

COVID-19 RISK ASSESSMENT (BUSINESS RECOVERY PHASE)

Name of assessor	Neil Campbell
Date	4/12/.2021
Site	Heartsease Primary Academy
Task being assessed	Response to the Omicron Variant and the government increase in protective measures

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	<p>Re-opening plans follow Government guidance and Public Health England requirements.</p> <p>The prevalence of Covid-19 in the UK has decreased.</p> <p>NHS Test and Trace system is operational.</p> <p>The QR code for Track and Tract is visible in the school office.</p> <p>Ongoing monitoring of prevalence of COVID-19 cases in Norfolk.</p> <p>The risk to children becoming severely ill from COVID-19 is low and analysis suggests school</p>	3	3	9	CEO and Board of Trustees	CEO, weekly

					<p>staff are at no greater risk than those in many other occupations.</p> <p>Senior management regularly review government guidance and NCC updates.</p>						
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	<p>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.</p> <p>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.</p> <p>Parents received a letter (September 2021) 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</p> <p>Children who have been contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p>Children who have been identified as a close contact should continue to attend school as normal.</p> <p>Observance of self-isolation is included within the Home-School agreement (as amended)</p> <p>If the school is advised that someone who has attended has tested positive for COVID-19 the Headteacher continues to monitor the number of cases in school in line with Local guidelines.</p>	3	4	12	Class teacher and educational support staff	Headteacher, daily

						If there are 5 cases or 10% of a group with confirmed cases of COVID-19 the headteacher will alert the NCC Outbreak management team for further advice and guidance.					
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	<p>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. Staff who have been contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p>Staff who have been identified as a close contact should continue to attend school as normal if they are:</p> <ul style="list-style-type: none"> Fully vaccinated Currently part of an approved COVID-19 vaccine trial They are not able to get vaccinated for medical reasons <p>All staff go immediately to their designated hand-wash stations upon arrival to site and before leaving site and wash their hands thoroughly.</p> <p>All staff wear face masks in communal areas of the school building.</p> <p>All staff have completed the Trust’s hand-washing training.</p>	2	4	8	All Onsite Staff and Pastoral Assistant	Headteacher, daily

					<p>Observance of self-isolation regulations is included within the staff code of conduct (as amended)</p> <p>If the school is advised that someone who has attended has tested positive for COVID-19 the Headteacher will advise that they increase their lateral flow testing.</p> <p>Staff have been encouraged to undertake bi-weekly lateral flow testing</p> <p>Testing kits have been made available to all staff.</p> <p>Testing is recommended to take place on Wednesday and Saturday of each week.</p> <p>Testing will continue until the government feel it is able to relax this measure.</p>						
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	<p>Parents are not be allowed in the building for events</p> <p>At drop off and pick up, parents remain outside the school building and are encouraged to maintain social distancing guidance of 2m.</p> <p>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.</p> <p>Any parent entering the building will be registered at the front Office where they will need to answer the Covid -19 Screening questions and have their temperature taken before entry is permitted.</p> <p>Where it is necessary for a member of staff and parent to meet face-to-face and there is</p>	2	4	8	Academy Support Manager	Headteacher, daily

						no possible alternative, the essential visitor safe system of work is followed.					
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	<p>External visitors can attend the site, however we will still ensure that the visitor Safe System of Work is followed.</p> <p>External visitors will wear a face mask for the time that they spend on the school premises.</p> <p>External visitors will be encouraged to hold their meetings via Google Meet or other virtual means.</p> <p>Where possible, deliveries are scheduled outside of school hours</p> <p>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.</p> <p>All non-essential visits will be reviewed on an individual basis.</p> <p>Volunteers are allocated to specific pupil groups and follow the same requirements as staff.</p> <p>The FM Company has been instructed that contracted works should be undertaken outside of school opening hours.</p> <p>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.</p>	2	4	8	Academy Support Manager	Headteacher, daily

