


Risk Assessment – Partial reopening of school (Covid-19 lockdown 2), January 2021

Activity:	COVID-19 - Opening of school in January 2021 Lockdown 2					Version No:	9			
						Assessed By:	Tony Segalini James Green			
Location:						Approved By:	Anne Hill			
						Issue Date:	27/01/2021			
						Revision Date:				
Consequences		Persons affected	Existing Control Measures (Where appropriate)	Impact	Likelihood	Total Risk	Additional Control Measures (Where appropriate) Use both 'prevention' and 'response' controls as set out by DfE	Impact	Likelihood	Total Residual Risk
Risk 1: Inability or failure to maintain appropriate social distancing (BWT recognises 2m as the target for social distancing for staff where possible) in classrooms or other school spaces										
Increased exposure risk to Covid-19 and potential for spread		Staff Students	<p>Staff are to maintain 2 metres between them and are reminded of this regularly</p> <p>Staff rota implemented to reduce staff numbers on site to minimise risk.</p> <p>Staff, Students and Visitors to wear face covering at all times in the building. Face coverings only to be removed in Classrooms, Office spaces, Toilets, meeting rooms and dining areas.</p> <p>Duty staff on Student monitoring duty must wear a Face visor and maintain the 2m social distance rule set by KSA.</p> <p>Students are directed to do the same.</p> <p>Limit the number of persons in each room/area and follow social distancing guidance.</p>	4	3	12	<p>“Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.”</p> <p>“The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals.”</p> <p>“It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing.”</p> <p>Students to operate in year group pods to be housed in 5 independent areas of the academy.</p> <p>“It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible”.</p> <p>“Ideally, adults should maintain 2 metre distance from each other, and from children.”</p>	4	2	8

