

<b>Risk Assessment – Covid-19 (Autumn Term Reopening)</b>		<b>04 Nov 2020</b>	<b>Walthamstow Academy</b>
<b>Responsible Person</b>	Emma Skae, Principal		
<b>Other Persons Involved</b>	Jess Capstick (VP), Dan Seed (VP), Paul Tannahill (NEU rep), Leanne Pittson (Assistant Business Manager), Geoff Skewes, CoG)		
<b>Guidance Material Considered</b>	<ul style="list-style-type: none"> <li>• DfE – <a href="#">DfE Guidance for full opening: schools</a> (22 Oct)</li> <li>• DfE - <a href="https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020">https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020</a> (4 Nov)</li> <li>• DfE - <a href="#">DfE Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a> (15 Oct)</li> <li>• DfE - <a href="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings</a> (20 Aug)</li> <li>• BEIS - <a href="#">BEIS Guidance for Offices and Contact Centres</a> (15 Oct) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focussed DfE guidance.</li> <li>• NHS - <a href="#">Test and Trace – How it works</a> (8 Oct)</li> <li>• <a href="https://www.gov.uk/government/publications/face-coverings-in-education-16">https://www.gov.uk/government/publications/face-coverings-in-education-16</a> (16 Oct)</li> <li>• <a href="https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing">https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing</a> (25 Aug)</li> <li>• <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a> (4 Nov)</li> <li>• <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a> (5 Oct)</li> <li>• <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</a> (2 Nov)</li> </ul>		

<b>Details</b>	
<p>Covering staff and pupil H&amp;S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> <li>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>2) Where recommended, use of face coverings in schools</li> <li>3) Clean hands thoroughly more often than usual</li> <li>4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</li> <li>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>6) Minimise contact between individuals and maintain social distancing wherever possible</li> <li>7) Where necessary, wear appropriate personal protective equipment (PPE)</li> </ol> <p>Numbers 1 to 5 are in place in all the time.  Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances  Number 7 applies only in specific circumstances.</p> <p>Response to any infection</p> <ol style="list-style-type: none"> <li>8) Engage with the NHS Test and Trace process</li> <li>9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>10) Contain any outbreak by following local health protection team advice</li> </ol>	<p><b>Are Control Measures (Y, N, N/A)?</b></p>

Numbers 8-10 must be followed in every case where they are relevant

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> <li>• individuals who have been identified as clinically extremely vulnerable by the NHS are advised to work from home</li> <li>• All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</li> <li>• Staff who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend work</li> <li>• Staff members to inform Beria Hassan if they are unwell, or anyone in their household is unwell, with records held on employee file.</li> <li>• Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days.</li> <li>• Staff to inform ESE if they are taking a test and the outcome of that test</li> <li>• Testing at a testing site will deliver the fastest results. The school has a supply of home testing kits this are to only be used in exceptional circumstances</li> <li>• If the test is positive:               <ul style="list-style-type: none"> <li>○ The staff member remains off for 10 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time.</li> <li>○ The staff member must engage with the NHS Test and Trace programme.</li> <li>○ The staff member must notify the school immediately.</li> <li>○ The school contact their local Health Protection Team for advice on any further action required in school.</li> <li>○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure.</li> </ul> </li> <li>• If the test is returned negative the staff member can return to school when they feel well enough to do so.</li> <li>• Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms.</li> </ul>	Yes	Yes
		Pupils contracting COVID-19	<ul style="list-style-type: none"> <li>• Pupils who have been identified as clinically extremely vulnerable are advised not to attend school whilst national restrictions are in place. Home Learning arrangements in place to ensure learning continues</li> <li>• Pupils who live with someone who is clinically extremely vulnerable, should still attend school</li> <li>• Pupils who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school</li> </ul>	Yes	Yes

