

School/Academy:	Stone Soup Academy		Date of assessment	August 2021	
Who might be harmed?	Pupils, staff, visitors and contractors		How many are affected?	Whole School	
Lockdown Easing Status:	Autumn Term 2021 - Step 4				
Reference Documents:	DfE: Schools coronavirus (COVID-19) operational guidance (August 2021) DfE: Contingency framework: education and childcare settings (August 2021)				
Date	Summary of school position				
Hazard Aspect	Possible control measures	✓ if in place if not or n/a	Where: state action to be taken with timescales any additional control measures ✓ site specific details	Residual Risk rating High, medium, low	
Communication					
Staff	• This completed risk assessment is shared with staff. Signatures are obtained.	✓	Risk assessment will be shared with staff via email, google docs and the website.	Low	
	• Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans and share suggestions.	✓	Please contact the Head of Business and Operations if you have any concerns about this risk assessment. Standing agenda on weekly staff meetings.		
Parents/carers, pupils and visitors	• Parents and carers are informed about the changes to school procedures as a result of the move to step 4, and any	✓	Signage is in place where necessary, parents and Carers can access the risk	Low	

	<p>measures that will still be in place including permanent changes where necessary.</p> <p>Signage is installed wherever necessary as a reminder.</p> <ul style="list-style-type: none"> The school's coronavirus safety principles are communicated to visitors such as contractors, other non-school based services, external coaches, clubs and organisations for curricular and extra-curricular activities prior to any proposed visit. 	✓	<p>assessment from our website.</p> <p>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.</p>	
Employer	<ul style="list-style-type: none"> The completed risk assessment (v.6) is shared with the Governing Body and employer. 	✓	<p>This is signed off by the Principal and shared with the Board of Trustees via Governors hub.</p>	Low
Trade Unions	<ul style="list-style-type: none"> The completed (v.6) risk assessment is shared with the recognised Trade Unions following sharing with the school's Governing Body. (Do not include names where any personal details are recorded). 	N/A	N/A	
Contracting / transmitting Covid-19				
Preventing symptomatic persons attending school	<ul style="list-style-type: none"> Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus: <ul style="list-style-type: none"> a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) <p>Note: Although there are other symptoms associated with the Delta variant, these three symptoms are still only used in determining whether someone must self-isolate.</p> <p>PHE Campaign posters are available here.</p>	✓	<p>Letters continually being sent out to Parents, carers with information on Covid 19 and symptoms related to the virus. Visitors are also informed that should they have any of the symptoms described in this risk assessment that they do not attend the site. Posters on front door of RH and HP advising against entry if symptomatic.</p>	Low
	<ul style="list-style-type: none"> The school informs parents that if their child has symptoms, they must arrange for a PCR test and report the result to the school. In the event that they undertake an LFD test and the 	✓	<p>Reminders sent and conversations had with parents.</p>	

	test result is negative, this does not allow them to return to school earlier than the 10-day self-isolation period allows.			
	<ul style="list-style-type: none"> For noting: In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus. 	✓	Noted	
	<ul style="list-style-type: none"> Records are kept of persons with symptoms consistent with coronavirus. The outcomes of PCR tests of anyone in school are recorded. (ref: tracker) and used in any outbreak management (see below) 	✓	This is collated internally by the Head of Business and Operations.	Low
Outbreak management (* this could include: a form group or a subject class / a friendship group mixing at breaktimes / a sports team / a group in an after-school activity)	<ul style="list-style-type: none"> If the school has reached either of these two thresholds... <ul style="list-style-type: none"> 5 children, pupils, students or staff, who are likely to have mixed closely*, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely* test positive for COVID-19 within a 10-day period ...the school will: <ul style="list-style-type: none"> contact the DfE who will escalate the issue to the local health protection team (PHE) where necessary and advise if any additional action is required, such as implementing elements of an outbreak management plan. DfE helpline 0800 046 8687 / select option 1. immediately consider: <ul style="list-style-type: none"> whether any (additional) activities could take place outdoors, including exercise, assemblies or classes ways to improve ventilation indoors, where this would not significantly impact thermal comfort one-off enhanced cleaning focussing on touch points and any shared equipment limiting non-essential visitors reminding staff to undertake the routine LFD tests 	✓	This has been noted and the Academy is aware of the threshold and appropriate action will be taken when this reached.	Low