		<p>All hard surfaces subject to hand contact cleaned throughout the day using cleaning products supplied by the school.</p> <p>All equipment used is cleaned daily or more often when used, including computer equipment.</p> <p>Students to follow The amended behaviour policy</p> <p>School zoned off so that students in each year group do not mix and no sharing of facilities.</p> <p>Teacher area demarcated at front of teaching area to maintain 2m distance from pupils.</p> <p>Regular handwashing & hand sanitizer usage prior to every lesson and on entry to all teaching and break areas.</p> <p>All students to remain in own pod / area. Very minimal movement beyond allocated teaching area > toilet usage only or significant first aid. No adult interaction beyond pod staff except in a medical/first aid need.</p> <p>All classrooms / learning areas to have handwashing stations and hand sanitizer and stations set up. Station to be used on entry and exit from room. Additional stations to be strategically placed outside of toilets and around school also.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry. • Use alcohol-based hand sanitiser. • Wash hands every hour. • Wash hands if face is touched. <p>Windows and non-fire doors to be open weather dependent to allow good air flow.</p>				<p>"Schools should make small adaptations to the classroom to support distancing where possible. 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." All academic teaching areas will be arranged so students are all forward facing with an 2m distance safety space from the teacher.</p> <p>Timetable will allow classes of no bigger of 30. Large gatherings will be no larger than the year group pod in there wing area (allowances of staff placement at 2 m)</p> <p>Morning break and lunchtime will be staggered by year group pods with accordance of the timetable. Break time will take place within the year group bubbles. Lunchtime will be two halves of a year group pod accessing refreshments and eating back in the bubble area.</p> <p>Staff areas for PPA time and staff briefings will be conducted in the dining hall which will allow for social distancing</p> <p>Refer to specialist subject risk assessments for teaching specialist subjects.</p> <p>Staff, Students and Visitors to wear face covering at all times in the building. Face coverings only to be removed in Classrooms, Office spaces, Toilets, meeting rooms and dining areas. As of the</p> <p>Students can only eat in their classrooms at break and lunch. When a student leaves their classroom to go to the toilet they must wear a mask</p> <p>Students must wear a mask when they leave their classroom. The only time students do not have to wear a mask is when they are eating in their respective wings. They must wear their masks at break and lunch when they are in their wing. The only area that students will not have to wear a mask is in the classroom.</p> <p>Lunch Hall. Only Teaching Staff to eat and use area all other staff to return to office space to eat.</p> <p>All Meeting to be conducted via Web Chat Not face to Face</p>			
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<p>Increased exposure risk to Covid-19 and potential for spread</p> <p>School security potentially compromised through change of routine</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>Staff rota implemented to reduce staff numbers on site to minimise risk.</p> <p>Stop all non-essential visitors entering site</p> <p>Staff, Students and Visitors to wear face covering at all times in the building. Face coverings only to be removed in Classrooms, Office spaces, Toilets, meeting rooms and dining areas</p> <p>Monitor site access points to enable social distancing. Points to be manned by staff to ensure compliance from parents and pupils.</p> <p>Require all persons to wash their hands before entering or leaving the building – signage to encourage and hand sanitiser provided in reception areas</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</p> <p>Visitors – both site and other essential visitors All visitors to be made aware of site rules prior to arrival by signage or member of staff booking visitor in.</p> <p>All visitors to wear a face covering</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. Only necessary if unannounced.</p> <p>Staff Staff who are showing any of the signs of Covid-19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p>	4	3	12	<p>“Fixed start and finish times should not reduce the amount of overall teaching time” – multiple entrances / exits for the year group pods to be managed and staffed.</p> <p>Bins for disposal on entrance. (Regularly emptied).</p> <p>To be communicated in staff / student handbook and expectations/</p> <p>Students to gel hands and wear face masks on busses as per guidance.</p> <p>Students can only eat in their classrooms at break and lunch. When a student leaves their classroom to go to the toilet they must wear a mask</p> <p>Students must wear a mask when they leave their classroom. The only time students do not have to wear a mask is when they are eating in their respective wings. They must wear their masks at break and lunch when they are in their wing. The only area that students will not have to wear a mask is in the classroom.</p> <p>LFD testing weekly for all staff.</p>	4	2	8
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		<p>Staff have been informed about the need for self-isolation as advised by the Government. Use of BWT decision tree for staffing</p> <p>Established reporting mechanism for staff to report when not on site.</p> <p>Signage at entrance and exit points clarifying expectations and routes of entry / egress including exterior gates.</p> <p>All entry points to be clearly signed and identified via signage and diagram for staff & parents to reduce congestion. Entrances and exits to be made as wide as possible.</p> <p>One way system of access around entire site to be put in place and a visual plan to be shared with parents.</p> <p>Collection & drop off to be in school car park. Demarcated 2m points to be put in at potential queue points – site access, office, outside classroom doors</p> <p>Controls in place to maintain security including changes to door locking routines and signing in/out procedures</p> <p>Reduction of interaction at Reception by informing parents of opening hours and that all communication outside of this is by telephone or email. When open Admin Assistant will stand outside behind table and 2m distancing marked out.</p> <p>Office staff to sign all staff and visitors in and out of building. Inventory system to be sterile wiped after each usage.</p> <p>Staggered return of pupils to minimise numbers on site initially to allow staff to control and support parents to adhere to expectations.</p>					
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		Enhanced cleaning with steriliser fogging machine in high traffic areas.							
Risk 3: Insufficient availability of staff to fulfil all school duties									
<p>Inability to teach and care for students appropriately due to lack of staff.</p> <p>Inability to undertake other operational school functions</p> <p>Staffing ratios not in line with plan</p> <p>Insufficient supervision contributes to lack of social distancing</p> <p>Inability to provide appropriate first aid and other welfare requirements</p>	Staff Students	<p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. to help control the potential spread of the virus and maintain staff health.</p> <p>Restaurant reconfigured to a staff working space for PPA and completing home learning requirements.</p> <p>Staff rota implemented to reduce staff numbers on site to minimise risk.</p> <p>Staff, Students and Visitors to wear face covering at all times in the building. Face coverings only to be removed in Classrooms, Office spaces, Toilets, meeting rooms and dining areas.</p>	4	2	8	<p>"Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff." Full induction and staff handbook provided by HR</p> <p>"Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly, to welcome back all pupils at the start of the autumn term. Managers should discuss and agree any changes to staff roles with individuals." Staff training to be provided with expectations and support. Staff handbook provided.</p> <p>LFD testing weekly for all staff.</p>	4	2	8
Risk 4: Loss of key staff due to self-isolation									
Unable to use school	School occupants	<p>Five key holders in place (including principal)</p> <p>Communication trees established</p> <p>Leadership hierarchy in place</p> <p>Buddy system with partner school for estates management purposes & leadership/DSL capacity</p> <p>All key activities have more than a single point of control</p> <p>LFD testing weekly for all staff.</p>	4	1	4				
Risk 5: Staff feel unsupported or unclear about expectations and procedures									
Impact on staff wellbeing (staff become stressed or otherwise mentally unwell)	Staff	Staff Information area created on Trust website, containing useful tools and resources for staff. This includes an FAQ document.	4	3	12	<p>Staff consultation process carried out</p> <p>Staff handbook with FAQ and BWT support documents. Line management structure with clear and regular communication.</p>	4	2	8

