



NEWHOUSE ACADEMY

WORKPLACE RISK ASSESSMENT

LATEST UPDATE: February 2022 (V9)

Created	July 2020
Review Period	Live Document – updated as and when legislation and guidance changes
Version	9

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
Version 6	30/09/2021	Full Risk Assessment Updated following restrictions easing and new DFE guidance over Summer 2021
Version 7	29/11/2021	Full Risk Assessment Updated following updated DFE guidance of November 2021
Version 8	11/01/2022	Updated following update to DfE Operational Guidance January 2022
Version 9	28/02/2022	Updated following update to DfE Operational Guidance February 2022

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
6	01/10/2021
7	29/11/2021
8	11/01/2022
9	14/03/2022

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 ABU.

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.

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

HEALTH & SAFETY RISK ASSESSMENT

School:	NEWHOUSE ACADEMY	Department:	All School / Workplace
Job / Role / Task:	Workplace Risk Assessment		
People who might be harmed, i.e. staff, pupils, members of public:	Staff, Pupils, Visitors	Assessment Date:	29/11/2021
Are there any special considerations needed for new and expectant mothers or persons under 18, etc.:	Yes	Review Date:	29/11/2022
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: ABU/DCA	Lead Assessor: email	BurnhamA@newhouseacademy.co.uk / CairnsD@newhouseacademy.co.uk	Manager Authentication: email
Trustees and Local Governing Board			
Information:			
This risk assessment has been undertaken in light of the Coronavirus pandemic. Newhouse Academy are putting the measures detailed below in place for staff and pupils attending the school from September 2021. This risk assessment is reviewed regularly and shared with staff each time that it is updated.			
The risk assessment aims to ensure the health and safety of those in the building, to prevent infection and spread of the virus and to assess how we can best support staff and pupil wellbeing throughout the pandemic.			

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 who 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 and is advised to stay at home and avoid close contact with other people for a period of 10 days. After 5 days, they may choose to take an LFD test, followed by another, the next day. If both are negative and they do not have a temperature, the employee may return to work earlier than day 10 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. If an LFD test indicates positive, a confirmatory PCR test need not be taken. The employee should then follow the precautions detailed in the preceding bullet point Potential outbreaks (local or school based) will be treated as urgent and shared with staff at an early stage. Awareness amongst staff of the strains of COVID19 and whether these are more transmissible. Staff are to continue with the strict hygiene measures in school. 	<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. COVID Procedures in place to be updated and re-sent to all staff & parents at the start of the autumn term. Suspected COVID-19 procedure and testing information to be sent to all staff on return in September. <ul style="list-style-type: none"> 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. 	Ongoing September September September Ongoing Ongoing	DCL / DCA LTH / ABU / HGY ABU / DCA	Ongoing September September September Ongoing Ongoing
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 identifying any groups who may be at an increased risk due to the pandemic. This includes a BAME Risk Assessment; Line Managers have undertaken this with identified BAME staff prior to re-opening. A Staff survey has been completed to inform the school of staff health conditions. Personal risk assessments will be completed with all staff who are extremely clinically vulnerable or clinically vulnerable. The risk assessment will consider what adjustments can be put in place for individuals. Risk Assessments to take place with relevant individuals who have identified in the staff survey that they are vulnerable. 	<ul style="list-style-type: none"> Individual staff who require RA or adjustments to their role to be identified. Line Managers to complete RA with identified staff and reasonable adjustments to be put in place. Risk Assessments to be reviewed on a regular basis or as part of outbreak management plans. 	Completed Completed Ongoing	DCA / LTH LMs LMs	September 2020 September 2020 Ongoing
1.3 Availability of staff The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	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. Staff who are self-isolating or shielding but who are well enough to teach lessons online will support any home learning provision and HOD's with planning from home. 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 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. 	Completed Ongoing Ongoing	LTH All staff LJE / HGY / ABU	Completed September 2020 Ongoing

