



RISK ASSESSMENT FOR:	Coronavirus (COVID-19)	Harmonize Academy; September 2020		
Assessment by: M.McConville(Principal), C.Parkinson(V Principal), M.Kearns(Site Manager/Health&safety) Signature: C.Parkinson, M McConville, M Kearns	Date of assessment: 28/08/2020	Date of review: In line with government updates or as required.	Version; 1.3	
<p>High Risk (H): Actions needed. The risk of injury could be high and immediate action should be taken.</p> <p>Medium Risk (M): Actions should be dealt with as soon as possible.</p> <p>Low Risk (L): Actions should be dealt with as soon as practicable.</p>		Location of activity: Full re-opening – whole school building		
<p>Staying COVID Secure – Our Commitment</p> <p>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.</p> <p>We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.</p> <p>We will share this Risk Assessment and its findings with employees.</p> <p>We will continue to comply with all relevant Health and Safety Legislation.</p> <p>We will continue to monitor the pandemic and ensure we follow government legislation and guidance.</p>				

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
Site constraints: adaptations to make the site safe within Covid-19 guidelines are physically or financially prohibitive	Low	Low
Adaptations to staff-student ratios and associated risks are prohibitive and dangerous	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

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
Spread of Covid-19	<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>high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p> <p>new, continuous cough – 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>loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal Most people with coronavirus have at least one of these symptoms.</p>	High	<p>Cleaning and hygiene</p> <ul style="list-style-type: none"> • follow guidance on cleaning and sanitising the building and surfaces • 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 • 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 • All staff and students will wash their hands with soap and water for 20 seconds and dry thoroughly. • Sanitise hands on arrival at the setting, before and after eating, and after sneezing or coughing • are encouraged not to touch their mouth, eyes and nose • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • 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) • 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) • 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 • Continue to source additional suppliers about proportionate supplies of soap, anti-bacterial gel, cleaning products and PPE if needed • 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. (Particular attention to when there is a change of bubble). 	Yes	Medium

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			High	<ul style="list-style-type: none"> Physical Education – Outdoor space will be prioritised where possible and large/suitable indoor spaces used where not. Enhanced cleaning of shared sporting equipment to take place following each lesson and teaching staff responsible for this and detergent/bleach based products provided. Use of the school minibus is permitted for movement to external facilities. Face coverings will be provided for all students and staff when using the minibus. Journeys will be kept to 15 minutes (as much as possible) Face coverings will be safely disposed of. Windows will be open in the front and rear of the minibus (when possible) there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational setting reduced use of areas in the building and mark building with notices for direction and distance apart Signage installed to various areas of the building reminding people to wash hands regularly, maintain good respiratory hygiene, safe corridor use in line with Government guidance and to maintain a minimum of 1m apart (social distancing) – in line with government guidance <p>Photocopying and printing resources to be cleaned after each use by the user. No queuing for the printing resource, limit the time spent in the photocopying room to no more than 15 minutes and ensure the door is left open to ventilate at all times.</p> <p>Reduce mixing within setting by:</p> <ul style="list-style-type: none"> Toilets not to become crowded by limiting the use of toilets to one in and one out. (Break/lunch/during lessons). No non-essential visitors to school. (to be revised – on-going) 	Yes	Medium

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			High	<p>For shared rooms:</p> <ul style="list-style-type: none"> Dining areas; students to be reminded to sit in 'bubbles' and social distanced. Limit sitting down time to 15 minutes' maximum. Dining tables to be separated minimum 1 m apart per table. Students encouraged to use supervised outdoor space at break and lunch times Limited use of staff common rooms and shared areas. Staff to remain in classrooms as much as possible. Staff room capacity reduced to 6, no use areas/seats taped off. Staff to find alternative space if capacity is reached. Social distancing to be maintained at all times. (2m) Limited use of office and admin space – only if urgent staff to enter admin areas. Staff to email/call admin staff for support if possible. <p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between students and staff No shared stationary in classrooms. All students to have individual packs of required classroom stationary for each lesson. Students to collect and return their equipment at the end of each lesson to a designated area. Shared resources are permitted which contribute to pupil education and development. Cross bubble equipment must be cleaned before each new use. Cross bubble equipment to be cleaned meticulously with particular attention placed on PE, DT, Science, food technology, music technology and beauty. If any equipment is left uncleaned, it must be left for 48hrs or 72hrs if plastic before reuse. <p>Staff safety</p> <ul style="list-style-type: none"> Staff can move across bubbles, but are encouraged to maintain distance from students. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults 	Yes	Medium

