



NEWHOUSE ACADEMY

WORKPLACE RISK ASSESSMENT

LATEST UPDATE: March 2021 (V5)

Created	July 2020
Review Period	Live Document – updated as and when legislation and guidance changes
Version	5

Version History

Version	Date	Amendments
Version 1	20/07/2020	
Version 2	11/08/2020	Updates from Stone King Review included
Version 3	04/02/2020	Updates to various sections of Further Information and actions
Version 4	09/02/2021	Review of actions, removal of incorrect references, addition to section 4.8
Version 5	08/03/2021	Updated following update to DfE Operational Guidance February 2021

Document Review:

To ensure that this document has taken into account all areas to ensure the safety of all stakeholders, this document will be shared with the following groups. Any actions suggested will be considered and the document will be updated accordingly.

Reviewed By:	Date:	Action Updated:
SLT	17/08/2020	
Staff Consultation	17/08/2020	
Stone King (School Solicitors)	03/08/2020	11/08/2020
Local Governing Body	17/08/2020	
LA Task Force	To be confirmed	

Document Published to Staff:

This is a live and developing document. To ensure that staff are fully aware, updated copies of the document have been sent to staff on the following dates:

Version	Date
1	Draft-not circulated to staff
2	17/08/2020
3	04/11/2021
4	09/02/2021
5	08/03/2021

This is a live document. To ensure the health & safety of our school, staff, pupils and other stakeholders, this document will be continually monitored and reviewed on a regular basis OR as and when government guidance changes OR matters arise in school.

Reporting and Feedback Procedure

During the consultation period staff will be able to feedback any concerns regarding the WRA via email to SRW.

If staff have any concerns regarding the WRA they can report these to:

To Alex Burnham via email BurnhamA@newhouseacademy.co.uk

To David Cairns via email CairnsD@newhouseacademy.co.uk

Any issues raised by staff and will be considered and appropriate action taken. The draft risk assessment will also be checked by governors.

HEALTH & SAFETY RISK ASSESSMENT

School:	Newhouse ACADEMY	Department:	All School / Workplace
Job / Role / Task:	Workplace Risk Assessment – Full Re-Opening – September 2020		
People who might be harmed, i.e. staff, pupils, members of public:	Staff, Pupils, Visitors	Assessment Date:	20/07/2020
Are there any special considerations needed for new and expectant mothers or persons under 18, etc.:	Yes	Review Date:	08/3/2021
If YES, please specify:	Special considerations are detailed throughout the document. New and expectant mothers are referred to/included in the vulnerable staff group as mentioned in the assessment.		
Names of all involved in the assessment process: SRW/ABU/DCA	Lead Assessor: email	Simon White until 31 August then Alex Burnham from 1 st Sept	Manager Authentication: email
		Trustees and Local Governing Board	
Information: This risk assessment has been undertaken in light of the recent Coronavirus pandemic. Newhouse Academy are putting the measures detailed below in place for staff and pupils attending the school from September 2020. We will review this risk assessment as further government guidance is released. The risk assessment aims to ensure the health and safety of those in the building and to prevent infection and spread of the virus.			

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
1. Our Employees						
1.1 Staff Awareness Staff awareness of COVID-19 Symptoms and procedures in school.	Risk / Spread of Infection	<ul style="list-style-type: none"> Any employee or persons within their household that has coronavirus (COVID-19) symptoms, should not attend school/ setting. They should self-isolate immediately and arrange to have a test. Any employee who has tested positive for COVID 19 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 7 days from the date of the test. Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test. 	<ul style="list-style-type: none"> Information regarding COVID 19 Symptoms to be sent to staff on a regular basis COVID-19 Symptoms and procedures are included in posters on display in all rooms around the building. Suspected COVID-19 procedure and testing information to be sent to all staff on return in September. <li style="color: red;">Advice will always be taken from PHE and HPT about potential outbreaks and this will be communicated to staff. Action by all staff is to continue with the control measures to keep themselves safe. <li style="color: red;">In preparation of the full opening of schools from 8th March 2021, all staff will be asked to revisit the schools hygiene procedures and guidance the school has put in place from September 2020. 	Ongoing September September Ongoing Ongoing February /March 2021	DCL / CTO LTH / ABU / HGY ABU	September 2020 and ongoing Ongoing March 2021
1.2 Individual Risk Assessment An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19): <ul style="list-style-type: none"> BAME Clinically Vulnerable Extremely Clinically Vulnerable 	Risk / Spread of Infection	<ul style="list-style-type: none"> An Equality Impact Assessment and BAME Risk Assessment have been undertaken with identified BAME staff by Line Managers prior to re-opening. A Staff survey has been completed to inform the school of staff health conditions. Adjustments to be put in place for those staff who are clinically extremely vulnerable to work from home. Risk Assessments to take place with relevant individuals who have identified in the staff survey that they are vulnerable. Following government guidance the school will identify whether it is appropriate for the member of staff to be in school and make relevant adjustments to their role to ensure social distancing. 	<ul style="list-style-type: none"> Individual staff who require RA or adjustments to their role to be identified. Line Managers/H&S Team to complete RA with identified staff. Risk Assessment to be completed with identified staff and reasonable adjustments to be put in place prior to recommencing in school. Risk Assessments reviewed and updated ready for a September return To ensure staff safety, if staff have not been identified and feel they require an individual risk they are to contact HR for an individual risk assessment to take place <li style="color: red;">In preparation of the full opening of schools from 8th March 2021 and changes to the extremely clinically vulnerable guidelines, staff who have received a shielding letter will be asked to contact the school and will be required to WFH. <li style="color: red;">A review of Individual RA will take place, and reasonable adjustments will be put in place for CV staff who are returning to the workplace. 	August July/August July/August September August February/March 2021	SRW / DCA / LTH SRW / DCA / MAS SRW / DCA LTH / MAS / DCA LTH DCA/LTH/LMs	September 2020 September 2020 September 2020 References to this risk assessment included in all existing risk assessments March 2021
1.3 Availability of staff The number of staff who are available is lower than that required to teach classes in	Adequate cover of lessons Adequate support in school to ensure provisions for staff and pupils e.g. Catering/H&S/Cleaning	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating, but who are well enough to teach lessons online. Full use is made of testing to inform staff deployment. 	<ul style="list-style-type: none"> Review of staff absence and COVID-19 reporting system to ensure school is informed when staff are unable to work. In the event of staff being unable to attend school/sickness, the Asst. Cover Manager is in school each morning to find cover as necessary. 	July/August Ongoing September 20	LTH LJE / HGY / ABU LJE / HGY / ABU	Procedure in place September 2020. LJE has negotiated arrangements

This assessment should be reviewed and updated as Government COVID-19 advice and guidance changes.

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
1. Our Employees						
school and operate effective home learning			<ul style="list-style-type: none"> Decisions concerning viability of full opening should if possible be made the day before, so that notice can be given to families if we cannot cover lessons for all year groups Staff who are WFH to support those pupils who are continuing with remote learning. 			with supply agencies around supply staff attending multiple schools
1.4 Staff Working from Home Ensuring there is regular communication with staff working from home due to shielding/Self Isolation	Staff Wellbeing Ensuring staff have adequate resources to complete their role.	<ul style="list-style-type: none"> We regularly contact / keep in touch with colleagues who are self-isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations. 	<ul style="list-style-type: none"> Line Managers to communicate regularly with those staff working from home, via email/teams/phone calls Wellbeing information and posters with links to the employee assistance programme to be re-sent out to those staff working from home. Line Managers/HR to ensure staff are aware of the COVID-19 Testing available. Wellbeing information from Class Insurance forwarded to NFK for distribution From January 2021, LFT being conducted in school (Separate risk assessment has been completed) 	Ongoing Ongoing Ongoing	LM CTO LM/ LTH / DCA	Ongoing from September 2020 Further e.mail sent 24.11.20. Document on staff secure. COVID testing kits now in school, if required.
1.5 Staff Dress Code	Risk / Spread of Infection	<ul style="list-style-type: none"> Staff will return to wearing their usual professional dress in the autumn term. Professional dress plays a valuable role in contributing to the ethos of Newhouse and setting an appropriate tone. Clothing does not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Staff who chose to wear PPE (i.e. a mask) in school will be supported 	<ul style="list-style-type: none"> Information re. Professional dress to be included in the information sent to staff prior to re-opening. Staff are to follow the professional dress code as published by HR. From 8th March, all staff will be required to wear masks in situations where they are unable to maintain social distancing; this will include offices and classrooms, unless medical exemption applies. Visors and facemasks cannot be used as a substitute for a mask. 	August August March 2021	ABU SLT	September 2020 March 2021