					<p>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 temperature of 38 degrees or higher will not be admitted to building.</p> <p>Visitor records are maintained for contact tracing requirements.</p> <p>If the school is advised that someone who has attended has tested positive for COVID-19 the Headteacher will inform those who were in close contact with the individual and ask them to increase their lateral flow testing.</p>						
<p>Pupils, parents, visitors and staff come into contact with COVID-19 on journey to or from school</p>	<p>Pupils, parents and staff</p>	<p>COVID-19 may spread between members of the public and pupils, parents or staff</p>	4	4	16	<p>Pupils, parents and staff have been advised not to use public transport. Where this is unavoidable, they should wear face masks, wash their hands before and after using public transport and have been advised to follow government guidance.</p> <p>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.</p> <p>Staff, pupils and parents have been encouraged to walk or cycle to school wherever possible.</p> <p>Staff, parents and pupils have been advised not to gather in parking areas or at the school gates.</p> <p>There are hand sanitiser stations outside the school building for pupil / parent / visitor use.</p>	3	4	12	<p>All onsite staff</p>	<p>Headteacher, daily</p>

						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	Pupils and Parents	COVID-19 may spread between pupils and parents	4	4	16	Pupil drop off and collection times are staggered between EYFS, KS1 and KS2 to limit parents congregating in large groups. Specified Access and Egress areas have been assigned to the different pupil groups like they were in pre-pandemic times. Drop off / collections are supervised by staff, who encourage social distancing measures. Parents have been advised that only one parent should attend the school for pupil drop off / collections.	2	4	8	Headteacher, class teachers and educational support staff, on duty marshal	Headteacher, daily
Pupils and staff in close proximity during a pandemic	Pupils and staff	COVID-19 may spread between pupils and staff	4	4	16	Where staff must move between classes/groups (e.g. SEN or pastoral staff), they must wash their hands before and after entering each new pupil group. Staff moving between the different groups will wear a face mask/shield. Staff for each pupil group are provided with disinfectant cleaning solutions, disposable cloths and disposable gloves so that they can immediately clean down any desk etc if a pupil coughs/sneezes. Class teachers clean touch points in their classroom at morning break and lunch time. Tissues are available in all areas of each classroom for pupils and staff to use if they sneeze or cough. A designated bin for	3	4	12	All Onsite Staff	Headteacher, daily

					<p>contaminated waste is available in each classroom.</p> <p>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.</p> <p>Windows in classrooms and access and egress areas are kept open to increase ventilation where it is safe to do so.</p> <p>CO2 monitors are in place and the alarm threshold is set in line with the instructions. This will alert the class teacher if there is a need for further ventilation or for the children to leave the room until the air has circulated and there is no further issue.</p> <p>Doors in the corridors remain closed due to fire safety.</p> <p>Hand sanitiser stations are available in all classrooms and designated work areas and all Access and Egress areas.</p> <p>Any non-residential trips carried out have a separate risk assessment and follow government guidance.</p> <p>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.</p>						
Staff members in close	Staff members	COVID-19 may spread between	4	4	16	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	2	4	8	All Onsite Staff	Headteacher, daily

proximity to one another		members of staff				Staff may wear a face mask in all communal areas of the building. 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. Staff can use the break out area in the library – max of 8 members of staff only. The table and chairs must be cleaned after use – cleaning products available.					
Premises Staff moving between bubbles cause cross-contamination	Pupils and staff	COVID-19 may spread to other pupils or staff	3	4	12	Premises staff do not go into classrooms or other designated work areas during the school day unless it is to support in cleaning a contamination. When cleaning any contaminant the premises team will wear suitable PPE. 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	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.	3	3	9	Class Teacher, Academy Support Manager, Onsite Cleaner and	Headteacher, daily

					<p>Staff attending to a pupil with suspected COVID 19 symptoms wear appropriate PPE in accordance with the safe system of work.</p> <p>Everyone who has been in contact with a pupil who has suspected COVID 19 symptoms must wash or sanitise their hands.</p> <p>A separate Quarantine Zone (meetings Room) has been identified that is used where pupil or staff isolation due to COVID-19 symptoms is required.</p> <p>Windows in the Quarantine Zone are kept open to increase ventilation whilst it is in use and the door is kept closed.</p> <p>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.</p> <p>The pupil's parent is required to arrange a test for COVID 19 for the pupil and the pupil must self-isolate until a result has been obtained.</p> <p>Parents are advised to follow the government's Stay at Home guidance.</p> <p>Where a pupil tests positive for COVID-19, the Headteacher immediately contacts the local health protection team and all advice and guidance will be followed.</p> <p>Temperature checks are carried out for those pupils who are not able to communicate their symptoms (e.g. non-verbal ASD) where the</p>			Onsite First Aider	
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						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	<p>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.</p> <p>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.</p> <p>Windows in the Quarantine Zone are kept open to increase ventilation whilst it is in use and the door is kept closed.</p> <p>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.</p> <p>The staff member is required to arrange a test for COVID 19 and self-isolate until a result has been obtained.</p> <p>Staff must follow the government's Stay at Home Guidance.</p>	3	3	9	All onsite staff	Headteacher, daily

