep their staff safe	FM company staff	FM company's staff exposed to harm	2	4	8	<ul style="list-style-type: none"> Risk assessment requested from FM company Letter of comfort requested from FM company, confirming that appropriate PPE has been provided and that an 	1	4	4	Headteacher and FM Company	Headteacher, weekly

						assessment of staff's vulnerability to COVID-19 has been carried out.					
Staff do not understand how infection is spread	Pupils and staff	COVID-19 may spread between pupils and members of staff	3	4	12	<ul style="list-style-type: none"> Staff have completed handwashing training Staff have read and understood Control of Infections Policy Observance of social distancing and self-isolation is included within the staff code of conduct (as amended) Hygiene posters are displayed throughout school and in all staff toilet areas 	1	4	4	All Staff	Headteacher, weekly
Pupils do not understand how infection is spread	Pupils and staff	COVID-19 may spread between pupils and members of staff	4	4	16	<ul style="list-style-type: none"> Daily lessons are provided to pupils about hygiene and / or coronavirus using e-Bug and other resources Pupil appropriate posters are displayed throughout school and in all pupil toilet areas Pupil Handwashing Schedule in place 	2	4	8	Class Teacher and educational support staff	Headteacher, weekly
Reduced staff ratios compromise the safety and / or security of pupils	Pupils and staff	Harm to pupils and staff	5	4	20	<ul style="list-style-type: none"> In the event of staffing shortages, the school will close until safe staffing levels can be established. Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. Academy is using supply teachers if required with additional control measures in place (see below) 	5	1	5	Headteacher	CEO, daily
COVID 19 is spread between SRB	Pupils, staff and parents	COVID 19 spreads to	3	3	9	<ul style="list-style-type: none"> The Academy is following DfE guidance in respect of SRBs. The headteacher liaises with the SRB / home school as 	2	3	6	Headteacher	Head of Quality Assurance

pupils and their home schools		pupils, staff and parents				<p>appropriate to discuss arrangements at each setting and to confirm that no confirmed cases of COVID 19 have occurred in the other setting.</p> <ul style="list-style-type: none"> • Headteachers have asked home schools or SRBs to notify them immediately if a confirmed case of COVID 19 occurs at their setting • Parents of pupils who attend SRBs or who are dual registered have been asked not to bring resources or items to school from their other setting. 					(inclusion), weekly
COVID 19 is spread by temporary staff or external specialist support staff	Pupils, staff and parents	COVID 19 spreads to pupils, staff and parents	4	3	12	<ul style="list-style-type: none"> • External specialised support staff and temporary staff (e.g. supply teachers) are allocated to specific pupil groups and follow the same requirements as staff. • External specialised support staff and temporary staff must complete the electronic Conditions of Entry form prior to admittance. • Temperature checks for temporary staff and specialised support workers and are taken by the Academy Support Manager (at arm's length using an infra-red thermometer) and any person with a temperature of 38 degrees or higher will not be admitted to building. • External specialised support staff and temporary staff must minimise contact and maintain as much distance as possible from staff and pupils. • This risk assessment is shared with external specialised support staff and 	3	3	9	Academy Support Manager, External specialised support staff, temporary staff	Headteacher, daily

						<p>temporary staff who must comply with the controls in place.</p> <ul style="list-style-type: none"> • Temporary Staff and external Specialist Support Staff are required to provide a contact number, disclose all settings visited in the last 10 days and notify the school immediately if they are contacted by the Test & Trace service • Temporary Staff and external Specialist Support Staff are required to wear face masks in all communal areas of the school building. • Temporary Staff and external staff are given amber visitor lanyards for the duration of their assignment. Upon the lanyard's return, the Academy Support Manager must store the fabric lanyard out of reach for 48 hours before reusing it. The Visitor card and holder is thoroughly disinfected and attached to a fresh fabric lanyard before being used by the next visitor. 					
SEN pupils are unable to cope with the changes to the school day	Pupils	Pupil experiencing psychological distress	3	3	9	<ul style="list-style-type: none"> • Separate risk assessments are in place for SEN pupils where required • Headteacher (in consultation with SENCO) has discussed pupil requirements with parents of EHCP pupils • Class teacher (in consultation with SENCO and Headteacher) has discussed pupil requirement with parents of all other SEN pupils 	2	3	6	Headteacher, Class Teacher and SENCO	Head of Quality Assurance (Inclusion), weekly

