


<b>Academy/Academy:</b>	Stone Soup Academy		<b>Date of assessment</b>	23/07/2020
<b>Who might be harmed?</b>	Pupils, staff, visitors and contractors		<b>How many are affected?</b>	Whole Academy
<p><b>Reference:</b>“Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to Academy. For the vast majority of children, the benefits of being back in Academy far outweigh the very low risk from coronavirus (COVID-19) ...”</p> <p><a href="#">Guidance for full opening - Academys (2<sup>nd</sup> July 2020)</a></p>				
<b>Decision based on the risk assessment below:</b>	<b>Date applies to:</b>	<b>Decision summary</b>	<b>Notes</b>	
	01/09/2020	Academy fully re-opens on the 1 <sup>st</sup> September 2020		
<b>Hazard Aspect</b>	<b>Possible control measures</b>	if in place if not or n/a	<b>Where:</b> state action to be taken with timescales any additional control measures site specific details	<b>Residual Risk rating</b> High, medium, low
<b>Communication</b>				
Staff	<ul style="list-style-type: none"> <li>This completed risk assessment is shared with staff. Signatures are obtained.</li> </ul>	✓	Risk assessment will be shared with staff via email, google docs and the website	low
	<ul style="list-style-type: none"> <li>Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans, share suggestions and identify additional touch points.</li> </ul>	✓	Please contact Head of Operations If you have any concerns about this risk assessment. Standing agenda on weekly staff meetings.	
Parents/carers, pupils and visitors	<ul style="list-style-type: none"> <li>The relevant control measures from this risk assessment are communicated to parents, carers, pupils and visitors. This includes for children old enough not to touch staff and their peers where possible. Signage is installed wherever necessary as a reminder.</li> </ul>	✓	Signage is in place where necessary, parents and Carers can access the risk assessment from our website.	Low
	<ul style="list-style-type: none"> <li>If possible a pdf version of this completed risk assessment</li> </ul>	✓	As above.	





	published on the Academy's website to provide transparency of approach to parents, carers and pupils. (Do not include names where any personal details are recorded).			
Employer	<ul style="list-style-type: none"> <li>This completed risk assessment is shared with the employer following sign off by the Academy's Principal and shared with the Governing body.</li> </ul>	✓	This is signed of by the Principal and shared with the Board of Trustess via Governors hub.	Low
Trade Unions	<ul style="list-style-type: none"> <li>This completed risk assessment is shared with the recognised Trade Unions following sign off by the Academy's Governing Body. (Do not include names where any personal details are recorded).</li> </ul>	N/A	N/A	-
<b>Contracting / transmitting Covid-19</b>				
Preventing symptomatic persons attending Academy	<ul style="list-style-type: none"> <li>Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the Academy if they are displaying any symptoms of coronavirus:                             <ul style="list-style-type: none"> <li>a new, continuous cough</li> <li>or a high temperature</li> <li>or has a loss of, or change in, their normal sense of taste or smell (anosmia)</li> </ul> </li> </ul> <p><a href="#">PHE Campaign posters are available here.</a></p>	✓	Letters continually being sent out to Parents, carers with information on Covid 19 and symptoms related to this virus. Visitors are also informed that should they have any of the symptoms described in this risk assessment that they do not attend site. Posters on front door of RH and HP advising against entry if symptomatic	Low
Reducing the number of persons on site	<p>* Following the reduction in the prevalence of coronavirus and relaxation of shielding measures from 1 August all staff are expected to attend Academy.</p> <p>It remains the case that wider government policy advises those who can work from home to do so.</p> <p>This will not be applicable to most Academy staff, but where a role may be conducive to home working for example, some administrative roles, Academy leaders have considered what is feasible and appropriate.</p>	✓	We are not anticipating that any staff will work from home from 1 <sup>st</sup> September 2020 but will take considered requests.	Low
	<p>* Contractors undertaking statutory testing and emergency and routine repairs are permitted on site.</p> <p>They are advised to arrange visits outside of the Academy day where possible and avoid arriving and leaving site when pupils are arriving or leaving.</p> <p>The number and duration of face to face contacts with adults is limited as far as possible (e.g. 15 minutes). 1 metre plus social</p>	✓	All contractors are assigned into the Academy before or after the Academy day opens or closes. This is standard Academy policy. All distancing is maintained as per the governments instructions and a visitor protocol information is in place as supplied by NCC	