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						
		<ul style="list-style-type: none"> Supply staff to support with cover requirements, as per normal staff absence and cover procedures. 				Requirement for regular testing removed from guidance February 2022
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/zoom/phone calls. Discussions to include wellbeing and workload 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. 	Ongoing Ongoing Ongoing	LM LTH /DCA LM/ LTH / DCA	Ongoing Ongoing Ongoing
1.5 Staff Training Days	Risk / Spread of Infection	<ul style="list-style-type: none"> Staff training days can now take place as larger gatherings. Hygiene packs will be provided throughout the day. Masks should be worn at the larger gatherings unless medical exemptions apply. Staff induction for all on changes and updates to procedures to take place as part of the September training days. 	<ul style="list-style-type: none"> Training day schedules will be sent to all staff ahead of returning in September 2021. Induction presentation to cover updated procedures for all staff as part of September training days. 	September 2021 September 2021	MAR ABU	September 2021 November 2021 Requirement re masks removed January 2022
1.6 Staff Dress Code	Risk / Spread of Infection	<ul style="list-style-type: none"> Staff will continue to wear their usual professional dress, adhering to the dress code. 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. From the 22nd of November 2021, masks must be worn when on corridors or communal areas, unless medical exemptions apply. From the 30th of November 2021, staff will be asked to wear masks in classrooms, unless medical exemptions apply. 	<ul style="list-style-type: none"> Information re. Professional dress is included in the staff handbook, issued annually. Staff are to follow the professional dress code as published in the staff handbook. Visors and faceshields cannot be used as a substitute for a mask. 	August August November 2021 November 2021	ABU SLT ABU	Ongoing Ongoing November 2021 Removed January 2022

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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
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 coronavirus (COVID-19) symptoms, they 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 and is advised to stay at home and avoid close contact with other people for a period of 10 days. After 5 days, they may choose to take an LFD test, followed by another, the next day. If both are negative and they do not have a temperature, the pupil may return to school earlier than day 10 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. If an LFD test indicates positive, a confirmatory PCR test need not be taken. The student should then follow the precautions detailed in the preceding bullet point 	<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 2021. 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. COVID Procedures in place to be updated and re-sent to all staff & parents at the start of the autumn term. A reminder/reinforcement to staff & pupils about following the hygiene procedures when in school will take place on schools return in September 2021. 	September Completed Ongoing Ongoing September 2021 September 2021	ABU/DHO/ MAS ABU / CTO / DCA All Staff DCA All staff DCA/DHO/LTH? SLT/Pastoral	September 2021 Since September 2020 Ongoing Ongoing
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 Extremely Clinically Vulnerable 	Risk / Spread of Infection	<ul style="list-style-type: none"> HOY/SEND/CO/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 if reasonable adjustments should be made. 	<ul style="list-style-type: none"> Individual pupils who require RA or adjustments to be identified. HOY/SEND/CO/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. Any new pupils/New Year 7 pupils who require RA or adjustments to be identified as part of the transition/Induction period in September 2021. Risk Assessments/adjustments for relevant pupils to be reviewed on a regular basis or part of outbreak management plans. 	Completed Completed Completed September 2021	HOY/ IBA/ SHE/ TMC / SEMH/SEND team HOY/ IBA/ SHE/ TMC / SEMH/SEND team HOY/ IBA/ SHE/ TMC / SEMH/SEND team	Completed Completed September 2021
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 2021. 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. New Year 7 Pupils had the opportunity to attend a Summer School from 23-27th July 2021. 	<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. Ongoing recovery timetable and curriculum is planned for 2021-22 Academic Year. 	September 2021 Ongoing	HGY/ Transition team/HOYs SLT	September 2021 Ongoing
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 school procedures is reinforced throughout the school day by staff and through posters and electronic boards. 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. Messages to parents reinforce the importance of behaviour in school. <p>From the 22nd of November 2021, pupils must wear face masks when moving around corridors and other communal areas indoors, unless medical exemption applies. From the 30th of November, pupils will be asked to wear face masks in classrooms, unless medical exemption applies.</p>	<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 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 with mandatory rules may lead to exclusions. 	August 2021 August 2021 September/Ongoing August November 2021	MAS / IBA HOYs All Staff ABU/MAS/ IBA/ Pastoral teams SLT/Pastoral	September 2021 September 2021 September 2021 September 2021 November 2021- Requirement removed January 2022
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. Wider reading lessons (1 per week) for KS3 Additional reading support for Y7 in form times 	Sept	ABU / HGY / SLT/ HOD	September 2021

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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
2. Our Pupils						
2.6 Uniform	Risk / Spread of Infection	<ul style="list-style-type: none"> Newhouse pupils will continue to wear 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. From the 22nd of November 2021, pupils must wear face masks when moving around corridors and other communal areas indoors, unless medical exemption applies. From the 30th of November, pupils will be asked to wear face masks in classrooms, unless medical exemption applies. 	<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. Procedure is that warning are issued in case of transgressions. Continued non-compliance with mandatory rules may lead to exclusions. 	September 2021 August Ongoing November 2021	ABU / SLT MAS / IBA MAS / IBA / Pastoral teams SLT/Pastoral	September 2021 September 2021 September 2021 November 2021 Requirement removed January 2022
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. 	September 2021	Pastoral teams MAS/ TMC/ IBA	March 2020 and ongoing

