



<b>RISK ASSESSMENT FOR:</b>	<b>Coronavirus (COVID-19)</b>	<b>Harmonize Academy; September 2021</b>		
<b>Assessment by:</b> M.McConville(Principal), C.Parkinson(V Principal), M.Kearns(Site Manager/Health&safety) <b>Signature:</b> C.Parkinson, M McConville, M Kearns	<b>Date of assessment:</b> 29/08/2021	<b>Date of review:</b> In line with government updates or as required.	<b>Version;</b> 1.1	
<b>High Risk (H):</b> Actions needed. The risk of injury could be high and immediate action should be taken. <b>Medium Risk (M):</b> Actions should be dealt with as soon as possible. <b>Low Risk (L):</b> Actions should be dealt with as soon as practicable.		<b>Location of activity:</b> Whole school		
<b>Staying COVID Secure – Our Commitment</b> We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment. We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils. We will share this Risk Assessment and its findings with employees. We will continue to comply with all relevant Health and Safety Legislation. We will continue to monitor the pandemic and ensure we follow government legislation and guidance.				

Overview of Risk Ratings		
Key Risks	Risk Rating with no Measures in place	Risk Rating with Measures in Place
Spread of Covid-19/ Hygiene practice and personal protection	High	Medium
Someone becomes unwell with Covid-19 symptoms	High	Low
There is a confirmed case of coronavirus	High	Low
Staffing: The school is in danger of closing because of low staffing levels	Low	Low
Facilitators; Facilitators cannot safely work in the building to support students	Medium	Low
Resources: Resources are running low so school at risk of closing	Low	Low
Cleaning: Stocks/staffing are dangerously low putting school at risk of closure	High	Low
Health and Safety: Staff, parents, unions deem the health and safety measures in place inadequate resulting in low staffing or student attendance levels	Low	Low
Workload: staff workload in terms of emergency curriculum planning and adaptation is prohibitive in terms of time and practicality (local lockdown/second spike)	Medium	Low
Contingency planning (when schools should consider additional action)	High	Low

Hazard / Risk	Who might be harmed and how?	Evaluating risks; How can the hazards cause harm?	Risk rating High Medium Low	Control Measures	Control Measures Yes/No/NA	
					In Place	Reviewed risk rating
<b>Spread of Covid-19</b>	<p>Students, Staff and Essential Visitors.</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions and BAME colleagues.</p> <p>Anyone else who physically comes in contact with Someone in relation to school.</p>	<p>The symptoms of coronavirus are:</p> <p><b>high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p> <p><b>new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</p> <p><b>loss or change to your sense of smell or taste (anosmia)</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</p> <p>Most people with coronavirus have at least one of these symptoms.</p>	High	<p>Cleaning and hygiene</p> <ul style="list-style-type: none"> <li>• follow guidance on cleaning and sanitising the building and surfaces</li> <li>• sufficient handwashing facilities are available and appropriate time/opportunities allowed for personal hygiene. Where a sink is not nearby, hand sanitiser stations are wall mounted in prominent places and frequent, provide individual hand sanitiser to all staff and students</li> <li>• clean surfaces that students are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal with disinfectant fog machine or spray/wipes</li> <li>• All staff and students will wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>• Sanitise hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>• are encouraged not to touch their mouth, eyes and nose</li> <li>• use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>• When appropriate, provide PPE for staff and students to wear; masks, face-shields. (staff and students to follow guidance on the use of PPE – 2 hrs maximum mask usage/safe disposal, continue to wash hands regularly for 20 seconds (where required/when extra action or contingency planning would need to be implemented).</li> <li>• bins for tissues will be emptied throughout the day (purchased new bins that are foot-pedal operated with lids for all areas for disposal of used PPE and tissues)</li> <li>• All working spaces should be well ventilated using natural ventilation (opening windows) prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• Enhanced cleaning of frequently touched surfaces will occur in classrooms. Teaching staff will be provided with personal cleaning equipment inclusive of detergent/bleach based products for the cleaning down of each student work station and any frequently touched surface at the end of each lesson.</li> </ul>	Yes	Medium

Hazard / Risk	Who might be harmed and how?	Evaluating risks; How can the hazards cause harm?	Risk rating High Medium Low	Control Measures	Control Measures Yes/No/NA	
					In Place	Reviewed risk rating
			High	Physical Education – Face coverings will be provided for all students and staff when using the minibus. Face coverings will be safely disposed of. Windows will be open in the front and rear of the minibus (when possible) <ul style="list-style-type: none"> <li>• there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational setting</li> <li>• Signage installed to various areas of the building reminding people to wash hands regularly and maintain good respiratory hygiene.</li> </ul> Beauty Therapy- <ul style="list-style-type: none"> <li>• For all face to face treatments/practical sessions or student engagement, face coverings to be worn at all times.</li> </ul>	Yes	Medium