			<ul style="list-style-type: none"> <li>Any pupil with symptoms of Covid-19 should not attend school for 10 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained.</li> <li>Testing at a testing site will deliver the fastest results. The school has a supply of home testing kits this are to only be used in exceptional circumstances</li> <li>Where a positive result is obtained, the school will contact the local DfE Hotline: 0800 046 8687 for advice on any further action required.</li> <li>A negative result means the pupil can return to school.</li> <li>Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms.</li> <li>In the event of a parent insisting that their child, who has symptoms, attends school, the school can refuse the child after careful consideration</li> </ul>		
		Visitors contracting COVID-19	<ul style="list-style-type: none"> <li>All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon.</li> <li>Details of local procedures communicated to all visitors before they come to site.</li> <li>Parents advised to drop children off alone, i.e. not to come with partners or family</li> <li>Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis.</li> <li>Visitors to inform the academy if they later have a positive test</li> <li>Records kept of who each visitor has been in contact with</li> </ul>		
<b>Suspected / confirmed case in school</b>	Staff/pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> <li>Pupil/staff member sent home and instructed to order / book a test under the NHS Test and Trace programme. The school has a small supply of testing kits to be used in exceptional circumstances.</li> <li>Pupil isolated in the parent meeting room with door open if awaiting collection in line with <a href="#">government guidelines</a>.</li> <li>Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic.</li> <li>A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. This is held in reception.</li> <li>The PPE must be disposed of in sealed bags in a bin with a lid</li> <li>Cleaning and disinfection, including toilet (if used) carried out by cleaning staff in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>If a child is unwell, they should tell their teacher, who will send them to reception and email reception</li> <li>If a member of staff is unwell they should speak to ESE or JCK/DSD</li> </ul>	Yes	Yes

			<ul style="list-style-type: none"> <li>If anyone tested positive while not experiencing symptoms then developed symptoms while isolating, then the 10 day isolation period should be re-started at that point</li> </ul>		
<b>Infection Control (practices)</b>	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> <li>Soap and running water or alcohol based hand sanitiser to be readily available (no alcohol-based sanitiser to be in science labs)</li> <li>Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, before and after break, when changing rooms, and before and after eating</li> <li>Skin friendly cleansing wipes used for those who need assistance in cleaning hands</li> <li>Practices built into school behaviour culture.</li> <li>Catch-it, bin-it, kill-it, promoted throughout school.</li> <li>School provides tissues and sufficient bins to support disposal of waste.</li> <li>Students are to wear a face covering at all times except: <ul style="list-style-type: none"> <li>When they are in a lesson</li> <li>When they are sitting in a chair in the dining room</li> </ul> </li> <li>Staff are to wear a face covering in all corridors and communal areas where social distancing cannot be easily maintained.</li> <li>Tutor time session on how face coverings work, how to put on and take off a mask safely, how to dispose of or store a mask</li> <li>Tutor time session on students' wider responsibility to the community (eg wearing face coverings)</li> <li>Students who are exempt from wearing a face mask have a black circle sticker on their lanyard to identify them as being exempt</li> <li>In the event of any changes to guidance, the school will communicate quickly and clearly to all stakeholders</li> <li>Staff have been issued with masks or visors and are available upon request</li> <li>Students should provide their own face coverings but the school holds a small supply for situations where someone is struggling to access one at a charge of 50p per mask.</li> </ul>	Yes	Yes