	<ul style="list-style-type: none"> The school seeks public health advice if: <ul style="list-style-type: none"> a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. <p>Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</p>	✓	This will be done by the Principal/Senior Vice Principal or Head of Business and Operations	Low
	<ul style="list-style-type: none"> School management are familiar with the DfE's contingency framework <p>It describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in schools. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual schools – or a small cluster of settings – as part of their outbreak management responsibilities.</p>	✓	All Slt are familiar with the contingency framework	
	<ul style="list-style-type: none"> The school's outbreak management plan considers the measures that may be necessary in school at the request of the organisations above. <ul style="list-style-type: none"> Attendance restrictions Reintroduction 'bubbles' for a temporary period, to reduce mixing between groups. Reintroduction of mandatory face coverings to be worn in communal areas by adults (unless exempt) Reintroduction of shielding (following a ministerial decision). Changes to: <ul style="list-style-type: none"> Residential educational visits Open days Transition or taster days Parental attendance in settings Performances in settings 	✓	The outbreak management plan is completed and in place	
Individuals not accessing the	<ul style="list-style-type: none"> Staff, parents, other over 18s and other eligible individuals in households and are encouraged to access the vaccination 	✓	Information to be processed in the new Academic year.	Low

vaccination programme	<p>programme. Posters are available here: https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/</p> <ul style="list-style-type: none"> • 			Low
Preventing persons who are at a higher risk of carrying the virus attending school	<ul style="list-style-type: none"> • The school has compiled a list of staff with their vaccination status according to ICO data protection requirements. This may be recorded as: both doses and booster / both doses / single dose / neither dose / prefer not to say. <p>Non-double vaccinated staff close contacts will still need to self-isolate, however the pupils will remain in school. This information is therefore required for staff planning purposes and also identifying individuals who may be at higher risk.</p>	✓	Ongoing	
	<ul style="list-style-type: none"> • Staff are made aware of the current quarantine restrictions in their holiday arrangements if they visit countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to be available to return to the workplace (i.e. in September at the start of the academic year) and that country's status is subject to change at short notice. 	✓	Staff are aware	Low
	<ul style="list-style-type: none"> • Parents and carers are made aware of the current quarantine restrictions if they return from countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to comply with statutory attendance (i.e. in September at the start of the academic year) and that country's status is subject to change at short notice. 	✓	Parents and carers are aware	
	<ul style="list-style-type: none"> • References: <ul style="list-style-type: none"> o https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england o https://www.gov.uk/uk-border-control/self-isolating-when-you-return-from-overseas 	✓		

	ou-arrive			
	<ul style="list-style-type: none"> Records are kept of such visits. 	✓		
Reducing the number of persons on site	<ul style="list-style-type: none"> The school may continue to encourage conversations with parent/carers are held on the telephone wherever possible. Face to face meetings may be held if necessary. 	✓	We are not anticipating that any staff will work from home from 1st September 2021 but will take considered requests.	Low
	<ul style="list-style-type: none"> Meetings are held virtually rather than physically where there is no detrimental effect. 	✓	Board meetings and any other meetings are held remotely where appropriate, should this change social distancing protocols will be in place.	
Performances	<ul style="list-style-type: none"> The school will complete a risk assessment for any performance, taking into account the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance, the school also gives particular consideration to the guidance on delivering outdoor events. 	N/A	N/A	
Staff social meetings / events	<ul style="list-style-type: none"> Staff are reminded that as social contact restrictions have now been removed there is the potential for non-vaccinated close contacts requiring to self-isolate ("pinged"). 	✓	Conversations to be had by non vaccinated staff when the Academy is made aware	Low
Persons at higher risk of becoming seriously ill	<ul style="list-style-type: none"> Clinically Extremely Vulnerable (CEV) staff <ul style="list-style-type: none"> Risk assessments have been completed for all CEV staff who have been double vaccinated. All CEV staff who have not been double vaccinated and those where the vaccination has limited effect should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. 	N/A	No staff at the moment are in the clinically extremely vulnerable category	Low
	<ul style="list-style-type: none"> Clinically Extremely Vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been 	✓	No students fall into this category currently but should this change then advice will be followed.	