Hazard / Risk	Who might be harmed and how?	Evaluating risks; How can the hazards cause harm?	Risk rating High Medium Low	Control Measures	Control Measures Yes/No/NA	
					In Place	Reviewed risk rating
			High	<p>For shared rooms:            Keep occupied spaces well ventilated            It is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.            Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).            Staff to balance the need for increased ventilation while maintaining a comfortable temperature.            School will pay particular consideration when holding events where visitors such as parents are on site, for example, school plays and will plan accordingly.            where extra action is required, wear appropriate personal protective equipment (PPE) – masks or face shields to be worn on the premises at all times.</p> <p>Other considerations</p> <ul style="list-style-type: none"> <li>Some pupils with SEND (whether with education, health and care plans or on SEN support) may need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators will support students to help meet their needs</li> </ul> <p>Leaders to update and inform staff re government guidance regarding covid-19 controls required:</p> <ul style="list-style-type: none"> <li>Gov.uk <a href="https://www.gov.uk/">https://www.gov.uk/</a></li> <li>Public Health England <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></li> <li>Department for Education <a href="https://www.gov.uk/government/organisations/department-for-education">https://www.gov.uk/government/organisations/department-for-education</a></li> <li>Health and Safety Executive <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul>	Yes	Medium

Hazard / Risk	Who might be harmed and how?	Evaluating risks; How can the hazards cause harm?	Risk rating High Medium Low	Control Measures	Control Measures Yes/No/NA	
					In Place	Reviewed risk rating
			High	<p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> <li>• HSE COVID19 latest information and advice</li> <li>• HSE Working safely during the coronavirus guide</li> <li>• Government guidance COVID-19: guidance for schools and other educational settings</li> <li>• Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</li> <li>• Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable</li> <li>• Government publication COVID-19: cleaning in non-healthcare settings</li> <li>• Government publication Best Practice: how to hand wash</li> </ul> <p>Due to the rapidly changing advice on Covid-19, leaders should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p> <p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> <li>• Encouraging students to walk or cycle to school where possible and provide a mask for students to wear on public transport.</li> <li>• making students are aware of safety measures when planning their travel (provide face-masks for students to travel to and from school)</li> <li>• ensure students do not travel if they are experiencing Covid 19 symptoms</li> </ul> <p>Local authorities or transport providers could consider the following:</p> <ul style="list-style-type: none"> <li>• All transport is LA or host school provided so they need to ensure they are confident the students travel arrangements are in place safely.</li> </ul> <p>Whilst all control measures are in place at school, we are relying on the guidance and protocols being followed by transport providers. If at any</p>	Yes	Medium

				<p>point we have any concerns for the safety of a student using provided transport we will escalate our concerns to the LA, referring schools and parents/carers.</p> <p>Shielding; Shielding is currently paused. In the event of a major outbreak or variant of concern (VoC) that poses a significant risk to individuals on the shielded patient list (SPL). Shielding can only be reintroduced by national government.</p> <p>Lateral flow testing Rapid coronavirus (COVID-19) testing in secondary schools and colleges Rapid testing will be provided by the DfE</p> <ul style="list-style-type: none"> <li>• for the school and college workforce to conduct twice weekly testing (until the end of September in the first instance) - this will help identify those who are carrying the virus without displaying symptoms, reducing the risk of transmission</li> </ul> <p>For every group, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools and colleges.</p> <p>Rapid testing helps identify those asymptomatic cases that might otherwise not be detected, causing the virus to spread further. Harmonize Academy staff and students are requested to test twice weekly on a Sunday and Wednesday. Staff are requested to use a school specific email to send their results to as well as receiving them personally.</p> <p>As an additional measure and for any students that are unable to test at home for whatever reason on a Sunday and Wednesday, we will offer small scale on-site testing for students on a Monday and Thursday 9-10am. Any students unable to take a test or feel unwell can take a test in school. Testing operatives will also be available at any time if a student requests a lateral flow test in school.</p>		
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	Who might be harmed and how?	Evaluating risks; How can the hazards cause harm?	Risk rating High Medium Low	Control Measures	Control Measures Yes/No/NA	
					In Place	Reviewed risk rating
<p><b>Someone becomes unwell with Covid-19 symptoms</b></p>	<p>Students, Staff and Essential Visitors.</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions and BAME colleagues.</p> <p>Anyone else who physically comes in contact with Someone in relation to school.</p>	<p>Infect other people</p>	<p>High</p>	<p>Regardless of age or vaccination status, anyone who develops any of the three main COVID-19 symptoms must get a PCR test as soon as possible and isolate until the result is available. The Principal must be made aware of any results ASAP by telephone.</p> <p>People who get a positive PCR test must continue to isolate as usual (for ten days from the onset of symptoms or the date of the positive test result if no symptoms were displayed). Staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• Book a PCR test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms until they have completed a lateral flow test or PCR test.</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) to NHS Test and Trace</li> </ul> <p>From 16 August, the Government has stated that people aged under 18 years and 6 months or who are fully vaccinated (two doses) will no longer be legally required to isolate if they are a close contact of someone with COVID-19. Instead, they will be advised to get a PCR test unless they have had a positive PCR test in the previous 90 days.</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be completed at home, in school or booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>Parents and staff will be asked to inform school immediately of the results of a test:</p> <p><b>Confirmatory PCR tests</b></p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus</p>	<p>Yes</p>	<p>Low</p>