Hazard/Risk Identified Task/Activity/Process/ Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
2. Our Pupils						
2.1 Pupils Awareness Pupil awareness of COVID-19 Symptoms and procedures in school.	Risk / Spread of Infection	<ul style="list-style-type: none"> If a pupil has anyone within their household that has coronavirus (COVID-19) symptoms, should not attend school/ setting. They should self-isolate immediately and arrange to have a test. Any pupil who has tested positive for COVID 19 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for 7 days from the date of the test. Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test 	<ul style="list-style-type: none"> Information regarding COVID 19 Symptoms to be included in the information sent to parents/carers prior to the schools staggered return in September 2020. Information relating to COVID symptoms is published on school website and regularly updated and included on electronic display information around school. COVID-19 Symptoms and procedures are included in posters on display in all classrooms around the building. If a pupil develops COVID-19 symptoms, staff are to follow the school procedures and send the pupil to the designated first aider on duty. The child will then be isolated in the small meeting room with the window open until they can be collected by their parent / carer. The /HOY will inform parents/carers on how to arrange a test, and to keep the school up to date/informed of test results. In preparation of the full opening of schools and on the pupils return from 8th March 2021, pupils will be reminded of the schools procedures and hygiene processes that have been in place since September 2020. 	September September Ongoing Ongoing March 2020	ABU/CTO/ MAS ABU / CTO / DCA All Staff IBA/HOY SLT/Pastoral	Procedures have been stress tested and found to work. March 2021
2.2 Individual Risk Assessment An individual risk assessment will be completed for pupils that have protected characteristics / underlying health conditions that increase their potential risk from coronavirus (COVID-19): <ul style="list-style-type: none"> BAME Clinically Vulnerable 	Risk / Spread of Infection	<ul style="list-style-type: none"> HOY/SENDCO/DSL/ to identify any pupils who have increased risk from coronavirus. Risk Assessments to take place with relevant pupils and their parent/carer who have been identified as vulnerable. Following government guidance, the school will identify whether it is appropriate for the pupil to be in school and make relevant adjustments to ensure social distancing. 	<ul style="list-style-type: none"> Individual pupils who require RA or adjustments to be identified. HOY/SENDCO/DSL to complete RA/Healthcare plan with identified pupil and parents/carer. Risk Assessment to be completed and reasonable adjustments to be put in place prior to recommencing in school. BAME Risk Assessment to be put in place for pupils as well as staff on return in September 	September September September September	HOY/ IBA/ SHE/ TMC / SEMH/SEND team	September 2021

This assessment should be reviewed and updated as Government COVID-19 advice and guidance changes.

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
2. Our Pupils						
<ul style="list-style-type: none"> Extremely Clinically Vulnerable 			<ul style="list-style-type: none"> In preparation of the full opening of schools from 8th March 2021 and changes to the extremely clinically vulnerable guidelines, CEV pupils who have received a shielding letter will be asked to contact the school and will be required to continue remote learning. CV individuals can still come into the school in line with government guidance and a review of individuals RAs will take place. 	<p>March 2021</p> <p>March 2021</p>	<p>HOY/SEMH/SEND team</p> <p>HOY/SEMH/SEND team</p>	<p>Ongoing March 2021</p> <p>Ongoing March 2021</p>
2.3 Transition Ensuring pupils moving on to their next phase in their education feel prepared for the transition	Transition programme for Year 7 carried out virtually in Summer 2020. Pupils have not had physical induction in school.	<ul style="list-style-type: none"> The transition team and pastoral staff have spoken with pupils and their parent/carers about the next stage in their education and resolved any issues. Virtual tours of the school took place with parent/carers and pupils. Online induction days took place with pupils and parent/carers. 	<ul style="list-style-type: none"> An induction day is taking place for Year 7 on the first day of term to ensure pupils are aware of the procedures in the building. Recovery timetable and curriculum is planned for the autumn term. 	<p>September</p> <p>Autumn Term</p>	<p>IBA/SHE / Transition Team</p> <p>HGY/ HOD</p>	<p>September 2020</p>
2.4 Pupil Behaviour Ensuring pupils' behaviour on return to school complies with social distancing guidance	Risk / Spread of Infection	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. Staff model social distancing consistently. The movement of pupils around the school is minimised. Large gatherings are avoided. Break times and lunch times are structured to support social distancing and are closely supervised. The school's Behaviour Policy has been revised to include compliance with social distancing and is to be communicated to staff, pupils and parent/carers. SLT to monitor areas where there are breaches of social distancing measures and arrangements are reviewed. Messages to parents reinforce the importance of social distancing. Pupils to wear face masks when moving around the interior of the premises in corridors and communal areas, where social distancing cannot easily be maintained (unless medical exemption applies) Pupil to wear face masks in classroom or other activities, unless social distancing can be maintained (unless medical exemption applies). This does not apply where exercise or strenuous activity is involved (e.g. PE lesson/Drama/Dance lesson) 	<ul style="list-style-type: none"> Changes to the behaviour policy and guidance to be shared with staff during the September INSET days. The schools' behaviour expectations to be shared with pupils during the induction days in September. Staff are to remind pupils of behaviour expectations, social distancing and hygiene procedures regularly throughout the school day. Pastoral team to look at procedures for pupils not complying with social distancing and how this is passed on to parent/carers. Procedure is that warning are issued in case of transgressions. Continued non-compliance has led to exclusions. This practice will continue. 	<p>August</p> <p>August</p> <p>September/Ongoing</p> <p>August</p>	<p>MAS / IBA</p> <p>All Staff</p> <p>ABU/MAS/ IBA/ Pastoral teams</p> <p>SLT / Duty teams</p> <p>ABU/ MAS</p> <p>SLT/Pastoral</p> <p>SLT/Pastoral</p>	<p>Year group "bubble" areas in use since September 2020</p> <p>All other actions in place since September 2020 and amended as appropriate.</p> <p>March 2021</p> <p>March 2021</p>
2.5 Curriculum Catch Up	Pupils falling behind	<ul style="list-style-type: none"> Recovery plan has been written in preparation for September 	<ul style="list-style-type: none"> Recovery plan to be shared with staff in September following amendments by curriculum leaders. 	<p>Sept</p>	<p>ABU / HGy / SLT/ HOD</p>	<p>September 2020 and ongoing</p> <p>September 2020</p>
2.6 Uniform	Risk / Spread of Infection	<ul style="list-style-type: none"> Newhouse pupils will return to wearing their usual uniform in the autumn term. Uniform plays a valuable role in contributing to the ethos of Newhouse and setting an appropriate tone. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. The changing facilities are inadequate to allow for children to change with any degree of social distancing. 	<ul style="list-style-type: none"> Information re. school uniform to be included in the information sent to parents prior to re-opening. Information about pupil non-compliance in relation to school uniform to be included in the Behaviour Policy and be communicated to pupils/parents/carers. Newhouse will take a mindful and considerate approach in relation to parents who may be experiencing financial pressures. Pupils who have PE will need to arrive to school in PE kit and will stay in Kit for the day. PE staff will need to ensure that activities are prepared for wet weather, to avoid pupils having to sit in wet clothes for the day. From the 8th March, pupils must wear masks when they are unable to maintain social distancing, this will include during lessons, unless medical exemption applies. 	<p>August</p> <p>August</p> <p>August</p> <p>August 2020 To be communicated to families before September</p> <p>March 2021</p>	<p>ABU / SLT</p> <p>MAS / IBA</p> <p>MAS / IBA / Pastoral teams</p> <p>ABU</p> <p>SLT/Pastoral</p>	<p>September 2020. This procedure is working well for the school</p> <p>March 2021</p>
2.7 Continued Provision Ensuring that there is continued education provision for those pupils who cannot attend school due to shielding/self-isolation	Pupils falling behind	<ul style="list-style-type: none"> On line /home learning has been in place since March 2020 	<ul style="list-style-type: none"> Contact made with home and risk assessment carried out (possible home visit) Bespoke programme designed for each child following risk assessment and advice on self-isolation from GP Where a child is permitted to attend school reasonable adjustments will need to be considered. From 8th March, remote learning will continue to be available for those pupils still at home during the phased return and for 	<p>September 2020</p> <p>March 2021</p>	<p>Pastoral teams MAS/ TMC/ IBA</p> <p>SLT</p>	<p>September 2020</p> <p>March 2021</p>

This assessment should be reviewed and updated as Government COVID-19 advice and guidance changes.

Hazard/Risk Identified Task/Activity/Process/ Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
2. Our Pupils						
			those unable to return to school due to shielding or self-isolation.			