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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
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 implemented which minimises the spread of infection. Working hours for cleaning staff may need to be increase (currently, additional cleaning time being provided by 1 cleaner an reallocation of breakfast club supervisor duties (2.25 hours per day)) 	<ul style="list-style-type: none"> Cleaning requirements as set out by government guidance clarified with cleaning team. 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. Regular meetings to ensure cleaning is completed at the expected level. Staff are to report any cleaning breaches to Site Manager Cleaning checks to be carried out daily To ensure that deep cleaning can take place in all classrooms, workrooms and offices, staff must ensure that desks, tables, chairs and surfaces are kept clear to allow for sanitisation of areas. Reminder issues November 2021. 	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	DCA /DCL/ DCA/ DCL / Cleaners DCL/Cleaners DCL / DCA / FM All staff DCL All staff	In place since September 2021 In place since September 2021 Ongoing Ongoing Ongoing Ongoing
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 Additional hand sanitiser stations have been installed in pupil and staff entrances and exits since September 2020 <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"> Site team check daily to ensure that handwashing facilities are maintained in line with increased demand. Regular stock checks of hand wash in school and orders completed as necessary. 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. <ul style="list-style-type: none"> Information on handwashing and hygiene to be included in the staff and pupils inductions and training and INSET days in September 2021. Review handwashing posters in all toilets and workrooms. 	Ongoing Ongoing Ongoing Ongoing Ongoing September 2021 August 2021	DCA /DCL DCA /DCL DCA /DCL DCL / teaching staff DCL / FM / teaching staff ABU / SLT DCA/ DCL))))))))))) September 2021 September 2021
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. <ul style="list-style-type: none"> From the 22nd of November 2021, pupils must wear face masks when moving around corridors and other communal areas indoors, unless medical exemption applies. From the 30th of November, pupils will be asked to wear face masks in classrooms, unless medical exemption applies. 	<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. Procedure is that warning are issued in case of transgressions. Continued non-compliance with mandatory rules may lead to exclusions. 	August 2021 August 2021 Ongoing November 2021	ABU / SLT MAS / IBA MAS / IBA / Pastoral teams SLT	September 2021 September 2021 September 2021 November 2021- Removed January 2022
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. Electrostatic disinfectant/sanitising sprayers purchased. Spray more effective than misting, dries quicker and provides 24 hour protection, even on soft furnishings 	<ul style="list-style-type: none"> Review of chairs in offices, classrooms and workrooms. 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. 	July July/August July	ABU / DCA/ DCL	Procedures in place since 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
3. Infection Control : Arrangements in place to limit the spread of COVID-19						
			<ul style="list-style-type: none"> 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. 			
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 / all workrooms 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"> Any queries regarding PPE to be directed to DCA / DCL and HR From the 22nd of November 2021, pupils must wear face masks when moving around corridors and other communal areas indoors, unless medical exemption applies. From the 30th of November, pupils will be asked to wear face masks in classrooms, unless medical exemption applies. 	Ongoing November 2021	DCA/ DCL SLT	September 2021 November 2021 Removed January 2022
3.11 Staff movement between classrooms	Risk / Spread of Infection	<p>Staff</p> <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 Teacher chairs will be treated with electrostatic disinfectant/sanitiser sprayer at the end of the school day as part of the enhanced cleaning procedures. Masks must be worn when moving between classrooms, unless medical exemption applies <p>Pupils</p> <ul style="list-style-type: none"> Pupils desks and chairs are to be wiped down and sprayed with the electrostatic sanitiser at the end of the school day as part of the enhanced cleaning procedures Pupils to use hand sanitiser on arrival and when leaving the classroom. 	<ul style="list-style-type: none"> Antibacterial spray and cloths/towel will be included in each classroom hygiene pack. Lesson change over procedures to be communicated all staff as part of the induction and INSET training in September 2021. This will include hygiene procedures for staff to follow. 	Ongoing September 2021 November 2021	ABU / DCA / DCL SLT ABU/SLT DCL	September 2021 September 2021 November 2021 Removed January 2022 September 2021