	<p>advised by their GP or clinician not to attend.</p> <ul style="list-style-type: none"> The following measures are in place for pregnant members of staff: <ul style="list-style-type: none"> Risk Assessment (Part 1) has been completed for all vaccinated pregnant members of staff up to 28 weeks. Risk assessment (Part 2) has been completed for pregnant members of staff over 28 weeks who have been double vaccinated and non-vaccinated under 28 weeks. Pregnant staff over 28 weeks who have not been double vaccinated should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. 	✓	Risk assessments are in place for pregnant members of staff	
School Visits	<ul style="list-style-type: none"> All visits <p>When considering booking a new visit, whether domestic or international they have adequate financial protection in place. Full and thorough risk assessments are undertaken in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p>	✓	Risk assessments are always in place for off site visits and the use of Evolve	
	<ul style="list-style-type: none"> International visits <p>The school is aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</p> <p>The school speaks to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the</p>	✓	Conversations to be had with the lead outdoor educational advisor (Evolve) should the Academy decide to propose international travel	Low

	British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.			
Undertaking CPR / and First Aid	<ul style="list-style-type: none"> The following information has been shared with school first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm The school has purchased devices such as CPR facemask / resuscitation shields. 	✓	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 school	<ul style="list-style-type: none"> If anyone in the school becomes unwell with: <ul style="list-style-type: none"> a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) they must: <ul style="list-style-type: none"> be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus. Their self-isolation may end with a negative PCR test (but not a negative LFD test) 	✓	Locations where pupils could be isolated: medical rooms at HP and RH would be used in this event	Low
	<ul style="list-style-type: none"> 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"> a face mask disposable gloves and an apron if contact is necessary eye protection if a risk assessment determines that there is a risk of fluids entering the eye from, for example, 	✓	All PPE is provided on both sites at HP and RH.	

	coughing, spitting or vomiting.			
	<ul style="list-style-type: none"> If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. 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 COVID-19: cleaning of non-healthcare settings guidance. 	✓	Noted	
Test and Trace (managing positive cases)	<ul style="list-style-type: none"> The latest NHS/PHE test and trace information has been shared with staff and parents. Self-isolation of close contacts will only be undertaken on advice from NHS Test and Trace where they are over 18 and have not received both vaccinations (applies from 16th August 2021). 	✓	This has been noted and shared.	
	<ul style="list-style-type: none"> Once an individual is informed that they are a close contact of a confirmed positive case via a PCR test, they are informed that they may arrange their own PCR test. 	✓	Noted and shared with staff	Low
	<ul style="list-style-type: none"> In the event that a room will be occupied up to 72 hours after a pupil or staff member has been present who is confirmed case (either LFD or PCR) the school will: <ul style="list-style-type: none"> Consider outdoor learning Consider individuals' risk of secondary transmission within the classroom. This will depend on: <ul style="list-style-type: none"> The health category of staff and pupils in the class Staff vaccination status Whether the staff can socially distance from pupils Ventilation within the classroom. They may need to be relocated elsewhere within the school. Clean and disinfect the classroom once it has been 	✓	Noted and action will be taken as necessary	Low