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
3. Infection Control : Arrangements in place to limit the spread of COVID-19						
3.1 Cleaning Ensuring there is capacity for an initial deep-clean and ongoing cleaning of surfaces are to the standards required	Level of cleaning required to prevent spread of infection cannot be met/maintained. Risk / Spread of Infection	<ul style="list-style-type: none"> An ongoing enhanced cleaning plan is agreed with the schools FM and implemented which minimises the spread of infection. Working hours for cleaning staff may need to be increased 	<ul style="list-style-type: none"> Cleaning requirements as set out by government guidance to be raised with the schools FM provider by Newhouse and the LA. Cleaning now in-house since 1.10.20 More Reactive cleaning plan put in place on site during the day. This will mean toilets and circulation areas (handrails, handles) cleaned more regularly during the school day. New cleaning equipment to be purchased if required by the school and FM to ensure all cleaning requirements are met. From 1.10.20, school will be purchasing existing equipment from FM. No additional requirement identified Regular meetings to ensure cleaning is completed at the expected level. Staff are to report any cleaning breaches to FM Cleaning checks to be carried out daily –DCL to increase frequency of current checks Additional cleaning time being provided by 1 cleaner an reallocation of breakfast club supervisor duties (2.25 hours per day)) 	Ongoing Ongoing September Ongoing Ongoing Ongoing	DCA /DCL/ FM DCA/ DCL / FM DCL DCL / DCA / FM All staff DCL DCA DCA	September 2020- updated October 2020 September 2020
3.2 Hygiene and handwashing Ensuring that there is adequate supplies of soap and hand sanitiser so that pupils and staff can wash their hands with sufficient frequency Individuals forget to wash their hands regularly and frequently Individuals forget to not touch their face	Risk / Spread of Infection Risk / Spread of Infection	<ul style="list-style-type: none"> Staff and Pupil are encouraged to wash/sanitise their hands on arrival in the building and regularly throughout the day. All classrooms will be provided with hygiene packs. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day in all toilets and workrooms. Stocks regularly checked Property helpdesk system used by staff to report low stocks/request replacement stocks <ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash/sanitise their hands regularly and frequently, and to not touch their face. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. SLT to monitor the extent to which handwashing or sanitising is taking place on a regular and frequent basis. 	<ul style="list-style-type: none"> School to work with FM provider to ensure that handwashing facilities are maintained in line with increased demand. DCL to check daily Regular stock checks of hand wash in school and orders completed as necessary. No issues with supplies Hygiene packs to be placed in every classroom and office throughout the building, including hand sanitiser, disinfectant spray, blue roll and tissues. Regular stock checks of hygiene packs in school and orders completed as necessary. Staff to request stock as and when needed, to be distributed in a recorded manner to ensure supplies are available and this is to be communicated to staff. Additional hand sanitiser stations to be ordered and put in pupil and staff entrances and exits <ul style="list-style-type: none"> Information on handwashing and hygiene to be included in the staff and pupils inductions and training on reopening the school. Handwashing posters to be placed in all toilets and workrooms. Line managers to check that staff are ensuring that pupils sanitise their hands when leaving the classroom 	Ongoing Ongoing August Ongoing Ongoing July/August August August Ongoing from Sept	DCA /DCL/ FM DCA /DCL/ FM DCA /DCL/ FM DCL / FM / teaching staff DCL / FM / teaching staff DCL / FM ABU / SLT CTO/ DCA/ DCL ABU / SLT	Procedures in place from September 2020 September 2020 September 2020 September 2020
3.3 Uniform	Risk / Spread of Infection	<ul style="list-style-type: none"> Newhouse pupils will return to wearing their usual uniform in the autumn term. Uniform plays a valuable role in contributing to the ethos of Newhouse and setting an appropriate tone. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. PE KITS & Changing Facilities (see 2.6 above) 	<ul style="list-style-type: none"> Information re. School uniform to be included in the information sent to parents prior to re-opening. Information about pupil non-compliance in relation to school uniform to be included in the Behaviour Policy and be communicated to pupils/parents/carers. Newhouse will take a mindful and considerate approach in relation to parents who may be experiencing financial pressures. From the 8th March, pupils must wear masks when they are unable to maintain social distancing, this will include during lessons, unless medical exemption applies 	August August August March 2021	ABU / SLT MAS / IBA MAS / IBA / Pastoral teams SLT	September 2020 March 2021
3.4 Soft Furnishings The use of fabric chairs may increase the risk of the virus spreading	Risk / Spread of Infection	<ul style="list-style-type: none"> Fabric chairs will be removed from classrooms and offices where possible. Where that is not possible, in offices, chairs are limited to single person use. Regular misting of the rooms may enable fabric chairs to be used 	<ul style="list-style-type: none"> Review of chairs in offices, classrooms and workrooms. Teachers fabric chairs have been removed Remove where possible/reduce use Suitable areas in school to be identified and used for storage of furniture which is being taken out of use. FM to look at purchasing equipment and products suitable for use on soft furnishings for September. 	July July/August July July/August August	ABU / DCA/ DCL	September 2020

This assessment should be reviewed an updated as Government COVID-19 advice and guidance changes.

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
3. Infection Control : Arrangements in place to limit the spread of COVID-19						
		<ul style="list-style-type: none"> See further information and actions. Electrostatic disinfectant/sanitising sprayers can be used on fabric chairs and provide 24 hour protections 	<ul style="list-style-type: none"> Electrostatic disinfectant/sanitising sprayers purchased. Spray more effective than misting, dries quicker and provides 24 hour protection, even on soft furnishings 			
3.5 Testing and Tracing Testing to be used effectively to help manage staffing levels and support staff wellbeing	Risk / Spread of Infection	<ul style="list-style-type: none"> Government guidance on getting tested has been published. The school advice document for staff on the testing process has been created and sent out to staff. 	<ul style="list-style-type: none"> The guidance is to be included in the staff training during the September INSET days. The school advice document on the process and post testing support to be made available for staff as needed. Now included in induction procedures From w/c 01/03/2021 the school will offer LFD testing to all pupils in school in line with the government guidance. There is a separate risk assessment document regarding testing on site. Pupils will be tested 3 times on site, and will then move to using home kits. Staff will be offered home testing kits from w/c 08.03.2021. 	September September March 2021 March 2021 March 2021	ABU /SLT DCA DCA/SLT DCA/SLT DCA/SLT	September 2020 March 2021 March 2021 March 2021
3.6 Infection Transmission Procedures in place to ensure the school is made aware of any suspected or confirmed cases of COVID-19 and subsequent actions to be taken.	Risk / Spread of Infection	<ul style="list-style-type: none"> A review of first aid procedures in school including alert system to deal with pupils/staff displaying symptoms of COVID-19 was carried out in June 2020. Procedures have been put in place to deal with any pupil or staff displaying symptoms in school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the Trust or Local Authority. Any confirmed cases are reported to the Trust, LA and HPT. 	<ul style="list-style-type: none"> A review of staff and pupil reporting procedures of COVID-19 to be carried out and any amendments to be put in place and communicated to staff/parents/carers A meeting room with ventilation will be prepared for students showing symptoms of Covid 19 Communication to parent/carers/pupils/staff of what to do if they or family members are displaying symptoms – website/posters in school/social media. To be included in the information sent to parents/carers prior to reopening Measures to be put in place to notify clinically vulnerable and extremely vulnerable groups of cases that arise in school and advice to be given. Procedure to be put in place to inform staff, parents/carers of any suspected or confirmed cases within the school. 	July / August August August	SRW/ DCA ABU ABU / LTH	August 2020 September 2020- small meeting room September 2020 September 2020- in place and operating successfully September 2020
3.7 Ensuring staff, pupils and parents/carers are aware of the school procedures of anyone displaying symptoms of or if there is a confirmed case of COVID-19	Risk / Spread of Infection	<ul style="list-style-type: none"> Staff, pupils and parents/carers have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. The Hollingworth Learning Trust COVID19 Testing Procedure (which includes information on symptoms, isolation and how to book a test) was written and shared with all staff in June 2020. This guidance will be explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<ul style="list-style-type: none"> The Hollingworth Learning Trust COVID19 Testing Procedure (which includes information on symptoms, isolation and how to book a test) to be included in the information sent out to pupils, parents/carers prior to reopening in September 2020. Home testing packs have been received from DfE Guidance and advice to be included and explained in the staff and pupils' inductions and training for reopening. Guidance and procedures to be placed on the school socials media pages and website for parents/carers to access when needed. To be updated as and when information changes and communicated to staff/pupils/parents/carers. If there is 1 confirmed positive cases in school the school will liaise with the LA, trust and local health protection team. If there are 2 confirmed positive cases in school the school will liaise with the local health protection team for guidance which will help take the responsibility for decision making away from the school. 	August August August Ongoing From September	ABU / SLT ABU / SLT ABU / SLT ABU / SLT ABU	September 2020 September 2020 September 2020 September 2020
3.8 First Aid/Designated Safeguarding Leads Ensuring that there are designated First Aiders and Designated Safeguarding Leads available.	Reduction in number of trained available staff to ensure pupil and staff safety	<ul style="list-style-type: none"> First Aid certificates extended for three months. Face to Face First Aid training courses have recommenced and relevant staff will be attending these courses during the autumn term. There are currently six staff in school who have completed the CP Training and are able to assist if the DSL was absent. 	<ul style="list-style-type: none"> Online training has been made available for first aiders via iHasco until they are able to attend face to faces courses in the autumn term. MAS and TMC to consider the need for additional trained staff-currently have 15 staff with First Aid Qualification. EFAAW refresher can be completed online via iHASCO 	Set up and available as required. Ongoing	SCO / MAR TMC / MAR / MAS	September 2020 (Ongoing since reintroduction of lockdown in January 2021) September 2020- Updated February 2021

This assessment should be reviewed and updated as Government COVID-19 advice and guidance changes.