	distancing protocols are followed.			
	* Supply teachers, peripatetic teachers and/or other temporary staff can move between Academies. They ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual.	✓	Supply staff are usually taken in to the Academy on long term contracts, however, if short term contracts are required a risk assessment needs to be obtained from the Agency.	
	* The Academy's coronavirus safety principles are communicated to essential visitors such as contractors, other non-Academy based services, external coaches, clubs and organisations for curricular and extracurricular activities prior to any proposed visit. A dialogue is undertaken where necessary between the Academy and visitors regarding the schedule of the visit including the rooms to be visited and any points of discussion around social distancing and hygiene.	✓	Conversations before visits to the Academy need to be had in respect of outlining the protocol of the Academy with regards to safeguarding visitors/staff and students on Covid 19. All visitors to be handed the visitors protocol sheet on arrival.	
	* Conversations with parent/carers are held on the telephone wherever possible. Parents/carers are informed not to enter the Academy building unless they have a pre-arranged appointment. The 1+ metre social distancing rule applies to these meetings and kept as short as possible (e.g. 15 minutes).	✓	It is a requirement for any visitors including parents/carers to make appointments to arrange visits. All visitors to be handed the visitors protocol sheet on arrival.	
	* Non-essential visitors are asked remain away from site. In determining whether the visitor is essential consider whether the meeting can be undertaken remotely, whether there are any other health and safety, financial or other significant implications of not undertaking the visit.	✓	As above.	
	* Governor meetings held virtually if possible. Any Governor meetings held in Academy are undertaken following social distancing protocols. Governor monitoring visits are undertaken virtually if possible.	✓	Board meetings and any other meetings are held remotely where appropriate, should this change social distancing protocols will be in place.	
	* Academy performances are not held with an invited physical audience.	✓	Noted	
Persons at higher risk of becoming seriously ill	* Staff and pupils in the "clinically extremely vulnerable" categories have been identified. Note that research is being undertaken by PHE following reports that deaths among black, Asian and minority ethnic (BAME) groups are disproportionately high. A report by Public Health England found that other things might	N/A	No staff or pupils at the moment in the clinically extremely vulnerable category.	-

	<p>also mean persons are more likely to get seriously ill from coronavirus.</p> <p>These include:</p> <ul style="list-style-type: none"> <li>○ age – the risk increases as you get older</li> <li>○ being a man</li> <li>○ where in the country you live – the risk is higher in poorer areas</li> <li>○ being born outside of the UK or Ireland</li> </ul>			
	<p>* Guidance is strictly followed for “clinically extremely vulnerable” groups of <b>staff</b>:</p> <p>They can return to work from 1 August as long as they maintain social distancing. Academy leaders are flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in Academy where it is possible to maintain social distancing.</p> <p>Individual risk assessments have been completed which detail these control measures.</p>	N/A	N/A	
	<p>* Guidance is strictly followed for “clinically extremely vulnerable” groups of <b>pupils</b>.</p> <p>The following information has been shared with parents/carers of children who are currently in the clinically extremely vulnerable category:</p> <p>“Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to Academy in September (usually at their next planned clinical appointment). More advice is available from the <a href="#">Royal College of Paediatrics and Child Health</a>.”</p> <p>Individual risk assessments have been completed where necessary.</p>	N/A	No students fall into this category currently but should this change then advice will be followed.	
Academy Visits	<p>* Domestic (UK) overnight and overseas educational visits are not organised.</p> <p>Non-overnight domestic educational visits are undertaken in line with protective measures, such as keeping children within their consistent group, and the coronavirus secure measures in place at the destination.</p>	N/A	N/A	low
	<p>* External sport facilities can also be used in line with <a href="#">government</a></p>		The trip organiser will need this link to	

	<a href="#">guidance</a> for the use of, and travel to and from, those facilities.		organise trips. The Academy will need assurances from the external facilities being visited that all the necessary requirements are in place as in cleaning, ppe, distancing and risk assessments etc.,	
Undertaking CPR	<ul style="list-style-type: none"> <li>The following information has been shared with Academy first aiders: <a href="#">Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings</a> <a href="http://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></li> </ul>	✓	First Aiders would need to read the link attached to be compliant in CPR that covers Covid 19 and its implications.	Low
Persons becoming symptomatic whilst in Academy	<p>* If anyone in the Academy becomes unwell with:</p> <ul style="list-style-type: none"> <li>a new, continuous cough</li> <li>or a high temperature</li> <li>or has a loss of, or change in, their normal sense of taste or smell (anosmia)</li> </ul> <p>• they must:</p> <ul style="list-style-type: none"> <li>be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus.</li> </ul> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>	✓	Locations where pupils could be isolated:  Medical rooms at HP and RH would be used for this event.	Low
	<ul style="list-style-type: none"> <li>PPE is available in the event that someone becomes symptomatic on site and if a distance of 2 metres cannot be maintained:                             <ul style="list-style-type: none"> <li>a <b>face mask</b></li> <li><b>disposable gloves</b> and an <b>apron</b> if contact is necessary</li> <li><b>eye protection</b> if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting.</li> </ul> </li> </ul>	✓	All PPE is provided on both sites at HP and RH.	
	<ul style="list-style-type: none"> <li>If a member of staff has helped someone who was unwell with a</li> </ul>	✓	This has been noted.	