	emptied and purge the air by keeping doors and windows open for as long as possible: COVID-19: cleaning of non-healthcare settings guidance.			
	<ul style="list-style-type: none"> The school understands the purpose of the school's own PCR home test kits, has decided who makes the decision to offer the kit when they have a stock and by what criteria. The school provides these PCR test kits to symptomatic individuals or close contacts of positive who are struggling to access a test. 	✓	The Academy does supply Lateral flow kits/PCR tests to staff and students	
	<ul style="list-style-type: none"> Staff and parent telephone numbers are checked for accuracy. 	✓	This document is updated regularly	
	<ul style="list-style-type: none"> Contact details, are kept of all other visitors to the school, including where possible, personal phone numbers. 	✓	Signing in and out books are used on both sites for this purpose	
Lateral Flow Testing (LFT) (Pupils)	<ul style="list-style-type: none"> A risk assessment has been completed for the school's onsite Asymptomatic Testing Site (ATS) to administer LFTs. 	✓	Noted and in place	Low
	<ul style="list-style-type: none"> The school retains a small ATS so that they can offer testing to pupils unable to test at home. 	✓	Noted and in place	
	<ul style="list-style-type: none"> Parents and carers are instructed to: <ul style="list-style-type: none"> report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit share their result, whether void, positive or negative to help with contact tracing. 	✓	Noted and in place	
	<ul style="list-style-type: none"> Appropriate action is taken by the school in the event of a parent / carer reporting a positive LFT test result. 	✓	Noted	Low
Lateral Flow Testing (LFT) (Staff)	<ul style="list-style-type: none"> School staff have been appointed a "COVID-19 Coordinator" who will be responsible for: <ul style="list-style-type: none"> communicating with stakeholders ensuring staff are using the right instructions and that they 	✓	Shared as appropriate	Low

	<ul style="list-style-type: none"> sign for the test kits using the 'test kit log' o reporting incidents and carry out risk management o storing and reporting any required data o reordering tests when required <p>They have read and understood the resources from the Primary portal.</p>			
	<ul style="list-style-type: none"> The school has provided information to staff about the purpose and the process of the lateral flow testing including the recording of results. They are encouraged to take part. (See step 5 and model letter from the Govt. resources.) 	✓	Shared as appropriate	
	<ul style="list-style-type: none"> Persons are identified who wish to take part. This will include directly employed staff and non-directly employed peripatetic, catering and cleaning colleagues. Participants may join or leave the arrangement at any time. <p>The two test days have been decided (3-4 days apart). (It is recommended that one of these test days is Monday)</p>	✓	Test days: Monday and Friday	
	<ul style="list-style-type: none"> Staff are reminded that: <ul style="list-style-type: none"> o A negative LFT does not eliminate the possibility of an infection. In particular it will not detect individuals who are recovering from having had the virus. o A negative LFT does not allow the individual to pause compliance with covid rules within school and good hand hygiene outside the workplace. o The testing programme does not replace current (PCR) testing policy for those with symptoms. 	✓	Shared with staff	
	<ul style="list-style-type: none"> Appropriate action is taken in the event of: <ul style="list-style-type: none"> o A negative test result o A positive test result (A PCR test should be taken within 2 days of the positive lateral flow test, otherwise the 10 day self-isolation must be completed) o Two void test results 	✓	Shared with staff	
	<ul style="list-style-type: none"> Necessary records of testing are kept. 	✓		
				Low

Hygiene – General	<ul style="list-style-type: none"> Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities: <ul style="list-style-type: none"> On arrival at school After breaks and sport activities When they change rooms Before cooking and eating After sneezing or coughing After using the toilet Before leaving home <p>Note: Electric hand dryers may be used in schools</p>	✓	Hand sanitisers and appropriate signage along with relevant PPE is in place.	Low
	<ul style="list-style-type: none"> A process is in place for removing face coverings if pupils and staff who use them arrive at school. 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. 	✓	Appropriate bins are available around the Academy for disposal of face coverings.	
	<ul style="list-style-type: none"> Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school 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. <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>	✓	All necessary PPE is in every classroom.	Low
	<ul style="list-style-type: none"> 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 	✓	All lidded bins are in relevant places and bins without lids are used for general	