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
3. Infection Control : Arrangements in place to limit the spread of COVID-19						
3.9 Medical rooms Ensuring that medical rooms are adequately equipped and configured to maintain infection control	Risk / Spread of Infection	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. A procedure is in place for dealing with pupils/staff who display symptoms relating to COVID-19 (Also see 3.6 above) Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases. Emergency PPE is available for staff to use should a pupil/member of staff fall ill, have an accident or display symptoms of C-19. Details of how and where to dispose of PPE is included in the updated first aid guidance. Used PPE is to be disposed of in specific biohazard bags, doubled bagged, placed in a lidded bin and FM to be informed to collect as soon as possible. 	<ul style="list-style-type: none"> A review of first aid rooms and resources to take place to identify when pupils and staff should attend for general first aid and COVID-19 symptoms. The First Aid room for pupils with sickness and first aid concerns only will be next to student services (non Covid symptoms) First Aid and COVID-19 procedures should be communicated to staff and pupils during the INSET days and pupil induction days in September. Covid holding room will be small meeting room on admin corridor / window to remain open The area outside student services to be used for other first aid issues To ensure that the first aid arrangements do not become overwhelmed, staff should ensure that only pupils with genuine medical issues are sent to student services. 	August September	ABU/ MAS / DCA/ HGY ABU	September 2020 September 2020
3.10 Personal Protective Equipment (PPE) Ensuring that there is PPE provided for staff to use as required.	Risk / Spread of Infection	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. PPE packs will be placed in Student services for staff to use as required. Staff are not expected/required to help/care for a child in a critical situation. It is staffs' judgement if they intervene or not. First Aiders are available on site to call on in emergency situations. Staff are reminded that wearing of gloves is not a substitute for good handwashing. Staff who choose to wear PPE in school will be supported. Masks should be appropriate for a school setting. 	<ul style="list-style-type: none"> Basic PPE packs will be placed in all classrooms, workrooms and offices for staff to use in emergency events. Staff are not expected/required to help/care for a child in a critical situation. It is staffs' judgement if they intervene or not. The First Aiders are available on site to call on in emergency situations. Government guidance on wearing PPE in school to be made available to staff. Any queries regarding PPE to be directed to H&S and HR From March 8th, all staff and pupils must wear a face mask in situation where they are unable to socially distance, this includes classrooms, during lessons and in offices and workrooms. 	ongoing Ongoing March 2021	SRW / DCL DCL SLT	September 2020 March 2021
3.11 Staff movement between classrooms	Risk / Spread of Infection	<ul style="list-style-type: none"> Staff are to use their own equipment Board remotes are to be wiped down after each lesson using the antibacterial products available in each classroom Whiteboard and laptop cables are to be wiped down after each lesson using the antibacterial products available in each classroom Teacher chairs are to be wiped down after each lesson using the antibacterial products available in each classroom Procedures for cleaning desk and staff work space area in place and communicated with staff during the induction. 	<ul style="list-style-type: none"> Antibacterial spray and cloths/towel will be included in each classroom hygiene pack. Teacher chairs to be replaced with plastic wipeable chairs Lesson change over procedures to be communicated all staff as part of the INSET training in September, this will include hygiene procedures for staff to follow. Note – Soft fabric staff chairs may need to be replaced with plastic chairs. If chairs cannot be removed, can be treated with electorostatic disinfectant/sanitiser sprayer From 8th March, and the full reopening of school, staff will return to moving to each classroom to teach pupils, the procedures put in place from September 2020 will resume. This will be communicated to staff and pupils on their return. Staff must wear face coverings when moving between classrooms (unless medical exemption applies) 	September August August/September August / September March 2021	ABU / DCA / DCL SLT	September 2020 March 2021

This assessment should be reviewed and updated as Government COVID-19 advice and guidance changes.

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
4. School Procedures : Ensuring Social Distancing and limiting the spread of COVID-19						
4.1 The School Day Ensuring that pupils do not breach social distancing guidelines at the start and end of the school day.	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> The number of entrances and exits to be used has been maximised. There will be designated Entrance and Exit Points to the Building for each year group of pupils at the beginning and end of the school day. All pupils and staff are encouraged to wash/sanitise their hands on arrival in the building. Hand sanitiser stations will be situated at all pupils' entrances. <ul style="list-style-type: none"> Different year groups will enter the building via different entrances and proceed to designated areas, to avoid congregating and mixing the bubbles. (details to follow) Dismissal at the end of the day will be staggered through different exits to ensure that social distancing is observed as far as possible (details to follow) 	<ul style="list-style-type: none"> Information regarding entrance/exit of pupil to the building will be communicated to staff/pupil/parents/carers in the information sent out prior to reopening in September. Entrance and Exit procedures will be explained to staff and pupils as part of the INSET and Induction days in September. Signage will be provided to identify year group entrances, exits and circulation routes around the building. Signage and markings to be placed around the building advising staff/pupils of movement and social distancing Parents/Carers to be advised of building opening times to ensure that pupils are not dropped off at school before there is adequate supervision available in the building. Staff will need to be on duty points in the morning on time to manage social distancing Staff will need to escort pupils to the designated exit at the end of the school day From 8th March, and the full reopening of school, procedures that were in place from September 2020 will resume. This will be communicated to staff and pupils on their return. Pupils to wear face masks when moving around the interior of the premises in corridors and communal areas, where social distancing cannot easily be maintained (unless medical exemption applies) Face masks are provided for pupils who arrive at school without a suitable face covering 	August August August August March 2021	ABU / SLT ABU / SLT DCA / DCL / CTO DCA / DCL / CTO ABU / MAS SLT	September 2020 March 2021
4.2 Planning Movement around the building Ensuring movement around the school does not breach social distancing guidelines	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. Year 10 & 11 to have limited movement to lessons. One-way systems are in place where possible. Appropriate signage is in place to clarify circulation routes. Staggered lunch sessions and release at the end of the day to limit the numbers of pupils on corridors. Pinch points and bottle necks are identified and managed accordingly. Pupils are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. 	<ul style="list-style-type: none"> Information regarding the movement around the building to be shared with staff prior to reopening and explained during the staff INSET days. Pupils will be informed about the changes within the building during the September induction sessions as well as ongoing reminders when they are in school. Duty rota to be reviewed to include corridor supervision during lesson changeover. One-way signage to be updated prior to returning in September –not practical to implement one way system not in use-Year groups in bubbles, movement controlled Teaching staff to be present in classroom doorways, where possible, offering additional supervision during lesson changeover. From 8th March, and the full reopening of school, procedures that were in place from September 2020 will resume. This will be communicated to staff and pupils on their return. Pupils and staff to wear face masks when moving around the interior of the premises in corridors and communal areas, where social distancing cannot easily be maintained (unless medical exemption applies) 	August/September September July/August August Ongoing March 2021	ABU / MAS ABU / MAS Teaching Staff SRW / HGY SRW / DCA / DCL / CTO Teaching staff SLT	Walk round conducted on INSET, September 2020 September 2020 September 2020 and regularly reviewed March 2021
4.3 Timetable Ensuring that pupils receive teaching from the full range of curriculum subjects.	Effects on pupils learning Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching. In secondary schools, the groups are likely to need to be the size of a year group. Pupils are kept in their groups for the majority of the classroom time, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport. 	<ul style="list-style-type: none"> This has been completed by the curriculum team led by HGY Newhouse will have year groups in different areas of the school to ensure that year groups remain in bubbles Where possible key stage three groups will be taught predominantly in the same area of school (within the bubble) Key stage 4 will need to move to specialist teaching rooms to access some of their GCSE subjects TAs will be linked to a year group where possible rather than department to prevent mixing across pupil bubbles. 	September September	ABU / HGY / HOD DBR to coordinate	September 2020