	<p>new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>			
Test and Trace	<ul style="list-style-type: none"> <li>The <a href="#">latest NHS/PHE test and trace information</a> has been shared with staff and parents. In particular, parents are encouraged to get tests for their children if they develop symptoms. <a href="#">Posters are available here</a>.</li> </ul>	✓	This has been noted and shared.	Low
	<ul style="list-style-type: none"> <li>Staff and parent telephone numbers are checked for accuracy.</li> </ul>	✓	Updated regularly	
	<ul style="list-style-type: none"> <li>Contact details, are kept of all other visitors to the Academy, including where possible, personal phone numbers.</li> </ul>	✓	Visitors books in place on both sites	
Hygiene – General	<p>* Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash or sanitize their hands at the designated times during the day and after certain activities:</p> <ul style="list-style-type: none"> <li>○ On arrival at Academy</li> <li>○ After breaks and sport activities</li> <li>○ After using any biometric cashless systems</li> <li>○ Before cooking and eating</li> <li>○ After sneezing or coughing</li> <li>○ After using the toilet</li> <li>○ Before leaving home</li> </ul> <p>Note: Electric hand dryers may be used in the Academy</p>	✓	Hand sanitizers and appropriate signage along with relevant PPE is in place.	Low
	<p>* A process is in place for removing face coverings when pupils and staff who use them arrive at Academy. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	✓	An appropriate bin is available in reception for removal and disposal of disposable face coverings.	
	<p>* <a href="#">Posters</a> are displayed in every class in places visible to those at the</p>	✓	All posters are up in relevant rooms.	

	<p>Academy gate if possible, in the staffroom and in all toilets and reminders given to pupils.</p> <p>Particular pupil groups are encouraged where possible not to touch their faces or to put objects in their mouths.</p>			
<ul style="list-style-type: none"> <li>• Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the Academy and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical.</li> </ul> <p>Identified children are supervised with their use of hand sanitiser use given risks around ingestion. Pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative.</p>		<p>All necessary PPE is in every classroom</p>		
<ul style="list-style-type: none"> <li>• The best choice of bins for used tissues is a lidded bin with a pedal as you will not need to physically touch the bin lid and the tissues will be safely stored.</li> </ul> <p>Lidded swing top type bins will require the person disposing of the tissue to touch the lid, potentially contaminating it. Although that person disposing the tissue should wash their hands afterwards, the next person to use the bin who is disposing general waste may not wash their hands afterwards and potentially contaminate their hands. Therefore if these are used then they should be only for the disposal of tissues and labelled as such perhaps with a reminder to wash their hands afterwards.</p> <p>Bins without lids shouldn't be used for tissues but can be used for general waste and/or paper towels used to dry hands after washing them.</p> <p>Site staff / cleaners wash their hands after emptying the bins.</p>		<p>All lidded bins are in relevant places and bins without lids are used for general waste.</p>		
<ul style="list-style-type: none"> <li>• Academies that have <b>not</b> had a lengthy closure:</li> </ul> <p>A full deep clean of the premises should not be necessary unless it has been required by Public Health England. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening.</p>		<p>Deep clean of both premises will be carried during the Summer term ready for the new academic year.</p>		
<ul style="list-style-type: none"> <li>• Sufficient ongoing enhanced cleaning in areas occupied by staff and pupils. (Areas that have not been not occupied and secured prior to the reopening fully do not need cleaning for infection control purposes).</li> </ul> <p>A list of touch points and surfaces that will receive regular cleaning</p>		<p>On going and is a priority.</p>		

	<p>has been created. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels, banisters, chairs, light switches, biometric cashless systems.</p> <p>Frequently touched surfaces and touch points are cleaned using sanitizing chemicals.</p> <p>The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups.</p> <p>Note: By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings (including Academies) to advise on general cleaning.</p>			
Hygiene –	<ul style="list-style-type: none"> <li>Soft furnishings have been removed from rooms</li> </ul>	N/A	No soft furnishings in the Academy	Low
	<ul style="list-style-type: none"> <li>Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere as this reduces the amount of cleaning required.</li> </ul>	✓	Any unwanted items in the classrooms or elsewhere will be stored in the Cellar.	
	<ul style="list-style-type: none"> <li>Teaching staff may wish to clean articles or areas within the classroom during the Academy day e.g. books after being touched by pupils, touch points within their class, e.g. in the event a pupil has dropped a used tissue on a table:</li> </ul> <p>It is safest that teaching staff use sanitising wipes for this purpose. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE may be required. These chemicals should be purchased in the dilution ready for use, kept in the original bottles and stored securely within the classroom.</p>	✓	Antibacterial wipes are used in the classrooms as required.	
	<ul style="list-style-type: none"> <li>Staff wash or sanitise their hands before and after handling pupils' books.</li> </ul>	✓	As above	
	<ul style="list-style-type: none"> <li>Activities are avoided which involve passing items around a class where it does not contribute to pupil education and development. The sharing of books, other resources and equipment is avoided where possible.</li> </ul> <p>Staff and pupils have their own pencils and pens, which are not shared. Consider labelling items with pupils' names.</p>	✓	Students will be allocated their own stationary and books.	
	<ul style="list-style-type: none"> <li>Shared materials such as books and surfaces are cleaned and sanitised more frequently.</li> </ul>	✓	Noted	
<ul style="list-style-type: none"> <li>Resources that are shared <b>between</b> bubbles, such as sports, art</li> </ul>	✓	Noted		