	<p>the tissues will be safely stored.</p> <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>		waste.	
	<ul style="list-style-type: none"> • Sufficient ongoing cleaning (for example, twice a day) is undertaken in areas occupied by staff and pupils. Any unoccupied areas due to fewer pupils being in school can be cleaned less regularly and secured and/or signed to restrict access. <p>A list of touch points and surfaces that will receive regular cleaning 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.</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>	✓	On going and is a priority.	
	<ul style="list-style-type: none"> • Wherever possible contactless payments are accepted on site rather than cash. In the event that this isn't possible, office staff should wash or sanitise their hands immediately 	✓	Noted	

	after handling any coins.			
Hygiene – Classrooms	<ul style="list-style-type: none"> Rooms may still need to be cleaned after a positive case therefore the contents of the classrooms and their ease of cleaning is considered. 	✓	Noted	Low
	<ul style="list-style-type: none"> Teaching staff may wish to continue to clean articles or areas within the classroom during the school 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: 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. 	✓	Antibacterial wipes are used in the classrooms as required.	
	<ul style="list-style-type: none"> Teachers may wish to continue to wash or sanitise their hands before and after handling pupils' books. 	✓	As above.	
	<ul style="list-style-type: none"> Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups. 	✓	Noted	
PPE (Reference)	<ul style="list-style-type: none"> Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures. 	✓	All relevant PPE is in place	Low
	<ul style="list-style-type: none"> Training and instruction have been provided for the putting on, removing and disposal of PPE. 	✓	Noted	
	<ul style="list-style-type: none"> 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. 	✓	Relevant risk assessments in place for Covid 19	
	<ul style="list-style-type: none"> Aerosol generating procedures (AGPs): Within education settings these are only undertaken for a 	N/A	N/A	

	<p>very small number of children with complex medical needs, such as those receiving tracheostomy care. Staff performing AGPs in these settings follow Public Health England's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is:</p> <ul style="list-style-type: none"> o a FFP2/3 respirator o gloves o a long-sleeved fluid repellent gown o eye protection 			
Face coverings in school	<ul style="list-style-type: none"> • Face coverings may (only) be worn in school by: <ul style="list-style-type: none"> o Staff as a personal preference outside the classroom where they are not a barrier to communication and proper hand hygiene is observed and they are disposed / cleaned on a regular basis. o Visitors 	✓	Noted	Low
Reducing number of touchpoints	<ul style="list-style-type: none"> • Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices. 	✓	Non fire doors can be wedged open to assist with the reduced touch points	Low
	<ul style="list-style-type: none"> • 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. 	N/A	N/A	
	<ul style="list-style-type: none"> • Consider whether drinking fountains need to be taken out of action. 	N/A	N/A	
Parents and pupils travelling to school	<ul style="list-style-type: none"> • Families using public transport are referred to the safer travel guidance for passengers: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 	✓	A bike shed is available to promote staff and students to Cycle.	Low
Organising the school day	<ul style="list-style-type: none"> • Drop-off and collection times may continue to be 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. The 	N/A	N/A	Low