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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
4. School Procedures : Limiting the spread of COVID-19						
4.1 The School Day To ensure a safe distribution of pupils throughout the building at the start and end of the school day.	Risk / Spread of Infection	<ul style="list-style-type: none"> The number of entrances and exits to be used has been maximised. There will be designated Entrance Points to the Building for each year group of pupils at the beginning of the school day. Exit points at the end of the school day will be determined for students by the location of their last lesson 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. Staff will escort pupils to the designated exit at the end of the school day 	<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 2021 Entrance and Exit procedures will be explained to staff and pupils as part of the INSET and Induction days in September 2021. Signage will be provided to identify year group entrances, exits. 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. From the 22nd of November 2021, pupils must wear face masks when moving around corridors and other communal areas indoors, unless medical exemption applies. From the 30th of November, pupils will be asked to wear face masks in classrooms, unless medical exemption applies. 	September 2021 September 2021 September 2021 September 2021 November 2021	ABU / SLT ABU / SLT DCA / DCL ABU / MAS ABU/SLT/All Staff	September 2021 September 2021 September 2021 November 2021 Removed January 2022
4.2 Planning Movement around the building Ensuring safe movement around the building	Risk / Spread of Infection	<ul style="list-style-type: none"> Pinch points and bottle necks are identified and managed accordingly 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 and pupils as part of the INSET and Induction days in September 2021. 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. Teaching staff to be present in classroom doorways, where possible, offering additional supervision during lesson changeover. From the 22nd of November 2021, staff and pupils must wear face masks when moving around corridors and other communal areas indoors, unless medical exemption applies. From the 30th of November, staff and pupils will be asked to wear face masks in classrooms, unless medical exemption applies. 	September 2021 September 2021 September 2021 Ongoing November 2021	SLT SLT ABU / HGY Teaching staff All Staff	September 2021 September 2021 September 2021 and regularly reviewed November 2021 Removed January 2022
4.3 Timetable Ensuring that pupils receive teaching from the full range of curriculum subjects.	Effects on pupils learning Risk / Spread of Infection	<ul style="list-style-type: none"> From September 2021, pupil bubbles are no longer required Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching. 	<ul style="list-style-type: none"> From September 2021, the timetable will return to the pre-covid set up. The timings of the school day are to alter from then An outbreak management plan will be put in place to cover the possibility that in some local areas it may be necessary to reintroduce bubbles for a temporary period, to reduce mixing between groups. 	September 2021	ABU / HGY / HOD SMT	September 2021 Advice on bubbles and mixing removed from guidance February 2022
4.4 Classrooms Ensuring good hygiene practices can be followed.	Risk / Spread of Infection	<ul style="list-style-type: none"> From September 2021 classrooms are not required to be set up with chairs side by side and desks facing forwards. Clear signage displayed in classrooms promoting good hand and respiratory hygiene procedures. 	<ul style="list-style-type: none"> Posters to be placed in all classrooms, detailing good hygiene, expectations in the building and COVID-19 symptoms. Posters are to be reviewed and updated Summer 2021 Pupil's desks and chairs are to be wiped down after each lesson using the antibacterial products available in each classroom. Pupils using soft furnishings should only clean metal touch points of the chairs. Pupils to use hand sanitiser on arrival and when leaving the classroom. Hygiene packs to be placed in each classroom, including, hand sanitiser, disinfectant spray and tissues. To ensure that deep cleaning can take place in all classrooms, workroom and offices, staff must ensure that 	Ongoing Ongoing September 2021 Ongoing September 2021 Ongoing	DCA / DCL All staff All staff All staff DCL / Cleaning team All staff	September 2021 and ongoing Posters considered adequate