	and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.			
	<ul style="list-style-type: none"> <li>Pupils limit the amount of equipment they bring into Academy each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</li> </ul>	✓	Noted	
	<ul style="list-style-type: none"> <li>The amount of shared resources that are taken home are limited.</li> </ul>	✓	Noted	
	<ul style="list-style-type: none"> <li>Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups.</li> </ul>	✓	Noted	
	<ul style="list-style-type: none"> <li><a href="#">Guidance</a> is followed with any proposed music and singing in Academics.</li> </ul>	✓	Noted	
	<ul style="list-style-type: none"> <li>Children and staff are encouraged to flush toilets with the lid down to avoid the possibility of an aerosol.</li> </ul>	✓	Noted	
PPE <a href="#">(Reference)</a>	<ul style="list-style-type: none"> <li>Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures.</li> <li>Training and instruction have been provided for the putting on, removing and disposal of PPE.</li> <li>Risk assessments in place for medical procedures have been reviewed in light of the pandemic (contact the medical professional who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary.</li> </ul>	✓	All relevant PPE is in place  Noted  Relevant risk assessments in place for Covid 19	Low
Reducing number of touchpoints	<ul style="list-style-type: none"> <li>Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the Academy day with dedicated automatic closing devices.</li> </ul>	✓	Non fire doors can be wedged open to assist with the reduced touch points.	Low
	<ul style="list-style-type: none"> <li>Only use touch screen signing in systems if it can be ensured that only the bar code reader is used or hands are sanitised straight afterward after touching and the screens are cleaned on a regular basis at appropriate times.</li> </ul>	N/A	N/A	
	<ul style="list-style-type: none"> <li>Consider whether drinking fountains need to be taken out of action.</li> </ul>	N/A	N/A	

Site to site visits	<ul style="list-style-type: none"> <li>Staff who travel from Academy to another site during work hours for work purposes (i.e. not the commute) on public transport have been provided surgical face masks or the following information: <a href="https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering">https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering</a></li> </ul>	N/A	Disposable masks are available for all staff	Low
<b>Contracting / transmitting Covid-19 – including the “Bubble” Model</b>				
Parents and pupils travelling to Academy	<ul style="list-style-type: none"> <li>Pupils are encouraged to walk or cycle to the Academy where possible.</li> </ul>	✓	A bike shed is being built during the Summer to promote to staff and students to Cycle	Low
	<ul style="list-style-type: none"> <li>The Academy has considered how pupils arrive at Academy, and how to reduce any unnecessary travel on coaches, buses or public transport where possible.</li> </ul>	✓	Public transport is unavoidable for certain pupils and staff.	
	<ul style="list-style-type: none"> <li>Pupils using public transport are referred to the safer travel guidance for passengers: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> </ul>	✓	Students and staff to read the link provided.	
Organising the Academy day	<ul style="list-style-type: none"> <li>Drop-off and collection times are staggered but these should not reduce the amount of overall teaching time. Specific arrangements are determined where parents/carers have children in different year groups.</li> </ul>	N/A	N/A	
	<ul style="list-style-type: none"> <li>Parents/carers’ drop-off and pick-up protocols that minimise adult to adult contact are in place. Parents/carers are instructed not to congregate in groups on, or directly outside the Academy premises.</li> </ul>	N/A	N/A	
Foyer / Reception	<ul style="list-style-type: none"> <li>Consider marking the ground directly outside the front entrance with tape or temporary paint at 1+ metre intervals and display instructional signage.</li> </ul>	✓	In place.	Low
	<ul style="list-style-type: none"> <li>Consider marking the floor of the foyer with tape at 1+metre intervals, and in doing so identify how many individuals (or pairs of individuals from the same household) can safely be present in the foyer at any one time. Instructional signage is displayed. Office staff to only allow this identified number into the foyer in at any one time – the front entrance door will need to be on the door entry control system if installed.</li> </ul>	✓	In place.	

