



Hazard (What have you identified?)	Risk (What could happen? Who can be affected?)	Description	Control Measures	Led by	Risk L/M/H	Further Actions	Risk L/M/H
Students and parents not aware of the measures in place and the school's expectations	Transmission of Corona Virus / Covid.19 Hospitalisation – death. Staff and Students	Transmission of corona virus / covid.19 between people by close contact due to not following protocols	<ul style="list-style-type: none"> Principal to write to ALL parents Feb '21 prior to student return. Lateral Flow Testing regime set up and working as per Govt guidance (see separate Risk Assessment) Students will be contacted and all the plans and safeguards reinforced before any return to school. All parents and Carers informed via School comms as to when their child should attend school and the plans in place Web site displays any updated plans and instructions Reception remains closed to parents Behaviour policy Covid 19 appendix remains in place and has been shared with parents and students Clear notices for parents and students Reinforce Public Health messages about social distancing at and outside of school! Clear explanations given to parents regarding 1] not entering school building 2] not sending child to school if they or anyone they have been in contact with has displayed Covid symptoms Students MUST not share lifts to school – make clear to parents No MOBILE PHONES out in school to reduce risk of social distancing being broken. Phones off and kept out of sight. 	SLT		<ul style="list-style-type: none"> Check updates from DfE and PHE on daily basis Principal communicates regularly with Parents and carers Any failure to comply and the student may not be permitted to enter or remain on school site. Refer to school behaviour policy Covid appendix Positively encourage parents to reinforce social distancing and hand washing messages at home. Regular weekly reminders to students Parents to use email if they need to communicate with staff Parents reminded about the No Mobile phone policy 	



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Working in proximity with other members of staff and students	<p>Transmission of Corona Virus / Covid.19</p> <p>Hospitalisation – death.</p> <p>Staff and Students</p> <p>Closure of school disruption to education and impact on Mental Health of students</p>	Transmission of corona virus /covid.19 between people by close contact	<ul style="list-style-type: none"> • Covid Lateral Flow Testing regime established. • Risk Assessment shared with staff who will be expected to follow it and to contribute to further enhancements • Individual Staff risk assessments • Frequent washing of hands with soap and warm water / alcohol based hand gels. • Implement guidance from Public Health England. • Ensuring 2 metre separation where possible. Where not possible masks are worn. • Students in Year group Bubbles taught in zones staff separate from students by marked zones • Spacing of desks in rooms to ensure distancing. • Students to attend same room and use same furniture daily apart from specialist lessons. • Students have staggered break and lunch time. • Removal of unnecessary items from classrooms. • Where possible, keep adults and groups of students together. • Ensure toilets do not become crowded by limiting the number of students or young people who use the toilet facilities at one time. • Ensure lunch hall is used at maximum 50% capacity. • Remove items which are difficult to clean, such as those with soft furnishings or intricate parts. • Impose self-isolation within groups where a case of Covid-19 is confirmed. • Ensure provision of handwashing / hand sanitiser and paper towels in all classrooms. • Introduce and reinforce with students and parents Covid19 behaviour policy appendix • Increase number of bins for disposal of hand towels and tissues • Ensure classrooms and work areas are well ventilated. • Separate working arrangements to ensure space to manage social distancing 	SLT	M	<ul style="list-style-type: none"> • Provide support to specific students to enable measures to be undertaken underpinned by risk assessment 	L



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Virus transmission through touch to objects	Transmission of Corona Virus / Covid.19 Hospitalisation – death. Staff and Students Closure of school disruption to education and impact on Mental Health of students	Transmission of corona virus /covid.19 between people by touch to infected objects.	<ul style="list-style-type: none"> • Frequent washing of hands with soap and warm water/alcohol-based hand gels. • clean surfaces that students and young people are touching, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. • Thorough hand washing on arrival to school, before eating and on departure. • Temperature checking of staff and students on arrival at school • Practise of 'catch it, bin it, kill it' with tissues when sneezing. • ensure that bins for tissues are emptied regularly. • Regular cleaning of all 'high touch' items, including door handles and handrails, push plates, taps, flush handles, tables, chairs, work surfaces. • Telephones wiped down / cleaned after use. • Increased cleaning of surfaces that students and staff are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. • Isolation in control (quarantine) room followed by collection of any pupil who shows symptoms of Covid-19. • Reduce use of paper-based resources such as text books. • Individual spaces for students within groups. Groups do not mix where possible. • Routine cleaning of any equipment that is shared between students. • Lunch tables disinfected between sittings. • P.E. equipment cleaned with disinfectant wipes following use by students. 	SLT and PH	M	<ul style="list-style-type: none"> • Site team will map areas used for educating pupils to ensure enhanced cleaning of those spaces • Encourage students to not touch their faces. • Supplies (limited) of spare masks in school • Ensure tissues available in every classroom. • Remind staff and students to regularly wash hands. • Provide support to specific students to enable measures to be undertaken. 	L