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 : Limiting the spread of COVID-19						
			desks, tables, chairs and surfaces are kept clear to allow for sanitisation of areas. <ul style="list-style-type: none"> From the 22nd of November 2021, staff and pupils must wear face masks when moving around corridors and other communal areas indoors, unless medical exemption applies. From the 30th of November, staff and pupils will be asked to wear face masks in classrooms, unless medical exemption applies. 	November 2021	All Staff	November 2021 Removed January 2022
4.5 Break & Lunch times Ensuring pupils observe social distancing at break times	Risk / Spread of Infection	<ul style="list-style-type: none"> From September 2021, pupil bubbles are no longer required and alternative break and lunchtime sessions are no longer necessary. Break & Lunch times will return to pre-covid arrangements. 	<ul style="list-style-type: none"> Break and Lunch changes will be communicated with staff and pupils as part of the Induction & INSET sessions in September 2021. Duty rotas to be reviewed and updated for September 2021. Lunches and Breaks will be included in the outbreak management plan in case it is necessary to reintroduce bubbles for a temporary period, to reduce mixing between groups. From the 22nd of November 2021, pupils must wear face masks when moving around corridors and other communal areas indoors, 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 2021 September 2021 November 2021	ABU / SLT HGR SLT SLT	September 2021 and ongoing Advice on bubbles and mixing removed from guidance February 2022 November 2021 Removed January 2022
4.6 Assemblies	Risk / Spread of Infection	<ul style="list-style-type: none"> From September 2021, pupil bubbles are no longer required and assemblies can resume. 	<ul style="list-style-type: none"> From September 2021, assemblies will take place in year groups in line with pre-covid arrangements Assemblies will be included in the outbreak management plan in case it is necessary to reintroduce bubbles for a temporary period, to reduce mixing between groups. 	September 2021	ABU / SLT ABU / SLT	September 2021 Advice on bubbles and mixing removed from guidance February 2022
4.7 Isolation	Risk / Spread of Infection	<ul style="list-style-type: none"> TL07 is the designated "re-set" room 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"> Staff & Pupils are to follow the normal classroom hygiene procedures when in the isolation room, including using hand sanitiser. The isolation room rota is to be reviewed and updated for September 2021. The Isolation Room will be included in the outbreak management plan in case it is necessary to reintroduce bubbles for a temporary period, to reduce mixing between groups. From the 30th of November, staff and pupils will be asked to wear face masks in classrooms, unless medical exemption applies. 	September 2021 November 2021	All staff SLT/Pastoral	September 2021 Advice on bubbles and mixing removed from guidance February 2022 November 2021 Removed January 2022
4.8 Toilets Ensuring everyone follows good hygiene practices.	Risk / Spread of Infection	<ul style="list-style-type: none"> From September 2021, pupil bubbles are no longer required, therefore toilets do not have to be allocated to specific year groups. Toilets are included in the enhanced cleaning schedule. Site team / cleaners 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. 	<ul style="list-style-type: none"> Changes to toilets to be included in the staff and pupil INSET and induction days in September 2021. Hand dryers will be still be in use, paper towels will also be available in all toilets. Posters to be reviewed and updated for September 2021. 	September 2021 Ongoing September 2021	SLT DCL DCA / DCL	September 2021 Left unchanged, message is still valid
4.9 Medical Room	Risk / Spread of Infection	<ul style="list-style-type: none"> A room has been designated for pupils with suspected COVID-19 whilst collection from school is organised. 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 site team re the procedure for cleaning room following a suspected case. Student services will be for student's sickness and first aid concerns only. (non Covid) 	Ongoing Ongoing Ongoing	DCA / DCL DCA DCA / DCL	Ongoing since September 2020 Ongoing since September 2020 Ongoing since 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
4. School Procedures : Limiting the spread of COVID-19						
			<ul style="list-style-type: none"> Room is to be sanitised with electrostatic sanitising spray after every "incident" where COVID suspected case has been identified. Pupils with COVID-19 symptoms will be using the small interview room whilst collection from school is organised. 	Ongoing		Ongoing since September 2020
4.10 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. Lift is included within the 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 . Information regarding use of the lift to be included in the staff and pupil INSET and induction days in September. From the 22nd of November 2021, staff and pupils must wear face masks when using the lift, unless medical exemption applies. 	September 2021 September 2021 November 2021	LTH /HOY /DBR ABU / SLT DCA / DCL	September 2021 November 2021 Removed January 2022
4.11 Reprographics Ensuring hygiene procedures are followed when using the print room.	Risk / Spread of Infection	<ul style="list-style-type: none"> Staff are able to access the reprographics room to collect documents. If staff require use of the photocopier, they should ensure that this is planned in advance and avoid last minute copying. Where practical, the printing machines located around the building should be used in preference to the one in reprographics Antibacterial wipes will be available to wipe the machines down after use 	<ul style="list-style-type: none"> Information regarding updates to the print room to be included in the September INSET day. 	September 2021	ABU / SLT	September 2021
4.12 Reception area Ensuring staff, parents, and school visitors follow school procedures	Risk / Spread of Infection	<ul style="list-style-type: none"> Posters including schools expectations in the building are displayed in reception. Non-essential visitors to school are minimised. Visitors asked encouraged to use hand sanitiser / wash hands upon arrival. From 22nd November 2021, visitors must wear face masks, unless medical exemption applies 	<ul style="list-style-type: none"> Posters to be reviewed and updated for September 2021. Staff to be reminded that non-essential visitors to school should be minimised. Where practical, 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. Regular cleaning of the visitor signing in screen. Visitors should be encouraged to take an LFD test showing negative before attending school 	September 2021 September 2021 September 2021 Ongoing November 2021 January 2022	DCA / DCL ABU / DCA / SLT DCA SNU / SCO /Cleaning team SNU / SCO-DCA SNU/SCO/DCA	September 2021 September 2021 September 2021 and ongoing November 2021 January 2022 Removed February 2022
4.13 Staff Workplaces Ensuring that good hygiene practices are followed	Risk / Spread of Infection	<ul style="list-style-type: none"> From September 2021, staff workrooms and offices no longer have maximum capacity. Staff should continue to ensure shared facilities such as desk, chair, 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 bring in/use their own cutlery & crockery. 	<ul style="list-style-type: none"> Staff will be briefed on the changes and safe use of work rooms during the staff INSET days. Return of use of shared soft furnishings in workrooms and offices, staff are advised to clean plastic/metal touch points after use and disinfect/wash hands. Appropriate use of workroom kitchen areas, cleaning and cutlery should be communicated to staff prior to reopening and in the September INSET days. The Atrium "alcove" will no longer be used as an overflow workroom and will return to a "general circulation" space from September 2021. 	September 2021 September 2021 Ongoing	ABU SLT ABU / SLT All staff ABU / SLT	September 2021 and ongoing
4.14 Classroom Support	Risk / Spread of Infection	<ul style="list-style-type: none"> From 19th July 2021, limits on social distancing requirements have been removed, therefore staff no longer have to socially distance when supporting pupils. From September 2021, pupil bubbles are no longer required, therefore TAs do not have to be allocated to specific year groups. Staff & Pupils are to follow classroom hygiene procedures when supporting in lessons, including using hand sanitiser and disinfecting their desk & chair on arrival and exit. 	<ul style="list-style-type: none"> Information to be communicated to staff, TA and Technicians teams on return in September 2021. Classroom Support will be included in the outbreak management plan in case it is necessary to reintroduce bubbles for a temporary period, to reduce mixing between groups. 	September 2021	ABU / SLT / Line Managers	September 2021 Advice on bubbles and mixing removed from guidance February 2022
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 packages. 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. 	Ongoing	DCL	In place since 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
4. School Procedures : Limiting the spread of COVID-19						
4.16 Duty Rota	Risk / Spread of Infection	<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 school procedures and expectations are followed by pupils. 	<ul style="list-style-type: none"> The duty rota and duty points are to be reviewed and resent to all staff for September 2021. Duty Rota information and guidance will be included in the staff INSET days in September. The Duty Rota will be included in the outbreak management plan in case it is necessary to reintroduce bubbles for a temporary period, to reduce mixing between groups. 	September 2021 September 2021	HGY / MAS ABU /SLT	September 2021 Advice on bubbles and mixing removed from guidance February 2022
4.17 After School Clubs	Risk / Spread of Infection	<ul style="list-style-type: none"> The school understands the importance of ASC for pupils learning and wellbeing. Extra curriculum (P6) can recommence from September 2021. 	<ul style="list-style-type: none"> Staff running EC (P6) or ASC are to keep a register of those attending in case the school is contacted by NHS T&T. Staff running ASC or ASC are required to escort their group out of the building at the end of the sessions, this is to prevent pupils wandering around the building, in case of evacuation and for safeguarding purposes. ASC will be included in the outbreak management plan in case it is necessary to reintroduce bubbles for a temporary period, to reduce mixing between groups. 	September 2021 Ongoing	ABU / SLT ASC staff	September 2021 Advice on bubbles and mixing removed from guidance February 2022
4.18 Educational Visits	Risk / Spread of Infection	<ul style="list-style-type: none"> The school understands the importance of Educational Visits for pupils learning and wellbeing. Domestic day and residential Educational Visits can resume from Autumn 2021 Overseas Educational Visits can resume from Autumn 2021 	<ul style="list-style-type: none"> A review of educational visits will take place in September 2021. Trip leaders are to liaise with the EVS and EVC before booking any visits. Any visits organised must have adequate financial protection. Trip leavers and EVC should speak with trip providers/insurance companies/rpa to ensure protection is available. Any overseas visits should be aware of safe travel lists, that these may change during your visit, and have contingency plans in place to account for these changes. Full and thorough risk assessments should be undertaken in relation to all trips, ensuring that any public health advice is included as part of the risk assessment. 	September 2021 From September 2021 From September 2021 From September 2021 From September 2021 From September 2021	ABU / SLT EVC / Trip Staff EVC / Trip Staff EVC / Trip Staff EVC / Trip Staff EVC / Trip Staff	