	<ul style="list-style-type: none"> <li>Existing reception screens are kept in the closed position wherever possible. Floor markings are installed if screens are not in place and there is no other barrier preventing the visitor approaching 1+ metres from the receptionist. (Note that 1 metre distance is acceptable where screens are fitted)</li> </ul>	✓	In place.	
Office ( <a href="#">Reference</a> )	<ul style="list-style-type: none"> <li>Consider splitting administration staff with staff working from home on alternate days. For larger teams fixing these splits (cohorting), so that where contact is unavoidable, this happens between the same individuals.</li> </ul>	N/A	N/A The operations team is small and well spaced	Low
	<ul style="list-style-type: none"> <li>The office layout has been examined such that workstations that are usable at the same time (i.e. 2 metres apart) have been identified. If the proposed workstations are closer than 2 metres (but at least 1 metre) and the office activity needs to continue in this manner, all the following actions must be undertaken where possible to reduce the risk:                             <ul style="list-style-type: none"> <li>Further increasing the frequency of hand washing and surface cleaning.</li> <li>Keeping the activity time involved as short as possible.</li> <li>Using screens or barriers to separate people from each other.</li> <li>Using back-to-back or side-to-side working (rather than face to-face).</li> </ul> </li> </ul>	✓	All necessary measures are in place.	
	<ul style="list-style-type: none"> <li>Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use.</li> </ul>	✓	Noted	
Meeting rooms	<ul style="list-style-type: none"> <li>Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings where possible.</li> </ul>	✓	In place	Low
	<ul style="list-style-type: none"> <li>Only absolutely necessary participants physically attend meetings and they maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable).</li> </ul>	✓	In place.	
	<ul style="list-style-type: none"> <li>Pens, documents and other objects are not shared.</li> </ul>	✓	In Place	
	<ul style="list-style-type: none"> <li>Hand sanitiser is provided in meeting rooms.</li> </ul>	✓	In Place	
	<ul style="list-style-type: none"> <li>Meetings are held outdoors or in well-ventilated rooms whenever possible.</li> </ul>	✓	Windows and doors will be opened where necessary.	

	<ul style="list-style-type: none"> <li>For areas where regular meetings take place, floor signage is used to help people maintain social distancing.</li> </ul>	✓	In place	
Staff room	<ul style="list-style-type: none"> <li>Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. Staff can continue to use the staff room if they apply social distancing measures:                             <ul style="list-style-type: none"> <li>Identify seating that can be used 1 + metres apart. Back to back seating is preferred. Tape off other seating.</li> <li>Stagger staff breaktimes</li> <li>Instruct staff not to congregate at the kitchen area.</li> </ul> </li> </ul>	✓	In place	Low
	<ul style="list-style-type: none"> <li>Notices promoting hand hygiene and social distancing are visibly placed in the staff room.</li> </ul>	✓	In place	
Corridors	<ul style="list-style-type: none"> <li>Movement around the Academy site is kept to a minimum.</li> </ul>	✓	In place	Low
	<ul style="list-style-type: none"> <li>Consider one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.</li> </ul>	✓	Students advise of 1+ metre rule but due to the grade 2 listed nature of the building we are unable to accommodate distancing through corridors.	
Classrooms	<ul style="list-style-type: none"> <li>Small adaptations are made to the classroom to support distancing where possible. This include:                             <ul style="list-style-type: none"> <li>seating pupils side by side and facing forwards, rather than face to face or side on.</li> <li>moving unnecessary furniture out of classrooms to make more space if necessary.</li> </ul> </li> </ul>	✓	In place	Low
	<ul style="list-style-type: none"> <li>Ideally, adults maintain a 1+-metre distance from each other, and from children. They avoid close face to face contact and minimise time spent within 1 metre of anyone. This will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support are provided as normal.</li> </ul>	✓	In place	
	<ul style="list-style-type: none"> <li>All teachers and other staff can operate across different classes in order to facilitate the delivery of the Academy timetable. (Note that in the event that a member of staff develops coronavirus symptoms and tests positive then their close contacts across all these bubble groups may need to be sent home to self-isolate).</li> </ul>	✓	In place	
	<ul style="list-style-type: none"> <li>In secondary Academies, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the</li> </ul>	✓	Most of the Academy classes work on a 5 to 1 ratio and there are no larger classes bigger	