			<p><u>Grouping (key principles to be applied)</u></p> <ul style="list-style-type: none"> <li>• School to do all it can to minimise contacts and mixing while still delivering the curriculum.</li> <li>• Reduce contact between staff and pupils</li> <li>• Two sides to this, distancing, and bubbles/groups. Blended approach will be used.</li> <li>• KS4 in whole year group, KS5 is one group</li> <li>• KS3 in tutor groups except for PE and languages when they are in half year groups</li> <li>• KS3 will sit in tutor groups to eat lunch</li> <li>• Keep groups apart as much as possible, eg staggered arrival, breaks and dismissal</li> <li>• Increase cleaning frequencies in shared environments/equipment</li> <li>• Older children (KS4 and KS5) encouraged to keep distance from students they don't have lessons with</li> <li>• The larger the group, the more robust the other controls need to be.</li> <li>• No expectation that KS3 students distance within their groups.</li> <li>• Partial fulfilment of these is of benefit</li> <li>• Siblings can be in different groups</li> <li>• All staff to operate across multiple classes and year groups but should practise distancing, and 2m where possible.</li> <li>• To enable the tracing process to work effectively, we will keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as, <ul style="list-style-type: none"> <li>○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• use the TT to establish membership of groups. Adherence to TT is vital and DSD should be notified of any breaches</li> </ul>	Yes	Yes
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			<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> <li>• Staff remain distanced from pupils, at the front of the class, away from colleagues, and 2m from all parties where possible.</li> <li>• Tape on floor at front of classroom as visual reminder of social distancing between teacher and students</li> <li>• Unless in localised lockdown, optional for staff to wear own PPE (visors are preferable to masks as the face can be seen)</li> <li>• Pupils sitting side by side and facing forwards where possible.</li> <li>• Strict seating plan in place in every room and should be quality assured and stored by HOYs centrally so that mixing within the bubble is minimised and all ‘close contact’ can be recorded (this includes assemblies, form time, dsrama groupings and PE changing room)</li> <li>• Seating plan should fill from the back leaving any empty seats for the front row</li> <li>• Avoid face to face contact and limit time spent within 1m of anyone.</li> <li>• Education and care support for those with special and complex needs to be provided as normal with staff wearing PPE as appropriate</li> <li>• Students in the PLR will be from different year groups and so must maintain a distance of 2m from students in a different year group. The number of students will be monitored and an overflow room will be opened as necessary.</li> </ul>	Yes	Yes
			<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> <li>• Groups to be kept apart where possible.</li> <li>• Breakfast Club – restricted pupil numbers with booking system in place</li> <li>• No after school clubs or homework club to take place</li> <li>• Assemblies one year group at a time and almost always by MS Teams in classrooms, following tutor time seating plan</li> <li>• Timetable to keep groups apart and minimise movement around the site as much as possible.</li> <li>• Passing the odd person remains low risk, but consider pinch-points – one way system signposted (eg entry and exit to dining room, staircases to and from break).</li> <li>• Clear movement routes at each lesson changeover</li> <li>• Have fire drills by year group, starting with Y7 (though in a real fire the risk from fire takes precedence). Usual exit routes used as these are the most direct</li> <li>• Staggered break and lunch for year groups, with cleaning of dining hall surfaces between groups.</li> <li>• Restrict access to staff workspaces by maintaining social distancing. Ensure meetings and INSET are socially distanced. Staggered break and lunch results in teachers not being free at the same times. Refer to BEIS guidance on <a href="#">Office and Contact Centres</a> for guidance on staff only areas</li> <li>• Regular and thorough handwashing or use of alcohol based sanitiser to be carried out by all pupils and staff members including: <ul style="list-style-type: none"> <li>○ On arrival to and before departure from school</li> </ul> </li> </ul>	Yes	Yes

			<ul style="list-style-type: none"> <li>○ On arriving and leaving a classroom</li> <li>○ When groups change areas</li> <li>○ After using the bathroom</li> <li>○ On entry to and exit from dining room by spray bottle</li> <li>○ On entry to the building after break, by spray bottle</li> </ul>		
			<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> <li>● Stagger start and finish times to prevent groups mixing, teaching time reduced only during p5 for some year groups, up to maximum of 15 mins, to enable staggered dismissal (to be reviewed).</li> <li>● Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates.</li> <li>● Use of a covered bin for disposal of disposable face coverings on arrival at school</li> <li>● All use hand sanitiser on arrival (multiple stations in reception)</li> <li>● Liaison with Walthamstow Primary around staggered start and end times</li> </ul>	Yes	Yes
			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> <li>● Specific assessment for those with SEND to help with adjustments.</li> <li>● Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal but contact register must be maintained</li> <li>● Visitors and contractors restricted unless absolutely necessary. Explain local processes to them before arrival. Keep a record of all visitors</li> <li>● No parental meetings to be held on site – these will be done by phone or on Teams</li> <li>● Parents advised to avoid dropping items off for their child to reception</li> <li>● Dual registered children can attend, but the two settings should liaise to agree controls.</li> <li>● Equipment – <ul style="list-style-type: none"> <li>○ Pupils should bring their own equipment into school as per the email to parents and these will remain individual</li> <li>○ Classroom resources, where they have to be shared, can be used freely within the bubble/group, but subject to regular cleaning</li> <li>○ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items).</li> <li>○ Outdoor play equipment cleaned more regularly (refer to the previous point)</li> <li>○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above.</li> </ul> </li> </ul>	Yes	Yes