			<p>(COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.          Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil/staff member can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p><b>Main messages</b></p> <p>When to self-isolate</p> <p>Self-isolate straight away and get a PCR test (a test that is sent to the lab) on GOV.UK as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none"> <li>a high temperature</li> <li>a new, continuous cough</li> <li>a loss or change to your sense of smell or taste</li> </ul> <p>You should also self-isolate straight away if:</p> <ul style="list-style-type: none"> <li>you've tested positive for COVID-19 – this means you have the virus</li> <li>someone you live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you)</li> </ul> <p>If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> <li>you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS</li> <li>you're under 18 years, 6 months' old</li> <li>you're taking part or have taken part in a COVID-19 vaccine trial</li> <li>you're not able to get vaccinated for medical reasons</li> </ul> <p>Even if you do not have symptoms, you should still:</p> <ul style="list-style-type: none"> <li>get a PCR test on GOV.UK to check if you have COVID-19</li> <li>follow advice on how to avoid catching and spreading COVID-19</li> <li>consider limiting contact with people who are at higher risk from COVID-19</li> </ul> <p>You must not leave your home if you're self-isolating.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">(https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/)</a></p>	
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				<p><b>Ending self-isolation</b></p> <p>If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 10 full days.</p> <p>You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.</p> <p>If a student is awaiting collection (due to becoming unwell with Covid 19 symptoms), they should be isolated immediately to the welfare officers room in reception, the door can be closed, they can be isolated and the windows can be opened for ventilation. Where appropriate adult supervision if required can be in place (door will remain open and staff to wear full PPE). If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. The room will be deep cleaned immediately after they have left.</p> <p>If they need to go to the bathroom while waiting to be collected, after the student has finished the bathroom will be deep cleaned immediately.</p> <p>PPE should be worn by staff supporting the student while they await collection if a distance of 2 metres cannot be maintained (such as for a student in distress).</p> <p>In an emergency, follow normal protocols and call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, walk in centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough, a high temperature or they have a loss of taste or smell, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the student subsequently tests positive.</p> <p>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>		
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Hazard / Risk	Who might be harmed and how?	Evaluating risks; How can the hazards cause harm?	Risk rating High Medium Low	Control Measures	Control Measures Yes/No/NA	
					In Place	Reviewed risk rating
<p><b>There is a confirmed case of coronavirus</b></p>	<p>Students, Staff and Essential Visitors.</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions and BAME colleagues.</p> <p>Anyone else who physically comes in contact with Someone in relation to school.</p>	<p>Threat to health / life</p> <p>Infect other people</p>	High	<p>When a student or staff member develops symptoms compatible with coronavirus, they can be tested using the schools rapid testing protocols. If the test is negative, they can remain in school. If positive, they must self-isolate immediately and follow up the test with a PCR test. Should the staff/student decline a test they must self-isolate for 10 days. All staff and students who are attending an education setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. School can support and guide them through this process. School will contact the local health protection team and immediately email SPOC in relation to any positive cases.</p> <p><b>Tracing close contacts and isolation</b> Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: they are fully vaccinated they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close</p>	No	Low