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			High	<ul style="list-style-type: none"> When at all possible, teaching from the front is encouraged and limit the time spent individually with students. When working with student's side by side is preferable. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. 2m teacher safe zone taped off in all classrooms (where possible) minimise contact between individuals and maintain social distancing wherever possible (2m) where necessary, wear appropriate personal protective equipment (PPE) – masks or face shields to be worn on the premises at all times. introduce enhanced cleaning as part of lesson routines, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach Where possible, small adaptations to the classroom to support distancing should be made. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. <p>Large gatherings.</p> <ul style="list-style-type: none"> Assemblies will be split into bubbles. Years 9/10 will have one assembly followed by Year 11 separately. Enrichment will be delivered in bubbles and 9/10 will be grouped and Year 11 will remain in their own bubble. <p>Movement.</p> <ul style="list-style-type: none"> While passing briefly in the corridor or yard, transmission is low risk, to avoid busy corridors staff will walk students between lessons and SLT will direct students on corridors. Corridors will be taped down the centre to encourage a socially distanced transition between lessons. Students will be encouraged to walk to the left and signage will reflect this. <p>Other considerations</p> <ul style="list-style-type: none"> Some pupils with SEND (whether with education, health and care 	Yes	Medium

				<p>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</p> <ul style="list-style-type: none"> • Face coverings will be used in all lessons, on all lesson changeovers, during corridor use and in communal areas (other than when eating). Reviewed every 3 weeks or updates as required. • Personal items/mobile phone collection will be separated into bubbles at the end of the school day. 9/10 to now collect personal items from the dining area from their designated seating area. This will allow for a more staggered exit from school and within bubbles and reduce traffic in school reception area. <p>Leaders to update and inform staff re government guidance regarding covid-19 controls required:</p> <ul style="list-style-type: none"> • Gov.uk https://www.gov.uk/ • Public Health England https://www.gov.uk/government/organisations/public-health-england • Department for Education https://www.gov.uk/government/organisations/department-for-education • Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for schools and other educational settings • Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable • Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable • Government publication COVID-19: cleaning in non-healthcare settings • Government publication Best Practice: how to hand wash <p>Due to the rapidly changing advice on Covid-19, leaders should ensure they review safe working procedures and protocols daily, until such time</p>		
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				<p>when it is deemed unnecessary.</p> <p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> • Encouraging students to walk or cycle to school where possible and provide a mask for students to wear on public transport. • making students are aware of safety measures when planning their travel (provide face-masks for students to travel to and from school) • be flexible for requests whose parents/carers request adapted start and finish times for students required to use peak time public transport • ensure students do not travel if they are experiencing Covid 19 symptoms • making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers <p>Local authorities or transport providers could consider the following:</p> <ul style="list-style-type: none"> • substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers • cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out • communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) • have screens in place • All transport is LA or host school provided so they need to ensure they are confident the students travel arrangements are in place safely. <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 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>		
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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>Someone becomes unwell with Covid-19 symptoms</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>If anyone becomes unwell with a new, continuous cough, a high temperature or has a loss of taste and smell, they must be sent home, follow isolation guidance and activate a test ASAP. The Principal must be made aware of any results ASAP</p> <p>Self-isolate immediately if: someone has any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste). They have tested positive for coronavirus – this means they have coronavirus. They live with someone who has symptoms or has tested positive. Someone in their support bubble has symptoms or has tested positive. They are told by NHS Test and Trace that they have been in contact with a person with coronavirus.</p> <p>Staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be 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. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Parents and staff will be asked to inform school immediately of the results of a test:</p>	<p>Yes</p>	<p>Low</p>