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
4. School Procedures : Ensuring Social Distancing and limiting the spread of COVID-19						
4.4 Classrooms Ensuring classrooms allow for adequate social distancing and good hygiene practices can be followed.	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> Classrooms to be re-modelled, with chairs side by side and desks facing forwards. Clear signage displayed in classrooms promoting social distancing & good hygiene procedures. Pupil's movement around the building is limited, with pupil remaining in the same classroom and teachers moving from class to class for majority of lessons. Staff to follow 2m social distancing at the front of the classroom. 	<ul style="list-style-type: none"> Posters to be placed in all classrooms, detailing social distancing guidelines, good hygiene, expectation in the building and COVID-19 Symptoms. Pupil specific desks where possible. Where this is not possible, cleaning measures to be implemented between uses. Clear guidance to staff about maintaining distance when supporting pupils with work. Hygiene packs to be placed in each classroom, including, Hand sanitiser, disinfectant spray and tissues. From 8th March, and the full reopening of school, pupils will return to their normal in school timetable. This will be communicated to pupils on their return. Pupil and staff to wear face masks in classroom or other activities, unless social distancing can be maintained (unless medical exemption applies). This does not apply where exercise or strenuous activity is involved (e.g. PE lesson/Drama/Dance lesson) 	August August Ongoing March 2021	ABU / CTO/ SLT ABU/SLT DCA / DCL SLT/Pastoral	September 2020 March 2021
4.5 Break times Ensuring pupils observe social distancing at break times	Risk / Spread of Infection	<ul style="list-style-type: none"> Break times are taking place, so that different year groups have breaks and lunch at different times and in different areas of the school Social distancing signage is in place around the school and in key areas. 	<ul style="list-style-type: none"> Break times taking place in different areas of the school and at different times, so that year group bubbles can be maintained Dining room and sports hall being used by different year groups. Y7 always in DH. Y8/9 and Y10/11 split between DH and SH; rotate weekly Induction & INSET sessions to take place with pupils & staff in September to inform them of the changes within the building as well as ongoing pupil reminders each day. Staff to take breaks in workrooms, or overflow workrooms if number of staff in workrooms exceeds recommended numbers. This will be in the Atrium. Numbers of staff allowed in workrooms revised downwards following review by HT. Chairs removed from main staff room to reduce numbers and support social distancing From 8th March, and the full reopening of school, procedures that were in place from September 2020 will resume. This will be communicated to staff and pupils on their return. Pupils to wear face masks when moving around the interior of the premises in corridors and communal areas, where social distancing cannot easily be maintained (unless medical exemption applies). Face masks can be lowered for consumption of food and drink. Pupils are not required to wear face masks when outdoors on the premises (providing they are socially distancing) 	September September March 2021	ABU / MAS / SLT ABU/ MAS / SLT DCA SLT	September 2020 March 2021
4.6 Lunch times Ensuring pupils observe social distancing at lunch times	Risk / Spread of Infection	<ul style="list-style-type: none"> Staggered lunchtime sessions will take place from September with increased lunch sittings. Reduced numbers of pupils will be on each sitting. Lunches will be organised by year groups to prevent mixing of groups. Lunch sittings will take place in the dining room and the sports hall to ensure the areas can be cleaned sufficiently between sittings. 	<ul style="list-style-type: none"> Lunch time procedures are to be reviewed and communicated to staff and pupils on reopening. Queueing systems will be in place to ensure social distancing. Duty points and additional staff to be in place for September 2020. Induction & INSET sessions to take place with pupils & staff in September to inform them of the changes within the building as well as ongoing pupil reminders each day. From 8th March, and the full reopening of school, procedures that were in place from September 2020 will resume. This will be communicated to staff and pupils on their return. Pupils to wear face masks when moving around the interior of the premises in corridors and communal areas, where social distancing cannot easily be maintained (unless medical exemption applies). Face masks can be lowered for consumption of food and drink. Pupils are not required to wear face masks when outdoors on the premises (providing they are socially distancing) 	July/August July/August July July/August September March 2021	ABU / SLT ABU / SLT ABU / SLT ABU / SLT SLT	September 2020 March 2021

This assessment should be reviewed and updated as Government COVID-19 advice and guidance changes.

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
4. School Procedures : Ensuring Social Distancing and limiting the spread of COVID-19						
4.7 Assemblies	Risk / Spread of Infection	<ul style="list-style-type: none"> To avoid large gatherings in the building, assemblies will be limited to occasional half year group assemblies, as required. 	<ul style="list-style-type: none"> The hall to seat a maximum of half a year group all facing forward. Weekly Teams updates during registration for each year group Daily notifications and reminders, as required. 	September September September	ABU / SLT / HOD's ABU / SLT / HOD's ABU / SLT / HOD's	September 2020
4.8 Isolation	Risk / Spread of Infection	<ul style="list-style-type: none"> To avoid cross contamination between bubbles the isolation room will not be available at the start of term. PL05 to be brought into use as "Reset Room" Maximum 5 students to be in the room at any one time. Occupied tables are at least 2 metres apart Priority given to students with SEMH needs; other brought in at discretion of behaviour manager Tables and chairs sanitised between use 	<ul style="list-style-type: none"> Isolation room to be closed for the first two weeks of term, initially. Closure since extended indefinitely-not practical to use as it would involve mixing bubbles. Exclusions used in lieu. See updated notes under "current precautions" about "Reset Room" Behaviour which causes a risk to others will be dealt with as a breach of the Covid risk assessment procedures and will result in the child having to revert to online learning, in the first instance Face masks to be worn by students and staff at all times (unless medical exemption applies) 	August August March 2021	ABU / SLT ABU / SLT SLT/SEMH Team	September 2020 March 2021
4.9 Toilets Ensuring everyone follows social distancing and good hygiene practices.	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> Floor markings are in place to encourage social distancing. FM have included the toilets within their enhanced cleaning schedule FM to monitor stock ensuring a constant supply of soap and paper towels. Bins are emptied regularly. Posters are on display in all toilets reminding staff and pupils of good handwashing techniques. Pupils can access the toilet during class/throughout the day to help avoid queues. Pupils know that they can only use the toilet one at a time. 	<ul style="list-style-type: none"> Signage and floor markings to be displayed in school toilets Toilets to be designated to year groups at breaks and lunch times During lessons toilets in the bubble areas will be used where possible Changes to toilets to be included in the staff and pupil INSET and induction days in September. In enhanced lockdown, toilet cubicles are marked for your group use only From 8th March, and the full reopening of school, procedures that were in place from September 2020 will resume. This will be communicated to staff and pupils on their return. 	August August August March 2021	DCL / CTO DCL ABU /SLT ABU/SLT	September 2020 Updated November 2020 March 2021
4.10 Medical Room Ensuring that social distancing can be followed in the medical room	Risk / Spread of Infection	<ul style="list-style-type: none"> Social distancing provisions are in place in the medical room. Pupils displaying Covid symptoms will be isolated in the small meeting room until parents can collect. Track and trace procedures will be followed Public health will be contacted in the case of a pupil or member of staff showing symptoms, for guidance on actions with respect to bubbles. Procedures are in place for this room to be cleaned after suspected COVID-19 cases. 	<ul style="list-style-type: none"> See Point 3.9. Liaise with FM re the procedure for cleaning rooms following a suspected case. Pupil services will be for pupil's sickness and first aid concerns only. (non Covid) Room is to be sanitised with electrostatic sanitising spray after every "incident" where COVID suspected case has been identified. 	August August	DCA / DCL DCA	September 2020
4.11 Lift Ensuring safe use of the lift and that social distancing is followed	Risk / Spread of Infection Social Distancing cannot be maintained	<ul style="list-style-type: none"> Guidance on safe use of the lift has been created. Posters, including safe use of the lift displayed on all floors and in the lift. Lift only to be used by specific staff and pupils. Only one person to use the lift at any time. FM have included the lift within their enhanced cleaning schedule 	<ul style="list-style-type: none"> Review of pupils and staff who may require use of the lift and discuss safe use of this facility in the current circumstances Information regarding use of the lift to be included in the staff and pupil INSET and induction days in September. Face masks to be worn by lift passengers (when more than 1 occupant) 	September August March 2021	LTH /HOY/BDR ABU / SLT DCA / DCL	September 2020 March 2021
4.12 Reprographics Ensuring social distancing and hygiene procedures are followed when using the print room.	Risk / Spread of Infection	<ul style="list-style-type: none"> Staff are to access the reprographics room to collect documents. Staff to follow the room guidance e.g. maximum persons. If staff require use of the photocopier, they should ensure that this is planned in advance and avoid last minute copying. Antibacterial wipes will be available to wipe the machines down after use (to check with manufacturers guidance to ensure this will not affect the machine – CTO, DCA) 	<ul style="list-style-type: none"> Guidance document on use of the print room and how to pre order printing (via email where possible) to be shared with all staff. Information regarding the use of the print room to be included in the staff and pupil induction. Staff encouraged to make more use of MFDs around school Configuration of room does not allow markout of 2m squares –control by maximum 3 staff in reprographics room. 	August August September	CTO DCL ABU / SLT	September 2020 October 2020
4.13 Reception area Ensuring staff, parents, and school visitors follow social distancing guidelines	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. A social distancing marker is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Posters including social distancing guidance and schools expectations in the building are displayed in reception. Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. 	<ul style="list-style-type: none"> Reception markings to be replaced over the summer and to include marking outside Posters to be placed in reception re social distancing. Staff to be reminded that only essential visitors should be coming on site, meetings should take place virtually via zoom/teams – this is to be included in the staff and pupil INSET and induction days in September. Review of visitors seating/waiting area. 	August August August	DCL CTO / DCL ABU / DCA / SLT DCA	September 2020 October 2020

This assessment should be reviewed and updated as Government COVID-19 advice and guidance changes.