						<ul style="list-style-type: none"> • Thrive and one-to-one support is delivered as part of the curriculum where appropriate • Parents of SEN pupils are being permitted to take a phased approach to the integration of their children where appropriate • SEN support, including TA support where part of the pupil provision map or Academy offer, are being delivered and are not restricted by the bubble structure. 					
Pupils struggle emotionally to adjust to the “new normal”	Pupil	Poor mental health / psychological harm	3	3	9	<ul style="list-style-type: none"> • Pupils in group, staff, location, arrival / drop off times and break times are all kept consistent to provide stability • Curriculum encompasses teaching about mental and physical wellbeing. 	2	3	6	Class Teacher	Headteacher, daily
The fire alarm sounds	Pupils and staff	COVID-19 may spread between pupils or staff moving between zones / areas	3	4	12	<ul style="list-style-type: none"> • At the main fire assembly point, a distance of at least 2m has been marked out between the separate bubbles. • Fire drills are carried out at the start of each half term practising social distancing during evacuation to and return from the fire assembly point. • The onsite cleaner cleans communal access / egress areas following a fire drill. 	3	1	3	Headteacher	Headteacher, half termly
A fire occurs onsite	Pupils and staff	Pupils and staff harmed	2	5	10	<ul style="list-style-type: none"> • Academy has returned to normal fire management arrangements and is adhering to the Fire Management Policy which all staff have reviewed prior to the start of the academic year. 	1	5	5	Headteacher	Headteacher, half termly

						<ul style="list-style-type: none"> Designated trained fire wardens are on site at all times Fire drills carried out half termly. 					
Pupil ingests hand sanitiser	Pupil	Pupil is harmed	3	2	6	<ul style="list-style-type: none"> Pupils are supervised whilst using hand sanitiser as appropriate for their age / needs. Additional hand sanitiser stocks are locked away until required. 	1	2	2	Class Teacher or designated TA	Headteacher, daily
Threat of the virus may cause pupils increased levels of anxiety.	Pupil	Poor mental health / psychological harm	3	3	9	<ul style="list-style-type: none"> Curriculum encompasses teaching about mental and physical wellbeing. Pupil support sources published on Trust website Thrive built into curriculum Pastoral teams are fully operational Trust parent support line remains active for concerned parents Starline shared with parents who are home-educating 	2	3	6	Class Teacher	Headteacher, daily
Threat of the virus may cause staff increased levels of anxiety.	Staff	Poor mental health / psychological harm	3	3	9	<ul style="list-style-type: none"> Trained Mental Health first aiders have been identified for each site Staff have been advised they should contact their line managers if they have any concerns For those staff still home-working, questions regarding isolation and stress have been included in the home working self-assessment and are followed up by line managers if identified as concerns List of support provided in Full Re-opening Plan and shared with staff BUPA employee assistance programme in place 	2	3	6	Mental Health First Aider and Headteacher	Headteacher, weekly

						<ul style="list-style-type: none"> • Staff workload is reduced by the introduction of Teacher Planning Groups 				
--	--	--	--	--	--	--	--	--	--	--

Review Date	10.11.2020
Signature of Academy Headteacher	
Date	10.11.2020
Countersigned by CEO	<ul style="list-style-type: none"> • 
Date	11.11.20

Ensure a copy of this Risk Assessment is provided to everyone named as a person responsible or a person monitoring.

Ensure a copy of this Risk Assessment is published on the Academy's website.

Ensure a copy of this Risk Assessment is shared with all members of Academy staff and the Facilities Management company.