			<p>Main messages</p> <p>If you have symptoms of COVID-19 however mild, you must self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19 – go to testing to arrange. Do not go to a GP surgery, pharmacy or hospital.</p> <p>If you are not experiencing symptoms but have tested positive for COVID-19 you also must self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, you must restart your 10-day isolation from the day you develop symptoms.</p> <p>After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.</p> <p>If you live with others, all other household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period. The ending isolation section below has more information.</p> <p>Ending self-isolation</p> <p>If you have had symptoms of COVID-19 or a positive test, then you may end your self-isolation after 10 days and return to your normal routine if you do not have symptoms other than cough or loss of sense of smell or taste.</p> <p>Negative test result</p> <p>A negative result means the test did not find coronavirus. You do not need to self-isolate if your test is negative, as long as: Everyone you live with who has symptoms tests negative. Everyone in your support bubble who has symptoms tests negative. You were not told to self-isolate for 14 days by NHS Test and Trace. You feel well – if you feel unwell, stay at home until you're feeling better. If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped.</p>	
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			<p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p> <ul style="list-style-type: none"> • If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. <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>		
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				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.		
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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
There is a confirmed case of coronavirus	<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 should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 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. This team will also contact school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. The health protection team will provide definitive advice on who must be sent home.</p> <p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • If the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <p>Where the student or staff member tests positive, we will follow guidance from the LA and government on self-isolation, follow track and trace guidance and testing for staff and students.</p>	No	Low

				<p>Any confirmed cases will be reported to the governing body, the local authority, the DfE and Public Health England as necessary.</p> <p>Local outbreaks Schools and colleges will contact their local health protection team if they: have 2 or more confirmed cases of coronavirus (COVID-19) among pupils or staff within 14 days see an increase in children or staff absence rates due to suspected or confirmed cases of coronavirus (COVID-19)</p> <p>The local health protection team will advise what action is required. Usually, closure will not be necessary, but some groups may need to self-isolate. If an outbreak in a school or college is confirmed, a mobile testing unit may be dispatched. They will test everyone who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school or college, if necessary. If your local area sees a spike in infection rates that results in localised community spread, the government will decide what actions need to be taken.</p> <p>All incidents reported to the Health and Safety Unit, using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> • HSE RIDDOR reporting of COVID-19 <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> <p>If there was to be a confirmed case of coronavirus in school, a review of the circumstances to be undertaken make any necessary adjustments to our daily operations. Further support provided to all staff members affected by the incident. Staff kept informed via email, online meetings etc.</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
Staffing: The school is in danger of closing because of low staffing levels	<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. We are aware of and will continue to monitor;</p> <ul style="list-style-type: none"> • staff whose family members have Covid-19 • Staff who are pregnant • BAME staff <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>Staff who may be required to self-isolate due to close contact with a confirmed case will continue to support learners from home and will engage in online learning to ensure high quality learning can remain.</p>	<p>Yes</p>	<p>Low</p>

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					In Place	Reviewed risk rating
			Low	<p>Staff notify the Principal if there becomes a change in their circumstance which requires them to work from home (isolating family member, emotional concerns).</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.</p> <p>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 encouraged to communicate remotely, where possible, and to minimise close-proximity interaction.</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>	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
			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, do not attend school.</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. Staff to avoid non-essential work-related travel, where practicable.</p> <p>Where practicable, staff always keep at least two metres apart and avoid close proximity interaction. Where close proximity interaction (being less than two metres apart) cannot be avoided (e.g. administering first aid), staff are instructed to:</p> <ul style="list-style-type: none"> Wear full PPE, face masks, gloves, aprons and face shields (goggles if there is a risk of spitting, vomiting or coughing in the eyes) if required. <p>Work in a ventilated and open area (if possible) and limit interaction to less than 15 minutes (if safe to do so for the student).</p> <p>The use of communal areas, e.g. the staff room, should be limited (capacity set) but staff to have suitable breaks throughout the day. Floor markings or signs are used, where necessary, to indicate any social distancing measures.</p> <p>Face to face contact with parents on the school premises will be minimised and this has been communicated to them, alternative arrangements are in place to contact and support parents. Where contact with parents must occur face-to-face, infection control procedures and social distancing arrangements are communicated to parents.</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	<p><u>Psychologist:</u> ACP-UK and PHE Guidance considered by Dr Andy Cornes. AC to wear a protective shield and a mask, and all the students to wear either a shield or a mask. AC to be considerate to some students as it may be extremely confusing and frightening for some, especially if they have ADHD or ASD, and even more so if they have health related anxiety but whilst also maintaining safety and working within the guidance.</p> <ol style="list-style-type: none"> 1. The school will take responsibility for infection control and the provision of PPE; 2. The music room provided is large enough to accommodate social distancing; 3. The room is well ventilated; 4. The student must sanitise their hands on entry; 5. The student must wear a visor and/or mask for the session; 6. Anyone whom AC has contact with must wear a visor/mask; 7. Hand sanitiser and disinfectant must be provided and AC will clean the surfaces after each session; 8. AC will be informed if any students are showing symptoms or have recently been ill; 9. Nobody must enter the room whilst it is in use for therapy (9 to 3). <p>A perspex partitioning screen is provided for additional safety measure between therapist and student.</p> <p><u>Photographer:</u> Teaching; JR to wear a face covering/shield at all times. Music room to be used for all sessions to allow for social distancing. JR to modify teaching methods to encourage social distancing. Use of the projector/mac book to teach from the front and guide students through their learning. 2M teaching safety zone provided for JR. Perspex screen provided for any closer contact work with students. Room is well ventilated and ratio is 1-1/1-2 as a maximum. JR to meticulously clean any IT equipment/media equipment used after each student is finished. Any across bubble equipment to be rotated or meticulously cleaned. Enrichment; meticulous cleaning remains, no sharing of equipment – all students to use their own pieces of equipment for the session. Delivery in bubbles only. When working with other staff remain 2m apart. All enrichment sessions to be delivered outdoors as much as possible. Any use of public transport (taxi's) students and staff will have face coverings and parents have been alerted.</p>	Yes	Low