	<p>size of a year group to enable Academies to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended.</p>		than 8 to 1 ratio.	
	<ul style="list-style-type: none"> <li>The bubble groups (pupils) do not mix with other bubble groups throughout the Academy day as much as possible. Mixing into wider groups for specialist teaching is allowed.</li> </ul>	✓	Due to the size of the academy each site will be classed as a bubble. Staff moving between sites will be expected to be hyper vigilant with sanitising and wasting of hands	
	<ul style="list-style-type: none"> <li>Classrooms are accessed directly from outside where possible.</li> </ul>	✓	In place	
	<ul style="list-style-type: none"> <li>Sharing of rooms and social spaces between groups is limited as much as possible.</li> </ul>	✓	In place	
	<p>* Pupils who routinely attend more than one setting on a part time basis have been identified and additional measures put in place as necessary.</p>	✓	In place	
Lunchtime arrangements	<ul style="list-style-type: none"> <li>A range of measures are considered and implemented to reduce the risk of transmission and contamination:                             <ul style="list-style-type: none"> <li>Lunches are served and eaten within a bubble classroom</li> <li>Several lunch sittings are organised.</li> <li>The hall is zoned such that two or more groups may use it at the same time, with timings staggered so that different bubbles are not queuing whilst waiting to be served at the same time. Separate waste stations are provided. Social distancing between bubbles can be encouraged with the following measures: folding hall partition dividers, freestanding screens or floor markings. The ability of pupils to follow the social distancing rules has been taken into account within these measures.</li> <li>Additional rooms are used (e.g. dance studios)</li> <li>Note: as per the rest of the Academy day, social distancing is not required within the bubble group at lunch.</li> <li>Suitable cleaning for infection control purposes is undertaken between any bubble groups usage of a space (mandatory).</li> </ul> </li> </ul>	✓	<p>As we are a small Academy each site will be regarded as its own bubble.</p> <p>Tables will be organised to allow for 1+metre distancing</p>	Low
Sport	<ul style="list-style-type: none"> <li>Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Pupils are kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> </ul>	✓	Indoor Gym will be used with minimum students and staff and will be cleaned down after each use.	Low

Pupil toilets	<ul style="list-style-type: none"> <li>Wherever possible, individual groups of pupils (the bubble) are allocated their own toilets. This ideally would be their own toilet block. Alternatively, a set of cubicles and sinks could be divided into two where two classrooms share a single block and signage displayed (consider maturity of pupils in following these rules). However, different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</li> </ul>	✓	Relevant measures are in place.	Low
Site	<ul style="list-style-type: none"> <li>The risk of air conditioning spreading coronavirus is extremely low: If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. You do not need to adjust other types of air conditioning systems. If you're unsure, speak to your heating ventilation and air conditioning (HVAC) engineers or advisers.</li> </ul>	N/A	N/A	Low
	<ul style="list-style-type: none"> <li>Good ventilation is encouraged to help reduce the risk of spreading coronavirus. Fans may be used when windows and/or doors are opened to encourage air changes.</li> </ul>	✓	Windows and doors will be encouraged to be open to increase the ventilation in all rooms	
Breakfast and After Academy Clubs ( <a href="#">Reference</a> )	<ul style="list-style-type: none"> <li>Breakfast clubs are resumed where possible to ensure vulnerable children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents.</li> </ul>	✓	Numbers will be minimal as this will be staggered.	Low
	<ul style="list-style-type: none"> <li>Academies keep children within their day bubbles where possible in these clubs. If it is not possible to maintain bubbles being used during the Academy day then Academies should use small, consistent groups.</li> </ul>	✓	As above	
<b>Operational issues</b>				
Availability of staff	<ul style="list-style-type: none"> <li>Academy leaders have discussed leave arrangements with staff before the end of the summer term to inform planning for the autumn term in particular referencing that travel to some countries require a quarantine for 14 days on their return. The Academy considers the impact where staff travel abroad, their return travel arrangements are disrupted due to factors arising beyond their control in relation to coronavirus, such as the potential for reinstatement of lockdown measures in the place they are visiting.</li> </ul>	✓	Email to staff to advise that some countries require a 2 week quarantine and that any holidays to these countries will need to be taken in plenty of time to return to work on the 1 <sup>st</sup> September 2020.	Low