						Where a member of staff tests positive for COVID-19, the Headteacher informs all staff who have been in close contact to increase their lateral flow testing. Observance of self-isolation regulations is required for any employee who has undertaken a PCR tests and are awaiting test results and with a positive result of COVID-19.					
A vulnerable staff member contracts COVID-19	Member of staff	COVID-19 may cause serious injury or fatality	4	5	20	Every member of staff has completed a COVID-19 Vulnerability Self-Assessment identifying any potential vulnerability in relation to COVID-19. 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.	1	5	5	All staff	Headteacher, daily
A vulnerable pupil contracts COVID-19	Pupil	COVID-19 may cause serious injury or fatality	4	5	20	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	2	5	10	Class Teacher	Headteacher, weekly

						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					
Surfaces are contaminated with COVID-19	Pupils and Staff	COVID-19 may spread between pupils or staff	4	4	16	<p>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)</p> <p>The onsite cleaner cleans all touch points in the egress and access areas and the entrance / reception area throughout the day.</p> <p>Touch points in Nursery and Reception classroom[s] are cleaned hourly by the class teacher and educational support staff.</p> <p>Daily cleaning is scheduled to take place after break time and lunch times.</p> <p>Visibly dirty surfaces are cleaned prior to disinfection.</p> <p>The FM Company has confirmed that it will abide by the Government Guidance, COVID-19: cleaning in non-healthcare settings</p> <p>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.</p> <p>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.</p>	2	4	8	All onsite staff	Headteacher, daily

						Staff sign in sheets and pupil registration is by electronic means					
Resources or pupil possessions are contaminated with COVID-19	Pupils and Staff	COVID-19 may spread between pupils or staff	4	4	16	<p>Pupils are asked not to share the items that they bring in from home between pupils. Pupils are provided with individual stationery items on their desk.</p> <p>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 before sharing with other pupils. Staff wash or sanitise their hands before and after handling pupils' books or other resources.</p>	2	4	8	All onsite staff	Headteacher, daily
Clothing is contaminated with COVID-19	Pupils and Staff	COVID-19 may spread between pupils or staff	4	4	16	<p>Clothing contaminated with body fluids is dealt with in accordance with the Control of Infections policy.</p> <p>Parents are advised to wash uniforms at the highest temperature the fabric can tolerate at least weekly.</p> <p>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.</p>	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	<p>All PPE is disposable save as to safety glasses</p> <p>All staff have been trained in how to appropriately don and doff PPE</p> <p>All staff have been trained in how to appropriately dispose of PPE</p> <p>All staff have been trained in how to appropriately clean reusable safety glasses</p>	2	4	8	All onsite staff	Headteacher, daily

					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	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	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 supplies available	Pupils and Staff	COVID-19 may spread between pupils or staff	3	5	15	School is closed in this event FM companies are monitoring supplies of cleaning products and placing orders regularly Headteachers are monitoring supplies of hygiene products and placing orders regularly Class teachers review PPE and hygiene supplies in classrooms daily	1	5	5	Headteacher and FM Company	Headteacher, 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	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	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	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	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 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	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. Pupil or staff member must remain away from school for 48 hours	4	3	12	Pastoral Assistant	Headteacher, daily