			<p><u>Singing Lessons:</u> CJ to wear a face covering/shield at all times. Music room to be used for all sessions to allow for social distancing. CJ to use her tablet/projector to teach from the front and students to be situated at the rear of the room situated behind a double perspex screen. 2M teaching safety zone provided for CJ. Room is well ventilated and the front and rear window must remain open at all times and ratio is 1-1/1-2/1-3 as a maximum and only within their bubbles. CJ to meticulously clean any equipment, screen that is used after each student is finished. No use of microphones or shared equipment for singing lessons.</p> <p>Resonate – Music support Both of the peripatetic tutors will be limited to 1-1 work with students. Tutors will wear a face covering at all times. Students must sanitise their hands on entry point and must wear a face covering at all times. Session times will be limited to 30 minutes and the tutors will take a comfort break following each session. All equipment will be meticulously cleaned following any use from a student. No equipment will be shared between tutor and student. Any equipment that is not cleaned must be left for 48hrs minimum or 72 hours if plastic.</p> <p>The band room will be used for drumming only. The windows must be left open and room ventilated at all times. The door can remain open if appropriate. Any demonstration or modelling on the drums by the tutor must be with his own drum sticks, not those of the student. A cleaning pack is to be collected from reception by the tutor on entry for the cleaning of equipment used. No cross bubble teaching will occur. All students and tutors will remain 2m apart at all times.</p> <p>The vocal booth room will be used for 1-1 guitar lessons. The windows must be left open and room ventilated at all times. The door can remain open if appropriate. Any demonstration or modelling by the tutor must occur on his own guitar and observed by the student from 2m. A cleaning pack is to be collected from reception by the tutor on entry for the cleaning of equipment used. No cross bubble teaching will occur. All students and tutors will remain 2m apart at all times.</p> <p>For any collaborative work to occur this must be pre planned and discussed with the Covid lead. This can only occur in the school hall and within bubbles and by agreement.</p> <p>Career connect – LK to wear a protective shield/face covering at all times and all the students to wear a face covering. All sessions are 1-1. LK will keep all sessions to under 15 minutes. Any contact between student and LK will be 1m+ and as much as possible will be 2m. Appointments will take place in an open, well-ventilated area of the school canteen. LK will work with students socially distanced and the appointments will take place on 2 separate tables. LK on one table, student on the other.</p>		
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				<p>A perspex partitioning screen is provided for an additional safety measure and is to be placed between careers advisor and student. Any use of technology that is shared with students or used by them must be meticulously cleaned following each appointment. Enhanced cleaning of surfaces touched by students must be cleaned by LK following each appointment. A cleaning pack will be provided on entry. No cross bubble appointments in school.</p> <p>When working with other staff to remain 2m apart at all times.</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
Resources: Resources are running low so school at risk of closing	<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:</p> <ul style="list-style-type: none"> • Increased costs due to PPE purchasing • Increased costs of resources due to bubbles to continue to offer high quality education • Additional cleaning costs to ensure the building is safe and infection free. • Additional cleaning required due to confirmed or suspected coronavirus cases. 	<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>Cleaning: Stocks / staffing are dangerously low putting school at risk of closure</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
Health and Safety: Staff, parents, unions deem the health and safety measures in place inadequate resulting in low staffing or student attendance levels	<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>Low</p>	<p>Amended learner agreement to ensure students follow safe protocols whilst on their way to school, on the school premises and when they are leaving school.</p> <p>Agree procedures for staff to return safely to school and for a full return to school.</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 via virtual staff meetings/face to face as required.</p> <p>Guidance on parent/student expectations shared with them via home communication.</p> <p>High level of self-awareness from staff and awareness of others actions and behaviours.</p> <p>Steps taken to minimise social contact and mixing as far as is practicable. Year 9/10 and Year 11 bubbles adopted to ensure students still receive a broad and balanced curriculum.</p> <p>Drop off and collection points for parents and carers to be outside of the school gates and communicated prior to students starting.</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