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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
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 but who are well enough to teach lessons online to those pupils self-isolating. Flexible and responsive use of Supply Staff, Teaching 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 	<p>September 2021</p> <p>Ongoing</p> <p>Ongoing</p> <p>September 2021</p> <p>September 2021</p>	<p>LTH / ABU</p> <p>LJF</p> <p>SLT</p> <p>Line Managers</p> <p>DCA</p>	<p>September 2020 and ongoing</p> <p>Requirement for regular testing removed February 2022</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. Curriculum plans and catch-up plans are organised and implemented to reduce the impact of gaps in learning as a result of the lockdown 			SLT	September 2021
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. 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 what they need to bring into school during the induction days in September / letter to parents in summer. 	<p>September 2021</p> <p>September 2021</p>	<p>SLT</p> <p>SLT</p>	<p>September 2021</p> <p>September 2021</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, First Aid Procedures, and relevant HR policies. Attendance expectations will be updated and communicated to parent, carers and pupils in September 2021 	<p>September 2021</p> <p>September 2021</p> <p>September 2021</p> <p>September 2021</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>September 2021</p>
5.5 Risk assessments Ensuring that risk assessments are completed in every area of the school in light of COVID-19 guidance.	<p>Risk / Spread of Infection</p>	<ul style="list-style-type: none"> School risk assessments are reviewed and updated in line with changes to COVID-19 guidance. 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 and in line with changes to COVID-19 guidance. Additional risk assessments to be carried out where required to ensure safety in school. Department risk assessments and updates to be made, communicated to relevant staff and revised practices followed in lessons. Information to be made available to staff as and when updates take place. 	<p>September 2021</p> <p>September 2021</p> <p>September 2021</p> <p>September 2021</p>	<p>ABU / DCA</p> <p>ABU / DCA</p> <p>DCA / HODs</p> <p>DCA</p> <p>SME</p>	<p>Ongoing</p> <p>Ongoing</p> <p>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
5. Operational Issues						
			<ul style="list-style-type: none"> Catering department risk assessment requires revision now catering taken in -house 	September 2021		Ongoing
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>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 considered to be fit for purpose: <ul style="list-style-type: none"> Additional staff to be trained as Fire Wardens (21 have been selected) 	<ul style="list-style-type: none"> School Emergency Evacuation Procedures to be reviewed and updated for autumn 2021 Updated Emergency Evacuation Procedures to be communicated to all staff 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 Drills to take place in the autumn term (walk through fire drills conducted with year groups) 	September 2021 September 2021 September 2021 September 2021 December 2021	DCA DCA DBR ABU / SLT ABU /SLY / HOYS	Ongoing and in progress
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 a local outbreak Remote/distance learning contingency arrangements for all pupils should be maintained in case of closures/local COVID 19 outbreak. 	<ul style="list-style-type: none"> Plans to be put in place for 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 	September 2021	HGY / ABU / HOD's	Ongoing