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Parents and visitors transmitting Covid-19	Transmission of Corona Virus / Covid.19 Hospitalisation – death. Staff and Students Closure of school disruption to education and impact on Mental Health of students	Transmission of corona virus /covid.19 between people by close contact	<ul style="list-style-type: none"> Lateral Flow Testing in place. Main reception closed to parents No parents to come into school building. Distancing supported outside of school through painted lines (2 metre intervals) Staff / parent interactions at minimum distance of 2 metres. One way system implemented at drop off / pick up Carpark closed to parents at front of school Year 10 use Tennis Centre drop off point Staggered entry for students for drop off and pick up. Where possible. SLT to monitor social distancing between staff. Site manager and SLT to monitor transitions into school and out of school. Visitors who cannot carry out work remotely and visit is vital to the health and or welfare of staff, students and families (e.g. Social Worker) will be allowed on site, Conference room used as near the front of the school and large enough for social distancing, windows and doors open for ventilation, PPE if appropriate. LFT conducted. 	SLT	M	<ul style="list-style-type: none"> SLT to authorise all visits. In poor weather the Tennis Centre will form a safe holding area for students in Yr 9 and 10 but sectioned off using netting and all ventilation open. In poor weather Year 8 use Sports Hall In poor weather Year 7 use Bubble classrooms In poor weather Year 11 use their social area Use of Lateral Flow Testing - LFT 	L
Contractors Service Engineers Etc.	Transmission of Corona Virus / Covid.19 Hospitalisation – death. Staff and Students And Contractors etc	Transmission of corona virus /covid.19 between people by close contact Risk of external infections	<ul style="list-style-type: none"> Separate working areas should be in place and no contact between staff or students should take place If possible work to be done when staff and students are not in building. PPE worn LFT taken prior to working in the building. 	PH	M	<ul style="list-style-type: none"> Should the work needed be in areas of the school in use - this should be carried out outside school hours by arrangement. Enhanced cleaning on completion of works 	L



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Working with students	Transmission of Corona Virus / Covid.19 Hospitalisation – death. Staff and Students Closure of school disruption to education and impact on Mental Health of students	Transmission of corona virus /covid.19 between people by close contact Classrooms cannot be socially distanced.	<ul style="list-style-type: none"> • Before returning to school students tested with LFT then twice weekly (see LFT RA) • If positive send home with PCR test to isolate • Staff and students follow the plan that sets out all the necessary precautions and controls. • Staff working with students to observe social distancing if not possible then masks must be worn. • Students will be expected to wash hands frequently • Use tissues when coughing or sneezing & bin them • Classrooms to be set up to manage social distancing where possible • Rooms (teachers) equipped with hand sanitiser • Easily understood instructions on how to maintain the 2mtr distance between people should be given as often as possible • Signage displayed around school reinforcing messages • Reinforcement of all the instructions and measures should take place as often as needed • Timings for break and lunch to be staggered to support social distancing. • Behaviour policy appendix shared with staff, students and parents • PPE available in each room in case of an emergency such as a child needing first aid. • Premises cleaning increased, frequent disinfecting of areas especially high contact areas. • Enforce the seating plan – same seat every time. • Plans to be in place to keep movement around the school to a minimum • Regular reminders to parents and students regarding the Covid Behaviour policy appendix 	SLT	M	<ul style="list-style-type: none"> • Stationery students have individual packs – not shared. • Books remain in classrooms • Toilet signage displayed about lid down flushing and handwashing. <p>Read the Mass Testing Risk Assessment for the LFT regime.</p>	L