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
4. School Procedures : Ensuring Social Distancing and limiting the spread of COVID-19						
		<ul style="list-style-type: none"> To ensure social distancing, use of the reception interview rooms limited to one member of staff. 	<ul style="list-style-type: none"> Meeting protocols drawn up and communicated to staff, reinforced with posters and notices in large meeting room Reminder to reinforce instructions that any visitors/contractors arriving at site must wear face masks at all times (unless medical exemption applies) 	March 2021	DCA	March 2021
4.14 Staff Workplaces Ensuring that social distancing guidelines can be observed in staff workrooms and offices.	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> Staff workrooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Limited number of staff to use workrooms and offices at any time. Each workroom / office space will have maximum capacity door signs to ensure social distancing can take place. Staff should ensure shared facilities such as staff workroom kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation. Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own. <p>Note: A staff room to be created in the Atrium area of Newhouse with access to tea and coffee making facilities and ICT</p>	<ul style="list-style-type: none"> Door signs to be updated on office and workrooms doors. Staff will be briefed on the changes and safe use of work rooms during the staff INSET days. New temporary staff room to be created in the Atrium area of school. Use of soft furnishings in workrooms and offices to be reviewed in light of new misting, cleaning equipment. Use of workroom kitchen areas, cleaning and cutlery should be communicated to staff prior to reopening and in the September INSET days. Numbers of chairs in staff rooms reduced to limit occupancy Administration team taking lunch in atrium to avoid breaking occupation limits in main staff room 	August August September August August	DCA / CTO ABU / SLT DCA / DCL DCL / FM MAS / DCL	September 2020 October 2020 October 2020 Reminder e-mail sent November 2020
4.15 Post & Deliveries	Risk / Spread of Infection	<ul style="list-style-type: none"> Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently, especially after handling mail and packaged. Hand sanitiser and disinfectant will be provided in all offices. 	<ul style="list-style-type: none"> Antibacterial spray and cloths/towel will be included in each office hygiene pack. 		DCL	September 2020
4.16 End of School Day	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> Procedures in Place for the end of the school day Exit from the building staggered with year groups leaving through three exits and at different times. Staff will be on duty at the end of the school day to ensure that pupils maintain social distancing as they leave the site Parents to be advised to drop off/collect pupils off site and arrange collection points away from the school. The exception will be those with a medical or safeguarding need. For pupils using the school bus service, duty staff will ask pupils to sit in their year group bubbles when they get onto the bus at the end of the day. 	<ul style="list-style-type: none"> School will communicate with parents to strongly advise them to avoid public transport for travel to and from school where possible. Where this is not possible, pupils will need to wear a face covering (see Gov.UK: Staying Safe outside your home) and they will be able to carefully remove this at school and wash their hands / dispose of / store their face masks in a safe way. For parents/carers who need to come on site to collect their child, arrangements will be put in place to ensure a safe collection and prevent mixing with pupils. Liaised with TfGM-message relayed to students that face coverings must be worn on public transport From 8th March, and the full reopening of school, procedures that were in place from September 2020 will resume. This will be communicated to staff and pupils on their return. 	August March 2021	ABU HOYS ABU/HOYS	September 2020 November 2020 March 2021
4.17 After School Clubs	Risk / Spread of Infection	<ul style="list-style-type: none"> There will be no after school clubs other than year 11 catch-up in the first instance 	<ul style="list-style-type: none"> This position will be reviewed on a monthly basis. 	September - ongoing	ABU / SLT	September 2020 No classes as at February 2021
4.18 Duty Rota	Risk / Spread of Infection Social distancing cannot be maintained	<ul style="list-style-type: none"> The school will ensure that the duty rota has appropriate levels of staff supervision in place Staff on the duty rota are to ensure that social distancing guidelines are followed by pupils at the beginning and end of day, during break and lunch, and during any lesson movement. 	<ul style="list-style-type: none"> The duty rota and duty points are to be reviewed and resent to all staff for September. Duty Rota information and guidance will be included in the staff INSET days in September. Duty rota is subject to constant review and refinement 	July/August August	SRW/ ABU / HGY ABU /SLT	September 2020

This assessment should be reviewed and updated as Government COVID-19 advice and guidance changes.

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
4. School Procedures : Ensuring Social Distancing and limiting the spread of COVID-19						
4.20 Educational Visits	Risk / Spread of Infection	<ul style="list-style-type: none"> The school understands the importance of Education Visits for pupils learning and wellbeing. Educational Visits will not be taking place for the foreseeable future. Educational visits will be reviewed periodically and recommence when government guidance and information states that it is safe to do so. 	<ul style="list-style-type: none"> A review of educational visits will take place in September. Education visits planned for 2020/21 will be reviewed by the EVC and communication with visit leaders, trip providers, pupils and parents/carers as to whether they will remain in place/be cancelled. No new education visits will be planned for the new academic year until government guidance confirms it is safe for these to proceed. Information regarding education visits to be shared with staff on return in Septembers. 	September September September	ABU / DCA Educational visits coordinator	September 2020 No visits taking place (February 2021)

This assessment should be reviewed and updated as Government COVID-19 advice and guidance changes.

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
5. Operational Issues						
5.1 Staffing in school Ensuring that the school maintains the required number of staff to teach classes and maintain daily operations in school	<p>Adequate Lesson Cover</p> <p>Adequate support in school to ensure the school can operate safely.</p>	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online to those pupils still shielding/self-isolating. Flexible and responsive use of Learning Progress Assistants and pastoral staff to supervise classes is in place. Full use is made of testing to inform staff deployment. 	<ul style="list-style-type: none"> Review of staff absence and COVID-19 reporting system to ensure school is informed when staff are unable to work. In the event of staff being unable to attend school/sickness, the Asst. Cover Manager is in school each morning to find cover as necessary. Staff who are WFH to support those pupils who are continuing with remote learning. Review of staff whose workloads have increased due to C-19, e.g. as a result changes to working patterns/recovery curriculum. The school also has contingency plans for if any operational staff become unwell to ensure all required processes are completed for school to function and operate. If self-isolating, majority of Administration staff are able to work from home From 8th March, and the full reopening of school, procedures that were in place from September 2020 will resume. This will be communicated to staff on their return 	<p>July/August</p> <p>Ongoing</p> <p>Ongoing</p> <p>August</p> <p>August</p> <p>March 2021</p>	<p>LTH / ABU</p> <p>LJF</p> <p>DCA / HGY</p> <p>SLT? Who</p> <p>DCA</p> <p>ABU/SLT/DCA</p>	<p>September 2020</p> <p>March 2021</p>
5.2 Curriculum Organisation Ensuring that the impact of lockdown on pupils learning is reduced.	<p>Gaps in pupil learning</p> <p>Pupils falling behind</p>	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Plans for intervention are in place for those pupils who have fallen behind in their learning. 	<ul style="list-style-type: none"> Curriculum plans and catch-up plans are organised and implemented to reduce the impact of gaps in learning as a result of the lockdown 	<p>August / September</p>	<p>HGY /HOD's / Line managers</p>	<p>September 2020</p>
5.3 Pupil and Staff Resources	<p>Risk / Spread of Infection</p> <p>Risk of transfer if pupils are using shared or borrowed resources, such as text books/pens</p>	<ul style="list-style-type: none"> For frequently used resources such as pens and pencils, staff and pupils should have their own items Classroom based resources, such as books, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime. Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, 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. Pupils and teachers can take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply. Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery and mobile phones (where applicable). 	<ul style="list-style-type: none"> The use of resources should be communicated to staff and pupils prior to reopening and included in the September INSET and Induction days. Pupils should be informed of reducing what they need to bring into school during the induction days in September. 			<p>September 2020</p>
5.4 Policy Review Ensuring that the school policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are fit for purpose in the current circumstances	<p>Existing policies not up to date /reflect current circumstances.</p> <p>Gaps in procedures and information for staff/pupils/parents/carers</p>	<ul style="list-style-type: none"> All relevant policies have been identified and revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parent/carers and governors to be informed once reviews are completed. 	<ul style="list-style-type: none"> Relevant policies have been identified and staff responsible for these areas have been asked to update and amend policies in line with government updates and current circumstances. Updated Policies and Procedures are going to be communicated to staff prior to school opening in September. These documents include Behaviour Policy, Safeguarding, Emergency Procedures, and relevant HR policies. No change to emergency procedures-priority is to evacuate the building 	<p>August</p> <p>August</p>	<p>SLT to check policies they are responsible for</p> <p>ABU</p>	<p>September 2020</p>
5.5 Risk assessments Ensuring that risk assessments are completed in every area of the school in light of COVID-19, to prevent breaches of social distancing and hygiene guidance.	<p>Risk / Spread of Infection</p> <p>Social distancing cannot be maintained</p>	<ul style="list-style-type: none"> School risk assessments are to updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Department risk assessments are to be completed in area of the curriculum where shared equipment is used or risks are increased. 	<ul style="list-style-type: none"> Review of key Risk Assessments and updates to be made as necessary. (all risk assessment updated to reflect COVID measures and reference COVID workplace risk assessment) Additional risk assessments to be carried out to ensure safety and social distancing in school. Department risk assessments and updates to be made, communicated to relevant staff and new practices followed in lessons. (New practices now adopted in Technology and Science departments). 	<p>July/August</p> <p>August</p> <p>August/September</p> <p>August</p>	<p>SRW/ ABU / DCA</p> <p>SRW / ABU / MAS</p> <p>Line Manager and HOD</p> <p>DCA / SLT</p>	<p>October 2020</p> <p>September 2020</p>

This assessment should be reviewed and updated as Government COVID-19 advice and guidance changes.