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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 pandemic	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 	Ongoing September 2021 Ongoing September 2021	MAS / IBA / HOY's SEMH team MAS / IBA / HOY's SEMH team MAS / IBA / HOY's SEMH team	Ongoing September 2021 Ongoing September 2021 and ongoing
6.2 Mental health concerns – staff The mental health of staff has been adversely affected during the pandemic	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 hand posters have been sent out to staff regularly during the pandemic, including links to the school Employee Assistance Programme. All staff have access to the confidential Employee Assistance Programme to support with mental health and bereavement support. This includes up to 6 free talking therapy sessions. If staff require additional sessions after the 6, they can request this from HR. 	<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 every member of staff. Wellness Action Plans are available from HR if a member of staff is experiencing mental ill health. 	Ongoing Ongoing Ongoing	HR/Line Manager HR / LTH HR HR/ Line Managers HR	September 2021 and ongoing
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. EAP also offers support for bereavement For pupils Information and support is available from the Pastoral Team. Information to be made available to parents/carers. 	Ongoing Ongoing	LTH / ABU / SLT MAS/ TMC /HOY's	September 2021 and ongoing

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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 continued for all groups in school which will include updates and training Communications with external contractors about procedures in school. Information displayed in reception informing visitors of the changes in procedures in school. Staff and pupil inductions are key to communicating changes. Staff wellbeing café and newsletter will continue as a means of keeping staff updated on changes and support for wellbeing. 	Ongoing Ongoing Ongoing Ongoing	ABU ABU /SLT DCA DCA SLT / Wellbeing team	In place and ongoing since 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 on return in September 2021. Updates for all staff prior to Autumn Term, and include: <ul style="list-style-type: none"> Updated to COVID Procedures and Infection control Fire safety and evacuation procedures Behaviour management Safeguarding Risk Management Absence Reporting Briefings 	<ul style="list-style-type: none"> September INSET days and training to inform staff of updates within the building. Updates to relevant information to take place and sent out to all staff. The updated Workplace Risk Assessment to be sent out to all staff giving them the opportunity to give feedback to the procedures and control in place. Face to face staff training sessions will take place in larger groups to take place during the induction days. 	September 2021 September 2021 September 2021 September 2021	ABU /SLT ABU / SLT ABU/ MAS / DCA ABU/SLT ?	
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 to take 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 September. 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. 	September 2021 September 2021 September 2021	MAR /Line Manager/HR MAR/Line Manager/HR DCA	
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 during tutor time 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 Hygiene procedures Wellbeing 	<ul style="list-style-type: none"> Pupil Induction sessions are planned for September 2021 New Year 7s to have induction day on their first day in September including: <ul style="list-style-type: none"> School procedures & expectations Biometrics Tour of the building 	September 221 September 2021 September 2021	SEMT MAS / Pastoral teams Pastoral Teams / HOY	September 2021 and ongoing
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 before pupils return in September 2021. 				