				<p>contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></p> <p>Any confirmed cases will be reported to the governing body, the local authority, the DfE and Public Health England as necessary.</p> <p><b>Local outbreaks</b>  In case of extra action if the number of positive cases substantially increase the thresholds, detailed below, can be used by used as an indication for when to seek public health advice;  Whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <p>All incidents reported to the Health and Safety Unit, using the LCC online accident and incident report form.  Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> <li>• HSE RIDDOR reporting of COVID-19</li> </ul> <p>A deep clean of any contaminated areas will occur within school, immediately and before staff or students return.</p> <p>Review Pastoral support for both staff and students in terms of supporting families where Covid-19 is confirmed and where outcomes are serious: i.e. Life-threatening and life-taking.</p>		
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Hazard / Risk	Who might be harmed and how?	Evaluating risks; How can the hazards cause harm?	Risk rating High Medium Low	Control Measures	Control Measures Yes/No/NA	
					In Place	Reviewed risk rating
<b>Staffing: The school is in danger of closing because of low staffing levels</b>	<p>Students, Staff and Essential Visitors.</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions and BAME colleagues.</p> <p>Anyone else who physically comes in contact with Someone in relation to school.</p>	<p>Dangerous levels of supervision for students</p> <p>Inadequate support for students and staff</p> <p>Inadequate first aid provision</p>	<p>Low</p>	<p>Staffing levels are monitored and are sufficient to ensure there are enough members of staff to supervise students in school.</p> <p>Provision is in place should teaching staff become ill or are unavailable for work.</p> <p>Provision is in place should support/canteen/cleaning staff become ill or unavailable to work.</p> <p>Provision is in place should members of the leadership team become ill or are unavailable for work.</p> <p>Support and site staff levels are monitored to ensure there are enough members of staff to provide support and site maintenance/cleaning.</p> <p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature or loss of taste or smell, and are kept up to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any member of staff who displays signs of being unwell, such as having a cough, fever, difficulty in breathing or reports a loss of taste or smell, is immediately sent home and advised to call 119 to receive support or 999 if they become seriously ill or their life is at risk.</p> <p>Adequate trained first aid responders on site at all times.</p> <p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if somebody has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a student's symptoms to the Principal.</p> <p>Staff are informed via email, staff meetings and line managers about who they can talk to if they have concerns, e.g. about their commitments, health, workload and mental wellbeing.</p> <p>Staff are aware of how to report sickness and how they will be paid during their absence.</p> <p>All staff members' emergency contact details are up-to-date, including alternative emergency contact details, where required. Staff members' alternative contacts are contacted where their primary emergency contact cannot be reached.</p>	<p>Yes</p>	<p>Low</p>

Hazard / Risk	Who might be harmed and how?	Evaluating risks; How can the hazards cause harm?	Risk rating High Medium Low	Control Measures	Control Measures Yes/No/NA	
					In Place	Reviewed risk rating
			Low	<p>The First Aid Policy is up-to-date and outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</p> <p>Staff to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, follows appropriate guidance</p> <p>Where a member of staff must accompany or supervise a pupil showing symptoms of coronavirus, infection control procedures and social distancing arrangements are adhered to at all times.</p> <p>Staff experiencing anxiety or staff who have concerns are supported to ensure they are comfortable coming into school and to ensure maximum staff availability/ attendance.</p>	Yes	Low

Hazard / Risk	Who might be harmed and how?	Evaluating risks; How can the hazards cause harm?	Risk rating High Medium Low	Control Measures	Control Measures Yes/No/NA	
					In Place	Reviewed risk rating
Facilitators; Facilitators cannot safely work in the building to support students	Facilitators and any close contacts	Threat to health / life  Infect other people  Lack of support for students Increased anxiety of students/staff	Medium	<u>Psychologist:</u> The room is well ventilated; The student must sanitise their hands on entry; AC will be informed if any students are showing symptoms or have recently been ill; Nobody must enter the room whilst it is in use for therapy (9 to 3). <u>Photographer:</u> Room is well ventilated and JR to clean any IT equipment/media equipment used regularly Enrichment; Any use of public transport (taxi's) students and staff will have face coverings for use. <u>Singing Lessons:</u> CJ to wear a face covering/shield as appropriate/desired. CJ to use her tablet/projector to teach from the front. Room is well ventilated and the front and rear window must remain open at all times. <u>Resonate – Music support</u> The windows must be left open and room ventilated at all times. The door can remain open if appropriate. <u>Career connect/We are with you to follow school guidance on testing,</u>	Yes	Low