	views of parents/carers is taken into consideration.			
	<ul style="list-style-type: none"> 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 school premises. 	N/A	N/A	
Foyer / Reception	<ul style="list-style-type: none"> Existing reception screens are kept in the closed position wherever possible. 	✓	In place.	
Office	<ul style="list-style-type: none"> Office staff may continue to work from home on an agreed part time basis if this arrangement is suitable for the school. Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use. 	✓ ✓	N/A The operations team is small and well spaced. All necessary measures are in place.	Low
Meeting rooms	<ul style="list-style-type: none"> Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings if practical. Hand sanitiser is provided in meeting rooms. Meetings are held outdoors or in well-ventilated rooms whenever possible. 	✓ ✓ ✓	In place. In place. Windows and doors will be opened where necessary.	Low
Curriculum: KS3 and KS4 Science	<ul style="list-style-type: none"> CLEAPSS guides are followed as necessary: <ul style="list-style-type: none"> GL343 - Guide to doing practical work during the COVID-19 pandemic - Science - Version 4.01 - 14/07/21 	✓	Noted and risk assessments are in place	Low
Curriculum: KS3 and KS4 D&T, food & art	<ul style="list-style-type: none"> CLEAPSS guides are followed as necessary: <ul style="list-style-type: none"> GL344 Guide to doing practical work during the COVID-19 Pandemic: D&T, food & art. Version 5.01 - 14/07/21 	✓	Noted and risk assessments are in place	Low
Curriculum: School Sport	<ul style="list-style-type: none"> The school may work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfactory risk assessments have been received. Outdoor sports are prioritised where possible, and large indoor spaces used where it is not. Contact sports are avoided. The school only provides team sports on the list available at return to recreational team sport framework. 	✓ ✓	Indoor Gym will be used with minimum students and staff and will be cleaned down after each use. Noted	Low

	<ul style="list-style-type: none"> Scrupulous attention is paid towards cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Sports equipment is thoroughly cleaned (or kept in quarantine for 72 hours) at regular intervals. 	✓	Noted	
	<ul style="list-style-type: none"> Competitions between different schools: The school refers to guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England, advice from organisations such as the Association for Physical Education and the Youth Sport Trust, guidance from Swim England on school swimming and water safety lessons and any LA guidance. 	✓	Noted	
Curriculum: Music, dance and drama in school PHE Safer Singing Reference (see also Performances)	<ul style="list-style-type: none"> Playing instruments and singing in groups take place outdoors wherever possible. If indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. It is important to ensure good ventilation. 	✓	Noted	Low
Playground and school field	<ul style="list-style-type: none"> The school makes use of outdoor spaces to support delivery of the curriculum – outdoor education can limit transmission. 	N/A	N/A	Low
Lack of air changes / ventilation	<ul style="list-style-type: none"> Mechanical ventilation systems have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). Further advice available here (HSE) and here (CIBSE). 	✓	New air con units have been put into the games room, student hub and the media suite and are switched on and checked regularly and maintained There is also new ventilation system in the gym area.	Low

	<ul style="list-style-type: none"> • Natural ventilation is used to help reduce the risk of spreading coronavirus: <ul style="list-style-type: none"> o Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). o Opening internal doors (note that this also has the benefit of reducing touch points). o Opening external doors where there are no security concerns and where it doesn't create uncomfortable drafts. 	✓	Noted	Low
	<ul style="list-style-type: none"> • To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> o Opening high level windows in preference to low level to reduce draughts o Increasing the ventilation while spaces are unoccupied (e.g. before and after classes, during break and lunch) o Providing flexibility to allow additional, suitable indoor clothing. The school has a mindful and considerate approach with parents who have difficulty obtaining uniform items or are experiencing financial pressures. o Rearranging furniture where possible to avoid direct drafts. 	✓	Noted	
	<ul style="list-style-type: none"> • Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	✓	Noted	
Breakfast, after school and holiday clubs (Reference)	<ul style="list-style-type: none"> • The school is working to resume all your before and after-school activities and wraparound childcare for pupils. See also sport, performances, and trips sections. 	✓	Noted	