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
5. Operational Issues						
		Note DCA to liaise with Taylor Shaw with respect to their risk assessment and to check compliance with guidance	<ul style="list-style-type: none"> Information to made available to staff prior to re-opening. 			September 2020
5.6 Review of Emergency Procedures Emergency Evacuation Procedures are updated and appropriate for current circumstances	<p>Emergency evacuation procedures are not appropriate for the current school circumstances.</p> <p>Unable to apply social distancing effectively during fire drills</p> <p>Reduction in number of trained fire wardens/fire duty staff on site due to staff absence</p> <p>Risk / Spread of Infection</p>	<ul style="list-style-type: none"> Emergency evacuation procedures have been reviewed and revised to include: <ul style="list-style-type: none"> Possible absence of fire wardens Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Additional staff to be trained as Fire Wardens 	<ul style="list-style-type: none"> School Emergency Evacuation Procedures to be reviewed and updated for the planned return of all staff and pupils in September. (No changes envisaged-priority is evacuation) Updated Emergency Evacuation Procedures to be sent out to all staff prior to starting in September and new procedures to be raised in the staff INSET days.. Review of Pupil Emergency Evacuation Plan (for SEND pupils) to be carried out and amended in line with the changes to the School Evacuation Procedures. Pupils to be made aware of the changes to the evacuation procedures on their induction days. Fire posters to be updated in each room Fire Drills to take place in September (walk through fire drills conducted with year groups) From 8th March, and the full reopening of school, procedures that were in place from September 2020 will resume. This will be communicated to staff and pupils on their return. 	<p>August</p> <p>August</p> <p>August</p> <p>September</p> <p>August September</p> <p>March 2021</p>	<p>ABU / MAS / DCA</p> <p>DCA</p> <p>DBR</p> <p>ABU / SLT</p> <p>ABU / DCA / SLT</p> <p>SLT</p>	<p>September 2020</p> <p>Autumn Term 2020 March 2021</p>
5.7 Contingency Provision Ensuring that the school have contingency arrangements in place in case of a year group closure or local lock down	Pupils falling behind	<ul style="list-style-type: none"> The school has a procedure to follow should there be year group closures or local lockdowns Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak. 	<ul style="list-style-type: none"> Plans to be put in place for year group closures/local lockdowns to include <ul style="list-style-type: none"> Process to follow Communications to pupils, parents/carers, staff Education provision Duties for staff to complete at home 	August / September	HGY / ABU / HOD's	<p>September 2020</p> <p>Updated November 2020</p>

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Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
6. Enhancing Mental Health Support for Pupils and Staff						
6.1 Mental health concerns – pupils Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	Risk to pupils mental health /wellbeing	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings. Resources/websites to support the mental health of pupils are provided. 	<ul style="list-style-type: none"> The SEMH team will be available to support pupils with mental health issues as required. Communication to pupils about who to go to if they wish to talk about their wellbeing/mental health or if they are concerned about another pupil. Wellbeing and Mental Health to be included in the PSE and induction sessions for pupils Resources and websites about mental health support to be included in updates to parents/carers/pupils 	<p>August/September</p> <p>September</p> <p>September</p> <p>September</p>	<p>MAS / IBA / HOY's SEMH team</p> <p>MAS / IBA / HOY's SEMH team</p> <p>MAS / IBA / HOY's SEMH team</p> <p>MAS / IBA / HOY's SEMH team</p>	<p>September 2020</p>
6.2 Mental health concerns – staff The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	Risk to staff mental health / wellbeing	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line Managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have to include content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. Wellbeing information have been sent out to staff regularly during the school closure, including links to the school Employee Assistance Programme. All staff have access to Simply Health Employee Assistance Programme to support with mental health and have up to 6 free talking therapy sessions. If staff require additional sessions after the 6, they can request this from HR. Note: Simply health to start for Newhouse employees in September 	<ul style="list-style-type: none"> Line Managers to continue having regular catch ups with their teams, including wellbeing and managing changes to working procedures in the building. Mental Health Awareness Training is available for all staff to complete on iHasco. See Point 5.1: Review of staff workloads in relation to changes due to COVID-19 Support, risk assessments and reasonable adjustments for mental health to remain in place. Line Managers, SLT and HR have had regular updates with staff who have made the school aware of mental health concerns, Line managers have also had 1-2-1 meetings with their staff and a discussion about mental health for everyone member of staff. Simply Health presentation during September training days. Cascaded by DRA Packs/info distributed electronically to Newhouse Academy staff Class Insurance wellbeing information disseminated via wellbeing lead Further support from Class Insurance for insured members of staff to have access to Telehealth service provided by VALA Health 	<p>September/ Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HR/Line Manager</p> <p>HR / LTH</p> <p>HR/ Line Managers</p> <p>Hollingworth HR to supply information</p>	<p>September 2020</p> <p>February 2021</p>
6.3 Bereavement support Pupils and staff are grieving because of loss of friends or family	Staff & Pupils unaware of support in place	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	<ul style="list-style-type: none"> For staff Information and support is available from HR and SLT. Line Managers have had wellbeing calls with their team and advice was issued to Line managers about how to access bereavement support for anyone in their team. (All staff in BUPA scheme if additional support required) For pupils Information and support is available from the Pastoral Team. Information to be made available to parents/carers. 	<p>Ongoing</p> <p>Ongoing</p>	<p>LTH / ABU / SLT</p> <p>MAS/ TMC /HOY's</p>	<p>September 2020 and ongoing</p>

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Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
7. Communication : Ensuring Procedures in School are communicated to all stakeholders.						
7.1 Communication strategy Ensuring that key stakeholders are fully informed about changes to policies and procedures.	Risk / Spread of Infection School procedures cannot be maintained. Effects on health & wellbeing	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parent/carers Governors/Trustees Local Authority FM/Contractors Visitors 	<ul style="list-style-type: none"> Regular communication has been ongoing with key stakeholders throughout the current pandemic. Communication strategies to be planned for all groups in school which will include updates, training, inductions and orientations. Communications with FM/Contractors about procedures in school. Information displayed in reception informing visitors of the changes in procedures in school. 	Ongoing Ongoing Ongoing Ongoing	ABU ABU /SLT / CTO DCA DCA / CTO	September 2020
7.2 Staff Communications To ensure staff are fully informed of new procedures.	Risk / Spread of Infection School procedures cannot be maintained. Effects on health & wellbeing	<ul style="list-style-type: none"> Staff receive regular communication and updates of changes to procedures and guidance. Revised school information is issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Behaviour management Safeguarding Risk management Absence reporting 	<ul style="list-style-type: none"> September INSET days and training to take place with staff prior to opening to inform staff of changes within the building. Updates to relevant information to take place and sent out to all staff. The Workplace Risk Assessment to be sent out to all staff with a consultation period, giving staff the opportunity to give feedback to the procedures in place. Staff training sessions will take place in small groups to ensure social distancing can be followed. Sessions which take place via teams/zoom will be recorded and shared for those unable to attend, a virtual staff induction will take place. 	September August August September September	ABU /SLT ABU / SRW SLT SRW/ABU/ MAS / DCA ABU/SLT ABU / SLT	September 2020
7.3 New staff Ensuring new staff are aware of policies and procedures prior to starting at the school	Staff not up to date with procedures in school Risk to health and wellbeing School procedures cannot be maintained.	<ul style="list-style-type: none"> Induction programmes have taken place for all new staff, either online or in-school, prior to them starting in September. Communications and department induction with Line Managers and new staff to take place in June/July. The revised staff information is issued to all new staff prior to September. No new staff will receive a confirmed start date until all Safer Recruitment pre-employment checks have been completed and confirmed as satisfactory, as per normal policy and practice. 	<ul style="list-style-type: none"> Updates to relevant information to be sent out to all new staff during the summer holidays. Copies of relevant Risk Assessment and procedures to be sent out to all staff. Access to iHasco training to be made available prior to starting in school where possible. 	August August August/September	MAR /Line Manager/HR MAR/Line Manager/HR LTH	September 2020
7.4 Pupil Communication To ensure pupils are fully informed of new procedures.	Risk / Spread of Infection School procedures cannot be maintained.	<ul style="list-style-type: none"> Pupils receive and Induction/Information session on their first day in September to cover the schools expectations of pupils and changes within the building. The sessions will cover: <ul style="list-style-type: none"> Behaviour expectations Changes to the timetable Changes to procedures in the building Social distancing and hygiene procedures Wellbeing 	<ul style="list-style-type: none"> Pupil Induction sessions are planned for September Pupil start in September staggered to allow for induction Year 7 induction day Thursday 3rd September, Year 7 and 11 4th Year 7,10 and 10 7th September Year 7,9,10 and 11 8th September All year groups in school on 9th September 	August September	MAS / Pastoral teams	September 2020
7.5 Parent Communication To ensure pupils are fully informed of new procedures	School procedures cannot be maintained.	<ul style="list-style-type: none"> Parents/Carers to receive information about the schools expectations and changes to school procedures when pupils return in September. 	<ul style="list-style-type: none"> Risk assessment sent out to parents in August New procedures outlined on the website called procedures for September start. Information sent out via edulink Information sent out via facebook account 	August August August August	SRW/ ABU / Trust ABU / CTO ABU / CTO ABU / IBA	August 2020