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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 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"> Government guidance is being implemented where appropriate. All scheduled maintenance programmes have continued 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"> DCL to liaise with LA regarding any areas that may not be compliant. 	Ongoing	DCL / DCA	In place since September 2020.
8.2 Contractors working on the school site Contractors on-site whilst school is in operation may pose a risk to infection control	Additional persons on site raising the risk / spread of Infection	<ul style="list-style-type: none"> Assurances will be sought by school from the contractors that all staff attending the setting will be in good health (symptom-free). In addition to arrangements for COVID-19, normal contractor procedures are being applied and these will be updated by Site Manager in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). <p>Contractors to wear face covering at all times on site, unless medical exemption or nature of job being undertaken apply</p>	<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 Site Manager prior to contractor's arrival. Site Manager to inform 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. Site Manager to inform any contractors or visitors prior to their scheduled visit that they must follow the hygiene guidelines that are in place in the school and around the building. An assessment to be carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Visiting contractors to report to main 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. 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>November 2021</p>	<p>DCL / DCA</p> <p>DCL / DCA</p> <p>DCL / DCA</p> <p>DCL / DCA</p> <p>DCL / DCA</p> <p>DCL / DCA</p> <p>DCL / DCA</p>	<p>September 2021 and ongoing</p> <p>November 2021 Removed January 2022</p>
8.3 Cleaning	<p>Level of cleaning required to prevent spread of infection cannot be met/maintained.</p> <p>Risk / Spread of Infection</p>	<ul style="list-style-type: none"> An ongoing enhanced cleaning plan is implemented which minimises the spread of infection. Where possible, cleaners working hours have been increased (voluntarily. Additional cleaning time being provided by 1 cleaner and reallocation of breakfast club supervisor duties (2.25 hours per day) 	<ul style="list-style-type: none"> Cleaning requirements as set out by government guidance to be followed 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 to ensure all cleaning requirements are met. Regular inspections to ensure cleaning is completed at the expected level. Extra cleaning hours being provided Staff are to report any cleaning breaches to Site Manager Cleaning checks to be carried out daily To ensure that deep cleaning can take place in all classrooms, workrooms and offices, staff must ensure that desks, tables, chairs and surfaces are kept clear to allow for sanitisation of areas. 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>DCL / DCA</p> <p>DCL / DCA</p> <p>DCL / DCA</p> <p>DCL / DCA</p> <p>ALL Staff DCL / DCA All staff</p>	In place since September 2021 and ongoing
8.4 Ventilation & Doors		<ul style="list-style-type: none"> 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. (All staff aware of requirement to remove wedges from doors in the event of an emergency fire evacuation). Contractor has checked and verified that air conditioning and ventilation units in school are safe for use and being used accordingly 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. Opening of windows and doors encouraged (but not to the detriment of room temperature) to increase air changes. 	<ul style="list-style-type: none"> Site Manager to continue to liaise with nominated contractors regarding the safe use of air conditioning and ventilation units in the school building. Door to food technology MUST be locked when not in use owing to sharp items stored.-Staff have been advised by e.mail From November 2021, CO₂ monitors are being deployed in classrooms (on a rotating basis) to monitor air quality. Where poor air quality is identified, appropriate remedies will be sought. 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>DCA / DCL</p> <p>All staff</p> <p>DCL / Site team</p>	In place since September 2020 and ongoing

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 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 monitored 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 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>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>JCR/JHA/ DCA</p> <p>JCR/JHA/DR/ABU /DCA</p> <p>JCR/JHA/DR/ABU /DCA</p> <p>JCR/JHA/DR/ABU /DCA</p> <p>JCR/JHA/DR/ABU /DCA</p>	In place since September 2020 and continually monitored

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"> Meetings will be held via Zoom. Meetings may take place on a face to face basis, providing this is the decision of the Governing Board/Committee and is based on a risk assessment that considers measures such as sanitisation /cleaning of the room and ventilation. Trustee meetings are being held via Microsoft Teams. Minutes are recorded, as per the usual compliance measures and responsibilities of the LGB. 	Ongoing	ABU	September 2020-processes in place and ongoing. Updated February 2022
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	ABU/Trustees/LGB	In place since September 2020 and ongoing.

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

Documents used to Support Risk Assessment

February 2022

School COVID-19 Operational Guidance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf

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 Spring Term 2022: NEU/GMB/UNISON/Unite commentary and checklist

<https://neu.org.uk/advice/coronavirus-joint-union-safety-checklist-schools-and-other-settings>

Guidance: Coronavirus: how to stay safe and help prevent the spread

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

COVID-19 Response: Living With COVID-19

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056229/COVID-19_Response_-_Living_with_COVID-19.pdf