Hazard / Risk	Who might be harmed and how?	Evaluating risks; How can the hazards cause harm?	Risk rating High Medium Low	Control Measures	Control Measures Yes/No/NA	
					In Place	Reviewed risk rating
<b>Resources: Resources are running low so school at risk of closing</b>	<p>Students, Staff and Essential Visitors.</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions and BAME colleagues.</p> <p>Anyone else who physically comes in contact with Someone in relation to school.</p>	<p>Inadequate level of resources to support face to face student support.</p> <p>Inadequate resources to keep students and staff safe</p>	<p>Low</p>	<p>Sound financial management</p> <p>Weekly review of resources</p> <p>Increased costs are recorded and monitored: if extra action is required then</p> <ul style="list-style-type: none"> <li>• Increased costs due to PPE purchasing</li> <li>• Additional cleaning costs to ensure the building is safe and infection free.</li> <li>• Additional cleaning required due to confirmed or suspected coronavirus cases.</li> </ul>	<p>Yes</p>	<p>Low</p>

Hazard / Risk	Who might be harmed and how?	Evaluating risks; How can the hazards cause harm?	Risk rating High Medium Low	Control Measures	Control Measures Yes/No/NA	
					In Place	Reviewed risk rating
<p><b>Cleaning: Stocks / staffing are dangerously low putting school at risk of closure</b></p>	<p>Students, Staff and Essential Visitors.</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions and BAME colleagues.</p> <p>Anyone else who physically comes in contact with Someone in relation to school.</p>	<p>Critical levels of cleaning products lead to an inability to secure clean working environments which will lead to an increased risk of infection or spreading of the virus</p> <p>Inadequate support for students and staff</p>	<p>High</p>	<p>A good supply and stock of soap and alcohol-based hand sanitiser, adequate hand-washing facilities to enable staff, students and visitors (essential) to clean hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Wall mounted hand sanitising stations in prominent areas of the school, additional stations to be placed on all corridors, inside and outside of toilets and in reception. (every classroom entrance has a hand sanitising station)</p> <p>Good respiratory hygiene is promoted through the 'catch it, bin it, kill it' approach; plus, readily available tissues.</p> <p>Bins provided with a foot mechanism for opening and closing in all classrooms and communal areas</p> <p>A good supply and stock of standard cleaning products, such as detergents and bleach to ensure that frequently touched surfaces are cleaned often.</p> <p>Staffing levels for cleaning is sufficient.</p> <p>School will closely monitor cleaning product stock and staffing. If at any point either are insufficient to ensure the safety of staff and students in the building, we would not open.</p> <p>Alongside enhanced cleaning, the use of a fogging machine to be used routinely (as required) to sanitise the building.</p>	<p>Yes</p>	<p>Low</p>



Hazard / Risk	Who might be harmed and how?	Evaluating risks; How can the hazards cause harm?	Risk rating High Medium Low	Control Measures	Control Measures Yes/No/NA	
					In Place	Reviewed risk rating
<p><b>Health and Safety: Staff, parents, unions deem the health and safety measures in place inadequate resulting in low staffing or student attendance levels</b></p>	<p>Students, Staff and Essential Visitors.</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions and BAME colleagues.</p> <p>Anyone else who physically comes in contact with Someone in relation to school.</p>	<p>Dangerous levels of supervision for students</p> <p>Inadequate first aid provision</p> <p>Inadequate support for students and staff</p>	<p><b>Low</b></p>	<p>Review PPE needs for all staff, consider contact risks and communicate with staff. (if required)</p> <p>Provide adequate minimum PPE for staff and students to wear to ensure safety of all students and staff in the building. (if required)</p> <p>Provide face coverings for students to wear on public transport.</p> <p>Provide a copy of the risk assessment to governing body (for approval), DfE, local authorities, referring schools and displayed on the school website.</p> <p>Follow Public Health England guidelines and monitor updated guidance and amend accordingly.</p> <p>Guidance on staff expectations shared with them vial staff meetings/email as required.</p> <p>Guidance on parent/student expectations shared with them via home communication as required.</p> <p>High level of self-awareness from staff and awareness of others actions and behaviours.</p> <p>Ensure 'normal' health and safety/fire checks continue.</p> <p>Adequate trained first aid responders on site at all times.</p>	<p>Yes</p>	<p>Low</p>