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Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
8. Building and FM Arrangements						
8.1 Managing premises on reopening after lengthy closure Ensuring all systems are operational	Maintenance of premises not kept up to date during partial closure period	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	<ul style="list-style-type: none"> DCA to liaise with FM, and LA on a regular basis regarding any systems that may not be up to date. All scheduled maintenance programmes have continued Review of, FM Building checklist and Procedures of the building to ensure statutory checks have continued. Cleaning taken in house since 1.10.20. Review of FM cleaning procedures to ensure that this is updated in line with COVID-19 changes and up to standards required. 	Ongoing Ongoing Ongoing	DCA/ DCL/LA/FM DCA/ DCL/LA/FM DCA/ DCL/LA/FM	September 2020 October 2020
8.2 Ensuring Statutory compliance has been completed prior to the school reopening.	Maintenance of premises not kept up to date during partial closure period	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	<ul style="list-style-type: none"> DCA/ DCL to liaise with FM and LA regarding any areas that may not be compliant. All scheduled maintenance programmes have continued 	August	DCA/DCL/LA/FM	September 2020
8.3 Contractors working on the school site Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	Additional persons on site raising the risk / spread of Infection	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. Assurances will be sought by FM from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Social distancing must be maintained by contractors visiting the site, any such works where this is not possible should be reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and these will be updated by FM in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	<ul style="list-style-type: none"> Only essential works and maintenance are to be carried out in the building during the school day. These essential works must be approved by the School Ops team prior to contractor's arrival. FM to be asked to inform their staff and any contractors or visitors, that they must be well and free from any COVID-19 symptoms. Anyone displaying symptoms will not be granted entry and be asked to leave the site. (Cleaning staff employed by Academy w.e.f.1.10.20) FM to be asked to inform their staff and any contractors or visitors prior to their scheduled visit that they must follow the hygiene and social distancing guidelines that are in place in the school and around the building. Cleaning staff employed by Academy w.e.f.1.10.20) Newhouse to pass expectations on to FM to forward to contractors and staff prior to arrival in the building. Cleaning staff employed by Academy w.e.f.1.10.20) An assessment to be carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Alternative arrangements to be considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Visiting contractors to report to specific entrance to sign in and will be collected by the facilities staff. Where practical, contractors are to attend when students are not in school. If not practical, must observe strict COVID guidelines. Contractors to wear face covering at all times on site, unless medical exemption or nature of job being undertaken apply 	Ongoing Ongoing Ongoing Ongoing Ongoing August Ongoing	DCA / DCL / FM DCA / DCL / FM DCA / DCL / FM DCA / DCL / FM DCA / DCL / FM DCA / DCL / FM	September 2020 October 2020
8.4 Cleaning	Level of cleaning required to prevent spread of infection cannot be met/maintained. Risk / Spread of Infection	<ul style="list-style-type: none"> An ongoing enhanced cleaning plan is agreed with the schools FM and implemented which minimises the spread of infection. Working hours for cleaning staff will be increased in September to ensure more frequent cleaning during the school day 	<ul style="list-style-type: none"> Cleaning requirements as set out by government guidance to be raised with the schools FM provider by Newhouse and the LA. Cleaning now in-house since 1.10.20 More Reactive cleaning plan put in place on site during the day. This will mean toilets and circulation areas (handrails, handles) cleaned more regularly during the school day. New cleaning equipment to be purchased if required by the school and FM to ensure all cleaning requirements are met. From 1.10.20, school will be purchasing existing equipment from FM. No additional requirement identified Regular meetings to ensure cleaning is completed at the expected level. Staff are to report any cleaning breaches to FM Cleaning checks to be carried out daily Additional cleaning time being provided by 1 cleaner an reallocation of breakfast club supervisor duties (2.25 hours per day) 	Ongoing Ongoing September Ongoing Ongoing Ongoing	DCA / DCL / FM DCA / DCL / FM DCA / DCL / FM DCA / DCL / FM ALL Staff DCA/ DCL /FM	September 2020- updated October 2020 September 2020

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Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
8. Building and FM Arrangements						
8.5 Ventilation & Doors		<ul style="list-style-type: none"> All windows to be opened each day to aid ventilation. Staff to keep doors propped open when a classroom/room is in use where possible. Doors must be closed when rooms are not in use. The school will regularly review risk assessments in relation to ventilation and the use of air conditioning systems in the building following the guidance published by the relevant safety bodies and manufacturing information. 	<ul style="list-style-type: none"> School to liaise with FM and LA regarding the safe use of air conditioning and ventilation units in the school building. All staff aware of requirement to remove wedges from doors in the event of an emergency fire evacuation. Door to food technology MUST be locked when not in use owing to sharp items stored.-Staff to be advised by e.mail 	Ongoing	DCA / DCL DCA	September 2020 October 2020

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
9. Finance						
9.1 Costs of the school's response to COVID-19 Ensuring the costs of additional measures and enhanced services to address COVID-19 when reopening are fully communicated to Senior Team to and does not place the school in financial difficulties	Effects on school budgets and funding	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and forecasts which factors them in has been produced. Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors and LA or Trust. 	<p>To be produced by Finance</p> <p>To be reviewed by SLT and Finance</p> <p>To be produced by Finance and SLT</p> <p>To be reviewed by SLT and Finance</p> <p>To be produced by Finance and SLT</p>	Ongoing Ongoing Ongoing Ongoing Ongoing	JCR/JHA/ DCA JCR/JHA/DR/ABU /DCA JCR/JHA/DR/ABU /DCA JCR/JHA/DR/ABU /DCA JCR/JHA/DR/ABU /DCA	September 2020 Continual monitoring

Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
10. Governance						
10.1 Governance and policy Governors are kept fully informed and involved in making key decisions		<ul style="list-style-type: none"> Governors are briefed regularly on the latest government guidance and its implications for the school. Governing bodies are involved in key decisions on reopening. Governors have overall responsibility for health and safety and will be kept informed of developments and be aware of significant decisions that have been made and issues that have arisen. 	<ul style="list-style-type: none"> Local Governing Board meetings held via Zoom <u>Trustee meetings are being held via Microsoft Teams.</u> Minutes are recorded, as per the usual compliance measures and responsibilities of the LGB. 	Ongoing	ABU / SRW	September 2020- processes in place and ongoing interactor

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Hazard/Risk Identified Task/Activity/Process/Stressor	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
10. Governance						
10.2 Oversight of the governing body Ensuring the Trustees and the School Governors are kept fully informed to make sure the school meets statutory requirements		<ul style="list-style-type: none"> The Governing Body continues to meet regularly via online platforms. The Governing Body agendas are structured to ensure all statutory requirements are discussed and SLT are held to account for their implementation. The Head Teachers Report to Governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's recovery response to COVID-19. Regular dialogue with the Chair of Trustees and Governors as well those governors with designated responsibilities is in place. Minutes of Governing Body meetings are reviewed to ensure that they accurately record Governors' oversight and holding SLT to account for areas of statutory responsibility. 	<ul style="list-style-type: none"> Governing Body meetings are being held via Zoom. Minutes kept, as per the usual compliance measures and responsibilities of the LGB. 	Ongoing	DR/Trustees/LGB	September 2020 and ongoing.

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Hazard/Risk Identified <small>Task/Activity/Process/Stressor</small>	Risk	Current Precautions in Place	Further Information & Actions	Action by When	Action by Whom	Date Action Completed
11. Additional site-specific issues and risks						
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This assessment should be reviewed and updated as Government COVID-19 advice and guidance changes.

Documents used to Support Risk Assessment

Guidance for Full Opening: Schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Checklist for September: NEU/GMB/UNISON/Unite commentary and checklist

<https://neu.org.uk>