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Working with Students with An EHCP	Transmission of Corona Virus / Covid.19 Hospitalisation – death. Staff and Students	Transmission of corona virus /covid.19 between people by close contact Students not understanding importance of following rules	<ul style="list-style-type: none"> • Specific measures in place for students with SEND – refer to their EHCP for individual guidance. • SEND team aware of key individuals and supporting as required • PPE provided as and when necessary • As appropriate, separate Risk Assessments completed to ensure transmission of covid19 is mitigated against • Risk Assess students with Medical EHCP if there is a risk then in discussion with parents decision reached as whether to remain doing the remote learning package. 	CFD SENCO		<ul style="list-style-type: none"> • Regular reminders about social distance • Regular reminders about hand washing • Each pupil will have their own equipment and this will not be shared with the TA. 	
Corona virus Infection in staff	Transmission of Corona Virus / Covid.19 Hospitalisation – death. Staff and Students Closure of school disruption to education and impact on Mental Health of students	Transmission of corona virus /covid.19 between people by close contact	<ul style="list-style-type: none"> • Staff tested twice each week using LFT • If positive send home with PCR test • PHE guidance will be followed. • Test Track and Trace regulations followed • Anyone showing symptoms or suspects they may be infected should not come into School observe the Public Health England and government advice. • Get tested as soon as possible and provide tracers with necessary information. • Self-isolate for 10 days, get tested family to self-isolate for 10 days. • Suspected cases contact SLT to access direct testing → on receipt of the result of any test the school or trust should be informed, and medical guidance followed. • If informed by tracers of contact - staff or students must self isolate for 10 days. • Staff should not attend if they have symptoms or are self-isolating due to symptoms in their household as required by national government guidance and are encouraged to test themselves and those in their household if symptomatic. 	SLT	M	<ul style="list-style-type: none"> • Regular reminders of the Test, Track and Trace regulations for staff and students • Stress the “any symptoms get a test” message from the government. 	L



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Corona Virus Infection in students and their families /carers	Transmission of Corona Virus / Covid.19 Hospitalisation – death. Staff and Students also vulnerable family members Closure of school disruption to education and impact on Mental Health of students	Transmission of corona virus /covid.19 between people by close contact Asymptomatic students bringing virus into school.	<ul style="list-style-type: none"> • All students tested using LFT before returning • In school contact with confirmed positive case results in isolation. If 7 day testing gets approval then this will be offered as alternative. • Test Track Trace - No Student Parent/Carer should come into school if they are showing symptoms or suspect they have been in contact with someone who has or maybe infected. • No Student Parent/Carer should come into school if they are showing symptoms or have or suspect they may have been in contact with someone who has or maybe infected. • Reinforce of the procedures to control infection transmission and to follow the guidelines set out by Public Health England and the government. • Appropriate PPE will be in place for the First aider operating the medical room. Pupils will have it explained to them exactly what and why this equipment is being worn. • The correct PPE for the tasks being carried out should be in accordance with site and COSHH guidance and risk assessments. • If a pupil or staff member becomes unwell with coronavirus symptoms while at the academy and requires direct personal care (within 2m) until such time as they can return home a fluid-resistant surgical face mask (FRSM Type IIR) should be worn by the supervising adult. • The member of staff/pupil individual will be placed behind a closed door 2m from others, ventilated if possible. If direct contact is necessary then disposable gloves and apron should be worn. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 	SLT	M	<p>The Mass Testing in Schools Risk Assessment should be read along with this one.</p> <ul style="list-style-type: none"> • Regular reminders of the Test, Track and Trace regulations for staff and students • Stress the “any symptoms get a test” message from the government. • Remain vigilant - if information comes to the school that gives reason to suspect a student or family could possibly be infected it should take careful consideration to act to protect Staff other Students /Parents/Carers. 	L



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Colleagues who Identify as BAME	Transmission of Corona Virus / Covid.19 Hospitalisation – death. Staff and Students	Recognition that there is an increased risk of death following being covid-19 positive for colleagues identifying as BAME	<ul style="list-style-type: none"> Engage with any BAME colleagues ensuring that they have complete transparency about how school routines are going to be put in place. Complete individual risk assessments as required for BAME colleagues and consider re-deployment within the academy as part of this process. Co-produce risk assessments to ensure that BAME colleagues are listened to and agreements are reached in relation risk that can be mitigated against. 	SLT		<ul style="list-style-type: none"> Review the rota arrangements which reduces the contact time BAME colleagues are in the classroom over the duration of a week. 	
Infection within the school	Transmission of Corona Virus / Covid.19 Hospitalisation – death. Staff and Students Closure of school disruption to education and impact on Mental Health of students	Suspected cases of Covid-19 through identification of symptoms	<ul style="list-style-type: none"> Any pupil / adult showing or suspecting symptoms of Covid-19 to be moved safely and sensitively to quarantine room. Door open and window open for ventilation. PPE, to be provided to individual and those supervising (face mask and gloves). Child / adult to be sent home and testing arranged. Maintain a 'clean room' to move staff and students to if a potential infection is suspected Enhanced clean of all areas where that person was during time in school. Students follow social distancing rules and one-way system First aiders to be aware of the information from the Resuscitation Council (UK). <p>https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <ul style="list-style-type: none"> First aiders are to ensure that appropriate personal protective equipment is worn dealing with a casualty. 	SLT	M	<ul style="list-style-type: none"> Regular reminders of the Test, Track and Trace regulations for staff and students Stress the "any symptoms get a test" message from the government. Confirmed cases of Covid-19 from an adult → immediate 7 day isolation for individual and 10 days for family and those in contact. Monitor all movement around the school. Inform others in direct contact, for the time indicated by Public Health England, with the individual to go home and isolate for 14 days or until such a time as the individual's test results return as negative. 	L