Hazard / Risk	Who might be harmed and how?	Evaluating risks; How can the hazards cause harm?	Risk rating High Medium Low	Control Measures	Control Measures Yes/No/NA	
					In Place	Reviewed risk rating
<b>Workload: staff workload in terms of emergency curriculum planning and adaptation is prohibitive in terms of time and practicality(local lockdown/extra action)</b>	<p>Students, Staff and Essential Visitors.</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions and BAME colleagues.</p> <p>Anyone else who physically comes in contact with Someone in relation to school.</p>	<p>Excessive staff workload</p> <p>Staff stress and anxiety; poor levels of wellbeing</p> <p>Dissatisfaction</p> <p>Inability to teach effectively</p> <p>Staff absence</p>	Medium	<p><b>In the event of a further lockdown</b></p> <p>Review the workload associated with different ways of working during Covid-19 pandemic to ensure staff have a reasonable work-life balance and to ensure that workload does not increase.</p> <p>Ensure all students have a Microsoft teams account Be aware of students who have access to resources and internet access for remote learning and those that do not.</p> <p>Ensure that remote-learning is managed well so that it is manageable for staff whilst also providing a high level of quality.</p> <p>Review and adapt current curriculum plans where possible for students for remote education.</p> <p>Curriculum planning should not exceed normal school planning expectations and should be planned around staff expertise and specialism.</p> <p>Ensure work rotas (if required) are balanced and that the process is discussed and explained to staff.</p> <p>Review communications and ensure that staff, students and parents are kept up to-date and 'in touch'. Use remote communication strategies for meetings (Microsoft Teams and Zoom) and for keeping in touch. Ensure welfare checks are made for staff daily (DMcN). Ensure staff who are supporting families at home with home learning, caring for a shielding or vulnerable significant other can manage work and home commitments.</p> <p>Line manager support for colleagues to ensure they have someone to speak to and support to access if required.</p>	Yes	Low

Hazard / Risk	Who might be harmed and how?	Evaluating risks; How can the hazards cause harm?	Risk rating High Medium Low	Control Measures	Control Measures Yes/No/NA	
					In Place	Reviewed risk rating
<p><b>Contingency planning (when schools should consider additional action).</b></p>	<p>Students, Staff and Essential Visitors.</p> <p>Vulnerable groups- Elderly, Pregnant workers, those with existing underlying health conditions and BAME colleagues.</p> <p>Anyone else who physically comes in contact with Someone in relation to school.</p>	<p>Prioritising education</p>	<p>High</p>	<p>The overarching objective is to maximise the number of children and young people in face-to face education or childcare and minimise any disruption, in a way that best manages the COVID-19 risk.</p> <p>Harmonize Academy will endeavour to keep any measures to the minimum number of settings or groups possible, and for the shortest amount of time possible.</p> <p>Harmonize Academy will keep all measures under regular review and lift them as soon as the evidence supports doing so.</p> <p>Measures affecting education will not be considered in isolation, but as part of a broader package of measures. Attendance restrictions will only ever be considered as a last resort.</p> <p>Local authority and government advice will be followed.</p> <p>Extra action will be considered when which ever threshold is reached first;</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.</li> </ul> <p>Measures that will be planned for include;</p> <p>Testing – increased and more frequent testing and or the reintroduction of ATS testing on site.</p> <p>Face coverings – appropriate stock is kept should temporary measures be put in place and face coverings advised.</p> <p>Limiting of off-site activities to include enrichment activities and trios/visits. Live performances will be limited and additional measures increased with facilitators.</p> <p>Attendance - High quality face-to-face education remains a government priority.</p> <p>Attendance restrictions will only ever be considered as a short-term measure and as a last resort.</p>	<p>Yes</p>	<p>Low</p>

**RISK ASSESSMENT REVIEW:**

Where changes are identified at review the original risk assessment should be updated and saved as a new version (a copy of the original risk assessment should be retained). If no changes are required, this should be noted below.

<b>Date of Review:</b>	<b>Assessor's Name:</b>	<b>Assessor's Signature:</b>	<b>Outcome of review:</b> (Risk assessment reviewed & reissued / No changes identified)	<b>Senior Manager's Name:</b>	<b>Senior Manager's Signature:</b>	<b>Date signed:</b>	<b>Next Review Due:</b>
10/9/21	C Parkinson	C Parkinson	No Changes identified	Carl Parkinson	C Parkinson	10/9/21	17/9/21
17/9/21	C Parkinson	C Parkinson	Risk assessment reissued. Updated facilitator information, Beauty therapy, on-site testing additional measure.	Carl Parkinson	C Parkinson	10/9/21	24/9/21