	<ul style="list-style-type: none"> <li>Where it is not possible to avoid a member of staff having to quarantine during term time, Academy leaders consider if it is possible to temporarily amend working arrangements to enable them to work from home.</li> </ul>	✓	Yes, this would be a consideration should the rules change.	
	<ul style="list-style-type: none"> <li>Trained staff are available to support pupil personal needs e.g.                             <ul style="list-style-type: none"> <li>lifting, use of hoists</li> <li>intimate care</li> <li>managing medical needs including medicines</li> </ul> </li> </ul>	✓	In Place	
	<ul style="list-style-type: none"> <li>Sufficient Physical Intervention trained staff are on site (see “other issues” below)</li> </ul>	✓		
Supervision	<ul style="list-style-type: none"> <li>Supervision ratios are met (for identified individual pupils)</li> </ul>	✓	In Place	Low
First Aid	<ul style="list-style-type: none"> <li>Adequate number of first aiders (FAW / EFAW) are on site.</li> </ul>	✓	In Place	Low
Medication	<ul style="list-style-type: none"> <li>Necessary pupil medication has been returned to Academy.</li> </ul>	✓	In Place	Low
Catering	<ul style="list-style-type: none"> <li>Assurance has been obtained that the Academy’s catering provider complies with the <a href="#">guidance for food businesses on coronavirus</a>.</li> </ul>	✓	In Place	Low
<b>Site Health and Safety Concerns (General)</b>				
Legionella	<ul style="list-style-type: none"> <li>Rarely used outlets have been identified taking into account current usage of taps.</li> </ul>	✓	All taps, toilets, outside outlets are flushed regularly	Low
Fire Procedures	<ul style="list-style-type: none"> <li>A fire drill has been organised for early in the Academy year.</li> </ul>	✓	In progress	Low
	<ul style="list-style-type: none"> <li>No changes are required to the fire evacuation procedures apart from the assembly point is organised with 2 metre social distancing between the bubble groups. (Social distancing is not <i>required</i> during the evacuation between anyone and between members of the same bubble group at the assembly point).</li> </ul>	✓	In Place	
Various site tasks	<ul style="list-style-type: none"> <li>Specific site management tasks are undertaken after re-opening following a <b>lengthy</b> closure*.</li> </ul>	✓	In Place	Low
<b>Personal Health and Safety Concerns (General)</b>				
Pupil Behaviour ( <a href="#">Reference</a> )	<ul style="list-style-type: none"> <li>The Academy behaviour policy has been updated to reflect the new rules and routines, setting clear, reasonable and proportionate expectations of pupil behaviour. These have been communicated to staff, pupils and parents/carers.</li> </ul>	✓	In Place	Low

	<p>The consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions have been set out clearly at the earliest opportunity. This is particularly the case when considering restrictions on movement within Academy and new hygiene rules (see also SEND section below).</p>			
	<ul style="list-style-type: none"> <li>The Academy will work with those pupils who may struggle to reengage in Academy and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into Academy life.</li> </ul>	✓	In Place	
SEND pupils	<ul style="list-style-type: none"> <li>Individual pupil risk assessments have been reviewed prior to the pupil returning to evaluate any additional measures that may be required. The risk assessments are then subject to regular review if there are any behavioural changes with the pupil on site.</li> </ul>	✓	In Place	
	<ul style="list-style-type: none"> <li>Where necessary for learning and or safety reasons, and with agreement from the parents and carers, identified SEND pupils, and in particular those that had an extended period away from the Academy site, are re-integrated into the Academy on a phased basis (no longer than 4-6 weeks) with a mix of curriculum and non-curriculum activities.</li> </ul>	✓	Noted	
	<ul style="list-style-type: none"> <li>Pupils with SEND (whether with education, health and care plans or on SEN support) have been identified who will need specific help and preparation for the changes to routine in the new academic year. SEND pupils are given additional time and understanding to comply with the new Academy rules associated with the virus. Teachers and SENCOs have planned to meet these needs, for example using social stories. Support Services are engaged with as and when necessary to assist these processes.</li> </ul>	✓	In Place	Low
	<ul style="list-style-type: none"> <li>Appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the Academy to work with pupils in different classes or year groups.</li> </ul>	✓	In Place	
Staff welfare and	<ul style="list-style-type: none"> <li>Governing boards and Academy leaders have regard to staff</li> </ul>	✓	In Place	Low



staff redeployment	(including the Head Teacher) work-life balance and wellbeing. Academics should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.			
	<ul style="list-style-type: none"> <li>Academics have considered the potential concerns of staff who may be reluctant or anxious about returning and the right support is in place to address this. This may include staff who have been in the clinically vulnerable health and BAME groups, families that have been personally affected and those that have not been in Academy since the lockdown commenced.</li> </ul> <p>The Academy has discussed their concerns and provide reassurance of the measures they are putting in place to reduce the risk in Academy.</p>	✓	Noted	
	<ul style="list-style-type: none"> <li>Wellbeing support for all staff is in place and also for those that require additional support (ref: HR Trauma process and Bereavement Policy).</li> </ul>	✓	Noted	
	<ul style="list-style-type: none"> <li>Telephone counselling services are available.</li> </ul>	✓	Noted	
	<ul style="list-style-type: none"> <li>Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher</li> </ul> <p>Any redeployments are not at the expense of supporting pupils with SEND.</p>	✓	Noted	
	<ul style="list-style-type: none"> <li>Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and Academics may wish to draw on DfE's <a href="#">workload reduction toolkit</a>.</li> </ul> <p>DfE has also published a range of resources, including <a href="#">case studies to support remote education</a> and help address staff workload, this includes case studies on managing wellbeing.</p> <p>Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work.</p>	✓	Noted	
Pupil welfare and mental health support	<ul style="list-style-type: none"> <li>Academies have considered the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and the right support is in place to address this. This may</li> </ul>	✓	In Place	Low