Site constraints: adaptations to make the site safe within Covid19 guidelines are physically or financially prohibitive	<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>Low</p>	<p>Review what physical changes and adaptations will need to be made to the site – both in terms of a safe entry/exit to the school for all and safety around the site for full re-opening of school.</p> <p>All classrooms and school areas to reopen. Each area/room cleaned following each leaving of a class by a member of staff, enhanced cleaning every day when students have left and classrooms and corridor sanitised using the fogging machine daily and additionally as required for a deep clean.</p> <p>Any unnecessary furniture removed from classrooms to allow for greater social distancing as much as possible.</p> <p>Rearrange the dining room to ensure all students can follow social distancing effectively: dining tables to be positioned minimum 1m apart and staff/students encouraged to remain seated for no longer than 15 minutes.</p> <p>Weather permitting, outdoor space utilised for Physical Education lessons.</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
Adaptations to staff/student ratios and associated risks are prohibitive and dangerous	<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>Low</p>	<p>Full school reopening will commence on September 1st 2020, class sizes will not be reduced but social distancing will be in place and bubbles created within school.</p> <p>All staff and students will be reminded of social distancing on entry, provided with PPE (communicated to staff and students) if required.</p> <p>All staff and students will be reminded of;</p> <ul style="list-style-type: none"> • avoiding contact with anyone with symptoms • frequent hand cleaning and good respiratory hygiene practices (cough into the inside of the elbow, sneeze into a tissue ('catch it, bin it, kill it'). • regular cleaning of work areas (staff) when each student leaves their classroom or when a member of staff uses a shared resource e.g. photocopier • minimising contact and mixing <p>Contact between people should be reduced as much as possible. The transmission risk can be reduced by ensuring students and staff maintain social distancing at all times, clean their own work areas and maintain hygiene routines. To help reduce the risk, all communal areas are advised to be used for the minimum amount of time and a 'walk to the left' approach to corridor use is in place. Signage reflects this.</p> <p>Transitory contact, such as passing in a corridor on entry or exit and in reception, will be kept to a minimum and is low risk.</p> <p>Deploying support staff</p> <ul style="list-style-type: none"> • If there are any shortages of teachers and where support staff capacity is available, the principal may consider using this to support catch-up provision or targeted interventions. Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated teacher. 	<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>Workload: staff workload in terms of emergency curriculum planning and adaptation is prohibitive in terms of time and practicality(local lockdown/second spike)</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>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>	<p>Medium</p>	<p>In the event of a local lockdown or second spike;</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.</p> <p>Ensure welfare checks are made for staff daily (CM).</p> <p>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>	<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.

Date of Review:	Assessor's Name:	Assessor's Signature:	Outcome of review: (Risk assessment reviewed & reissued / No changes identified)	Senior Manager's Name:	Senior Manager's Signature:	Date signed:	Next Review Due:
11/9/20	Carl Parkinson	C. Parkinson	Risk assessment reissued. Covid lead training (SIL) completed by MMC 9/9/20 and CP 11/9/20	Carl Parkinson	C. Parkinson	13/9/20	18/9/20
18/9/20	Carl Parkinson	C.Parkinson	Risk assessment reissued. Safety meetings with all facilitators before risk assessments drawn up. Covid training to all staff 17/9/20	Carl Parkinson	C. Parkinson	20/9/20	25/9/20