			<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> <li>• Take steps to depress demand at peak times (Stagger start/finish times)</li> <li>• Promote walking/cycling to school if possible</li> <li>• Face coverings are required on public transport for all over 11 years old. Dispose of face covering or put it in a sealed bag on arrival. Sanitise hands.</li> </ul>	Yes	Yes
<b>Infection Control (premises)</b>	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> <li>• Any unnecessary furniture removed to aid distancing between groups</li> <li>• Clear system of movement implemented in corridors and on stairwells: clear signage, instructions and reminders, staff stationed on duty</li> <li>• Separate playground space to help with group management eg cage and main playground</li> <li>• Social distancing markers in staffroom. Some chairs removed. PCs removed from offices.</li> <li>• Review access to print rooms/photocopiers ideally limiting to one person.</li> <li>• Aircon system switched to fresh air mode</li> <li>• Reduce occupancy for lifts to two people</li> <li>• Windows opened where possible, where temperature allows it, and without creating undue risks.</li> <li>• Non-fire doors propped open to remove need for hand contact</li> <li>• Outdoor play equipment thoroughly cleaned between groups</li> <li>• Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> <li>• Work back-to-back</li> <li>• Install screens between workstations</li> <li>• Developing a rota so that staff don't have to work together</li> <li>• Prohibit shared workstations if robust cleaning cannot be ensured between users</li> <li>• Work phones are not to be shared unless stringent sanitisation can occur in between use. Messages must be taken or calls transferred.</li> </ul> </li> <li>• Locations identified for staff to work and meet in (PMR, Library offices, agora, office opposite drama, TV studio – these can be booked for use)</li> <li>• Complete and display the Covid-19 Secure in 2020 poster</li> </ul>	Yes	Yes
<b>Anxiety, stress and worry</b>	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> <li>• Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance).</li> <li>• Communicate this risk assessment and its findings to staff and potentially pupils/parents.</li> <li>• Staff have access to Group's <a href="#">occupational health and counselling service</a></li> <li>• Publish the findings of this risk assessment on the school website.</li> <li>• Staff should talk to line managers, SLT, ESE or SSH if concerned about self or anyone else</li> <li>• Students should talk to their tutor, HME, KAG, RDN, CGT, HoY if worried about self or anyone else</li> <li>• Clear information in staff and student handbooks</li> </ul>	Yes	Yes

			<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing">https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing</a></li> </ul>		
<b>Cleaning</b>	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> <li>• Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. See separate cleaning schedule (LPN)</li> <li>• Three full time cleaners employed for the duration</li> <li>• Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing.</li> <li>• Cleaning following confirmed/suspected case in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>• If teaching/support staff are doing any cleaning then training will be required.</li> <li>• Rooms used by multiple year groups to be cleaned between use</li> <li>• Booking system for cleaning eg music, drama, PE, computing lessons</li> </ul>	Yes	Yes
<b>Delivery of 'higher risk' subjects</b>	Staff, Pupils	<p>Delivery of lessons such as science, D&amp;T, Drama, music, MFL, computing and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> <li>• Subject leads to review their risk assessments for the planned activities and update accordingly.</li> <li>• Refer to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE, DATA).</li> <li>• Consideration required for support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing.</li> <li>• Staff updated on higher risk arrangements through staff emails in July, updated staff handbook and department sessions in September</li> <li>• Students updated on higher risk arrangements by student handbook, assemblies in September, tutor time activities and lesson time dedicated to explaining this</li> <li>• Monitoring carried out by HoD, with SLT link, in conjunction with H&amp;S lead</li> <li>• Domestic overnight and overseas educational visits are not taking place</li> <li>• Non-overnight domestic visits are to be considered on a case by case basis assessing all risks involved</li> <li>• No alcohol-based hand sanitiser in science</li> <li>• Music, dance and drama can be undertaken in school so long as safety precautions are undertaken. Advice is provided in the <a href="#">full opening guidance for schools</a>.</li> <li>• Music, MFL and drama should ensure that their activities do not mean that staff or students have to raise their voices. Microphones and instruments should not be shared</li> <li>• Peripatetic staff and coaches may work onsite but must observe at least a 2m distance from students at all times and ensure they follow the schools guidance, eg sit side by side (2m apart)</li> <li>• <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></li> <li>• Provide team sports listed on the <a href="#">return to recreational team sport framework</a>. Competition between different schools will not take place</li> <li>• Students should come to school in their PE kit if they have PE p1 (and Y9 if PE period 2), and they may leave in their PE kit if they have PE p5. Changing rooms are restricted to strict bubbles and changing must be done swiftly.</li> </ul>	Yes	Yes