<a href="#">(Reference)</a>	<p>include pupils who have been in the clinically vulnerable health and BAME groups, families that have been personally affected and those that have not been in Academy since the lockdown commenced.</p> <p>The Academy has discussed their concerns and provide reassurance of the measures they are putting in place to reduce the risk in Academy.</p>			
	<ul style="list-style-type: none"> <li>● The Academy has considered the provision of pastoral and extra-curricular activities to all pupils designed to:                             <ul style="list-style-type: none"> <li>○ support the rebuilding of friendships and social engagement</li> <li>○ address and equip pupils to respond to issues linked to coronavirus</li> <li>○ support pupils with approaches to improving their physical and mental wellbeing</li> </ul> </li> </ul>	✓	In Place	
	<ul style="list-style-type: none"> <li>● The pandemic may lead to some pupils experiencing bullying, discrimination or harassment, for example due to their ethnicity or nationality, or perceived illness.</li> </ul> <p>This is monitored and appropriate proactive and reactive measures taken.</p>	✓	In Place	
<b>Other Issues</b>				
Contingency plans for outbreaks	<ul style="list-style-type: none"> <li>● For individuals or groups of self-isolating pupils, remote education plans are in place.</li> </ul>	✓	In Place	
	<ul style="list-style-type: none"> <li>● Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the Academy is able to offer immediate remote education.</li> </ul> <p>Academies are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.</p>	✓	In Place	Low
Training certificates that have expired during the partial	<ul style="list-style-type: none"> <li>● Expired group and individual training certificates have been identified.</li> </ul> <p>Some training may be available via virtual learning (Teams, Zoom,</p>	✓	Noted	Low

closure.	Meet) Some refresher requalification training may be available via eLearning.			
	<ul style="list-style-type: none"> <li>HSE has agreed a final deadline for first aid requalification of 30 September 2020.</li> </ul>	✓	Noted	
	<ul style="list-style-type: none"> <li>There has been a formal 6 month period of grace given to settings for Academy staff to attend Physical Intervention training and re-certificate.</li> </ul>	✓	Noted	
	<ul style="list-style-type: none"> <li>For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.</li> </ul>	✓	In Place	
Incident Reporting	<ul style="list-style-type: none"> <li>If a staff member has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus this is reported as a case of disease via the Academy's incident reporting system and to the HSE according to RIDDOR requirements: <a href="https://notifications.hse.gov.uk/riddorforms/Disease">https://notifications.hse.gov.uk/riddorforms/Disease</a> (Contact your Safety Adviser for advice)</li> </ul>	✓	Noted	Low
Safeguarding	<ul style="list-style-type: none"> <li>DSL or a deputy always available during Academy hours for staff.†</li> </ul>	✓	In place	Low
	<ul style="list-style-type: none"> <li>DSLs (and deputies) are provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.</li> </ul>	✓	Noted	
Reviews	<ul style="list-style-type: none"> <li>Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. The Academy follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England.</li> </ul>	✓	Regular updates from David Thompson of NCC and updated on the website and distributed to parents/carers and staff. More updates may follow.	Low
Face Coverings	In areas in local restriction tier 2 or tier 3, education settings where pupils in year 7 and above are educated and in FE providers, face coverings should be worn by adults and pupils or students when moving around outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.	✓	Noted	Low

<b>Are there any other foreseeable hazards associated with the Covid-19?</b>		<b>No</b>
<b>Additional Hazards</b>	<b>List any additional control measures required</b>	<b>Residual Risk rating</b> High, medium, low

**\* Reopening after a lengthy closure:**

- Before resuming normal operation, commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible.
- Recommission all systems before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.
- Check your fire safety systems including making sure:
  - all fire doors are operational
  - your fire alarm system and emergency lights are operational

Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumes.

See also this [Zurich Municipal guide](#).

**† Designated safeguarding leads (DSLs)**

The optimal scenario for any Academy is to have a trained DSL or deputy available on site. It is recognised this may not be possible, and where this is the case there are 2 options to consider:

- a trained DSL or deputy from the Academy can be available to be contacted via phone or online video - for example working from home
- sharing trained DSLs or deputies with other Academies (who should be available to be contacted via phone or online video)

Where a trained DSL or deputy is not on site, in addition to one of the above options, the department recommend a senior leader takes responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the Academy or college.

Whatever the scenario, it is important that all Academy staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how

to speak to them.

**Reference Websites:**

- [www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-Academys-and-other-educational-settings](http://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-Academys-and-other-educational-settings)
- [www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak](http://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak)

**ASSESSED BY (Print name)**

Kerrie Henton

**SIGNED**



**DATE**

23rd July 2020