Operational issues				
Availability of staff	<ul style="list-style-type: none">The potential impact on staff self-isolating while pupils all remain in school has been explored and contingency plans are in place (use of supply / re-deploying school staff)	✓	Supply staff are usually taken into the Academy on long term contracts, however, if short term contracts are required a risk assessment needs to be obtained from the Agency.	Low
	<ul style="list-style-type: none">Contingency plans have been explored in the event that key members of staff are unavailable to work e.g. they are self-isolating. These may include:<ul style="list-style-type: none">Staff involved and trained in personal carePI trained staffFirst AidersSite managementDSL	✓	Contingency plans are in place and noted	
Personal Health and Safety Concerns (General)				
SEND pupils	<ul style="list-style-type: none">Individual pupil risk assessments are subject to regular reviews noting any behavioural changes with the pupil on site. Staff working with pupils who spit uncontrollably should wash their hands than other staff. Face shields are considered as a possible control measure (contact your Safety Adviser). Pupils who use saliva as a sensory stimulant or who struggle with hand hygiene may also need more opportunities to wash their hands.	✓	In Place.	Low
Staff welfare and staff redeployment	<ul style="list-style-type: none">Governing boards and school leaders have regard to staff (including the Head Teacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.	✓	In Place.	Low
	<ul style="list-style-type: none">Appropriate support and contact is provided to staff who are	✓	Noted	

	<p>home working, particularly for extended periods of time.</p> <p>https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/</p>			
	<ul style="list-style-type: none"> Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher <p>Any redeployments are not at the expense of supporting pupils with SEND.</p>	✓	Noted	
	<ul style="list-style-type: none"> 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 schools may wish to draw on DfE's workload reduction toolkit. <p>DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing. 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 (Reference)	<ul style="list-style-type: none"> Where pupils, parents and households are reluctant or anxious about attending school their concerns are discussed and reassurance provided on the measures you are putting in place to reduce any risks. Pupils may include those who: <ul style="list-style-type: none"> are concerned about the possible increased risks from coronavirus <p>Ref: Wellbeing for Education Return programme</p>	✓	In Place.	
	<ul style="list-style-type: none"> Pastoral support is offered to pupils who are: <ul style="list-style-type: none"> self-isolating shielding vulnerable 	✓	In Place.	Low

Other Issues				
Remote Education	<ul style="list-style-type: none"> Remote education plans are in place for individuals or groups of self-isolating pupils, pupils they face challenges in returning from abroad or because they are complying with clinical or public health advice. Pupils have access to remote education as soon as reasonably practicable, which may be the next school day. The remote education provided is equivalent in length to the core teaching pupils would receive in school. 	✓	The use of google hangouts are in place for remote education.	Low
	<ul style="list-style-type: none"> Systems are in place for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern A named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education is appointed. 	✓	Remote Education Lead: Younes Henini – Vice Principal	
	<ul style="list-style-type: none"> The school has published information about their remote provision on their website. An optional template is available to support this legal requirement. 	✓	Website is updated with all relevant information with regards to remote learning	
Education Recovery Reference	<ul style="list-style-type: none"> The school access programmes and activities to support pupils to make up education missed as a result of the pandemic. 	✓	In place	Low
Incident Reporting	<ul style="list-style-type: none"> A case of disease is recorded via the school's incident reporting system and to the HSE (via RIDDOR) where a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease. https://notifications.hse.gov.uk/riddorforms/Disease (Contact your Safety Adviser for advice) 	✓	Noted	
Safeguarding	<ul style="list-style-type: none"> If a vulnerable pupil is required to self-isolate, the school: 	✓	Noted and in place	Low

	<ul style="list-style-type: none"> o notifies their social worker (if they have one) o agrees with the social worker the best way to maintain contact and offer support o checks if a vulnerable pupil is able to access remote education support o supports them to access it (as far as possible) o regularly checks if they are accessing remote education 			
School Meals	<ul style="list-style-type: none"> • The school continues to provide free school meal support to pupils who are eligible for benefits related free school meals and who are learning at home during term time. 	✓	Noted and in place	Low
Reviews	<ul style="list-style-type: none"> • Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. <p>The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England.</p>	✓	Noted and in place	Low
	<ul style="list-style-type: none"> • Updates are highlighted on the risk assessment and shared with staff. 	✓	Noted and in place	

Are there any other foreseeable hazards associated with Covid-19?

Yes ☐

No ☒

Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low

ASSESSED BY (Print name) Kerrie Henton - Principal	SIGNED 	DATE 23/08/2021
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