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	<p>A comprehensive safe system of work is in place and is followed.</p> <p>Area where any spitting has occurred is quarantined until full clean has occurred.</p> <p>Staff have a change of clothing onsite.</p> <p>Soiled clothing is 'double bagged' and sent home with pupil in line with Control of Infections policy.</p> <p>Headteacher attends to the pupil within the classroom in accordance with the safe system of work at a 2m distance and wearing PPE</p> <p>Behaviour Policy is followed and pupil is excluded if recurrence of behaviour is foreseeable</p> <p>Separate risk assessment in place for pupils who pose a high risk of such behaviour</p> <p>Contaminated or injured pupils / staff are treated in the Pastoral Room by the Onsite First aider</p>	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	<p>A comprehensive safe system of work is in place and is followed.</p> <p>Area is quarantined until full clean has occurred.</p> <p>Soiled clothing is 'double bagged' and sent home with pupil in line with Control of Infections policy.</p> <p>Staff have a change of clothing onsite.</p> <p>Headteacher attends to the pupil within the classroom in accordance with the safe system of work at a 2m distance and wearing PPE</p> <p>Behaviour Policy is followed and pupil is excluded</p>	2	3	6	Headteacher, Class Teacher, Pastoral Assistant, SENCO	Headteacher, daily

						Separate risk assessment in place for pupils who pose a high risk of such behaviour Contaminated pupils are cleaned in the toilets by Pastoral Assistant					
Pupil or staff 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	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 treats all injuries in the pastoral room. Pastoral Assistant wears appropriate PPE to treat the injury and keep herself safe.	2	2	4	Pastoral Assistant	Headteacher, daily
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	Staff meeting took place to guide staff through the risk assessment and amendments on 1 December 2021 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	Letter of comfort received 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 received 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	Risk assessment received from FM company Letter of comfort received from FM company, confirming that appropriate PPE has been provided and that an assessment of staff's vulnerability to COVID-19 has been carried out.	1	4	4	Headteacher and FM Company	Headteacher, weekly
Staff do not understand how infection is spread	Pupils and staff	COVID-19 may spread between pupils and members of staff	3	4	12	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	refresher sessions 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 Pupils wash hands on entry to the school, before and after break times and lunch times and as required throughout the day.	2	4	8	Class Teacher and educational support staff	Headteacher, weekly
COVID 19 is spread between SRB pupils and their home schools	Pupils, staff and parents	COVID 19 spreads to pupils, staff and parents	3	3	9	The Academy is following DfE guidance in respect of SRBs. The headteacher liaises with the SRB / home school as appropriate to discuss arrangements at each setting and to confirm that no confirmed cases of COVID 19 have occurred in the other setting. Headteachers have asked home schools or SRBs to notify them immediately if a confirmed case of COVID 19 occurs at their setting	2	3	6	Headteacher	Head of Quality Assurance (inclusion), weekly

						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.					
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	<p>External specialised support staff and temporary staff (e.g. supply teachers) are allocated to specific pupil groups and follow the same requirements as staff.</p> <p>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. This risk assessment is shared with external specialised support staff and temporary staff who must comply with the controls in place. 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</p> <p>Temporary Staff and external Specialist Support Staff will wear face masks when they are in communal areas or moving between different groups of pupils.</p>	3	3	9	Academy Support Manager, External specialised support staff, temporary staff	Headteacher, daily

						Temporary Staff and external staff are given amber visitor lanyards for the duration of their assignment. Upon the lanyard's return, 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	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 Thrive and one-to-one support is delivered as part of the curriculum where appropriate SEN support, including TA support where part of the pupil provision map or Academy offer, are being as required.	2	3	6	Headteacher, Class Teacher and SENCO	Head of Quality Assurance (Inclusion), weekly
The fire alarm sounds	Pupils and staff	COVID-19 may spread between pupils or staff moving between zones / areas	3	4	12	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	Academy has returned to normal fire management arrangements and is adhering	1	5	5	Headteacher	Headteacher, half termly

						to the Fire Management Policy which all staff have reviewed prior to the start of the academic year. 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	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	Curriculum encompasses teaching about mental and physical wellbeing . Pupil support sources published on Trust website Thrive built into curriculum Pastoral teams are fully operational	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	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 BUPA employee assistance programme in place Staff workload is reduced by the introduction of Teacher Planning Groups	2	3	6	Mental Health First Aider and Headteacher	Headteacher, weekly

Review Date	04/12/2021
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Signature of Academy Headteacher	
Date	01/09/2021
Countersigned by CEO	
Date	01/-09/2021

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.