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Transport to and from the academy	Transmission of Corona Virus / Covid.19 Hospitalisation – death. Staff and Students	Within confined space, public transport could increase the risk of catching coronavirus	<ul style="list-style-type: none"> Clear message will be promoted to parents/carers/staff and pupils to avoid the use of public transport wherever possible. Reinforce the “wear a mask” policy on public transport. Upon arrival to the academy there will be hand sanitiser which all pupils are required to use. If the use of public transport is unavoidable staff/pupils will be asked to allow additional time and check with operators beforehand on their arrangements. Staff/pupils will be told to wear a face mask if they need to use public transport and maintain a two metre distance from others where possible and minimise the amount of time they spend close to other people. At the end of the journey staff/pupils will be required wash your hands for at least 20 seconds or sanitise hands as soon as possible. Car sharing is not allowed everyone informed about this. 	SLT	M	<ul style="list-style-type: none"> The location of the academy and the community it serves means that relatively few pupils use public transport, with most travelling in using bikes or walking. Most students do not attend with their parents travelling with them and this will be reiterated or the message on only one parent accompanying will be promoted. 	L
Shared IT equipment or furniture between staff	Transmission of Corona Virus / Covid.19 Hospitalisation – death. Staff and Students	Potential spread of virus through touching contaminated surfaces	<ul style="list-style-type: none"> Where the same computer is used by different members of staff, the previous staff member will have sanitiser wipes to ensure that the key board and desk area is cleaned. All other equipment used by staff will be their own. The projector will be left on, reducing the need for teachers to touch it. All IT thoroughly cleaned down every evening 	SLT	M		L



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Staff numbers not adequate to reopen	Students not able to return and remote education continues, disrupted education Impact on student mental health	Too many staff having to self isolate due to infection or suspected Covid 19 infection	<ul style="list-style-type: none"> Establish accurate staff list check on daily basis Staff who are well and isolating expected to deliver online lessons to students who are in school. Staff who are unwell and isolating will require cover so we have links with Teaching Personnel for supply cover. Establish those who are vulnerable (for example may have asthma) and are self-isolating Contact those staff and arrange an online review Conduct all necessary Risk Assessments for those staff following the guidance agreed with the Trust and the Unions. Establish and agree control measures that are required to enable safe return 		M	<ul style="list-style-type: none"> Maintain regular communication with staff working from home Ensure they are aware of the work that the school would like them to focus on to assist the education of the students 	L
Following the National Lock Down 2021 900 students all returning on one day, spike in infections,	Transmission of Corona Virus / Covid.19 Hospitalisation – death. Staff and Students School closure due to high numbers of staff isolating.	ALL Students returning to school wk Beg 8 th March All of the above RA details apply.	<ul style="list-style-type: none"> School establishes a LFT centre to enable all students and staff to be tested once prior to returning then twice more with 3/5 day intervals. Following this staff and students will be expected to Home Test twice each week and data fed to NHS via online registration service. RA written specifically for this testing Regular LFT for staff on weekly basis 7 day testing or isolation for any student in contact with a positive case All the previous and the updated measures above will continue to be in place 	RRU and PHA	M	<ul style="list-style-type: none"> Refer to LFT Risk Assessment 	L

Checked weekly – next Full Review post March 8th return to school 2021

KEY:

LOW	MEDIUM	HIGH
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Acceptable risk	Put control Measures in Place	Unacceptable Risk, the task requires further assessments and changes.
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