			<ul style="list-style-type: none"> <li></li> </ul>		
<b>Intimate Care/Higher Dependency Pupils</b>	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> <li>Staff providing intimate care to use PPE (held in reception) as they would do normally for providing care in line with children's needs and that person (people) to remain in that bubble or not in a bubble.</li> <li>No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section).</li> </ul>	Yes	Yes
<b>Failure to follow local rules</b>	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness.  Persons violate local rules	<ul style="list-style-type: none"> <li>Staff updated on arrangements through staff emails in July, updated staff handbook and INSET sessions in September, regular reminders, displays, ongoing emails</li> <li>Students updated on arrangements by student handbook, assemblies in September, tutor time activities, displays dedicated to explaining this</li> <li>Transgressions will be handled under the behaviour (student) and discipline (staff) policy, with deliberate transgressions being viewed more seriously than accidental.</li> </ul>	Yes	Yes
<b>Maintaining a compliant premises</b>	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> <li>Premises compliance status to be reviewed by Site/Facilities/Estates Manager to be reviewed prior to reopening and briefing provided to the school's Principal</li> <li>Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary)</li> </ul>	Yes	Yes
<b>The school lapses in following national/group guidelines and advice</b>	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> <li>Central office to ensure that Coronavirus pages on the Hub are kept updated</li> <li>Principal to ensure that all relevant guidance is followed and communicated</li> <li>Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly</li> <li>Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents.</li> <li>Parents/Pupils updated via classrooms/email/Schoolcomms as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents by Schoolcomms and staff by email</li> </ul>	Yes	Yes
<b>Other Risk Assessments</b>	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> <li>Extra-curricular provision subject to specific risk assessment developed with reference to <a href="#">DFE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a></li> <li>Fire risk assessment reviewed</li> <li>Fire safety evacuation locations amended to support COVID-19 arrangements</li> <li>All year groups to have separate fire drill practices in their year group bubbles</li> <li>In the event of an unplanned evacuation then the threat of fire outweighs need to socially distance</li> <li>Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in.</li> </ul>	Yes	Yes

<b>Display Screen Equipment (temporary home workers)</b>	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> <li>Staff allowed to take home peripherals and chairs from office</li> <li>Guidance on setting up a suitable workstation provided on Hub coronavirus pages</li> <li>Additional equipment needs to be reviewed on a case-by-case basis</li> </ul>	Yes	Yes
<b>First Aid (temporary home workers)</b>	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> <li>Low-risk, office-style work. No specific controls required.</li> <li>Any accidents to be logged onto ARMS.</li> </ul>	Yes	Yes
<b>Wellbeing/ Stress (temporary home workers)</b>	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> <li>Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section</li> <li>Guidance provided to managers on supporting their teams and reasonable expectations during this period.</li> <li>Managers to maintain regular contact with their employees, preferably by video link.</li> <li><a href="https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing">https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing</a></li> </ul>	Yes	Yes

<b>Details of any additional control measures for consideration</b>	<b>Target for completion</b>	<b>Date of completion</b>	<b>Completed By</b>
Trips outside the academy			

<b>Assessment completed by:</b>	<b>Emma Skae</b>	<b>Date:</b>	13 July 2020 (draft 1) 24 July (draft 2)	<b>Date of next review:</b>	13 August pm (draft 3) 14 August am (draft 4) 27 August (draft 5) 30 August (draft 6) 1 September pm 3 September pm 23 September (v7) 04 November (V8)
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