		<p>Staff hand book communicating staff and student expectations when on site.</p> <p>Staff to have consultation on risk assessment and to carry out individual risk assessment if needed.</p> <p>Access to 'Employee Assist Programme'</p> <p>Regular staff briefings</p> <p>All staff consulted during risk assessment process</p> <p>Define expectations for teaching and learning via Curriculum Lead. Documents produced for Maths, English and other subjects to aid planning for the in school curriculum offer.</p> <p>Sharing of the completed risk assessment with staff alongside staff protocol.</p> <p>Training Day to walk through expectations and to support with planning.</p> <p>Further promotion of Employee Assist Programme</p> <p>Clearly explain support provisions in place, including access to PPE where the risk assessment identifies the requirement</p> <p>Continued staff wellbeing programme led by assistant Principal</p> <p>Enhanced cleaning with steriliser fogging machine in high traffic areas.</p>				<p>Staff, Students and Visitors to wear face covering at all times in the building. Face coverings only to be removed in Classrooms, Office spaces, Toilets, meeting rooms and dining areas.</p> <p>MIT ICT suites and SEN department have 'BUBBLE cross over' students to wear masks and rooms cleaned and fogged between lesson change over.</p> <p>Room occupancy numbers on all non-teaching rooms</p> <p>Students can only eat in their classrooms at break and lunch. When a student leaves their classroom to go to the toilet they must wear a mask</p> <p>Students must wear a mask when they leave their classroom. The only time students do not have to wear a mask is when they are eating in their respective wings. They must wear their masks at break and lunch when they are in their wing.</p> <p>The only area that students will not have to wear a mask is in the classroom.</p> <p>Lunch Hall. Only Teaching Staff to eat and use area all other staff to return to office space to eat.</p> <p>All Meeting to be conducted via Web Chat Not face to Face</p> <p>LFD testing weekly for all staff.</p>			
Risk 6: Suspected case of COVID-19 displaying symptoms whilst at school									
<p>People become infected with Covid-19</p> <p>Potential for further spread if exposure not identified and responded to</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>If a person displays symptoms (staff member of student) - A high temperature or a persistent cough, they should:</p> <ul style="list-style-type: none"> Notify the Principal immediately (if staff). Tell a staff member and be referred to first aid (if student) School Nurse 	4	2	8	<p>Follow guidance with the track and test procedure 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household</p>	4	1	4

		<ul style="list-style-type: none"> • Be isolated to designated area (all) • Avoid touching anything (all) • Go home as soon as possible (following existing school procedures for students) <p>Designated Area – Covid Room – meeting office. PPE kit placed outside of rooms. Named individual responsible not the dedicated first aider.</p> <p>All other persons are to maintain a safe distance from affected individual.</p> <p>Staff hand book communicating staff and student expectations when on site.</p> <p>Ensure PPE is worn if suspected case requires first aid and 2 metre distancing can't be maintained (moisture resistant mask, apron, gloves and eye protection)</p> <p>If suspected case needs to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues they will be advised to cough and sneeze into the crook of their elbow.</p> <p>Areas occupied and equipment used by the affected person will be identified and then thoroughly cleaned and disinfected following latest guidance. Other pupils from Bubble to be relocated to identify overflow room.</p> <p>Person displaying symptoms must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</p> <p>A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.</p> <p>Enhanced cleaning with steriliser fogging machine in high traffic areas.</p>				<p>(including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</p> <p>PPE available if needed.</p> <p>Try to identify a separate toilet for potential cases to use – each allocated area to have own toilet bank and wash facilities</p> <p>Staff handbook explaining the “test and trace” set by Public health England.</p> <p>LFD testing weekly for all staff.</p>			
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Risk 7: A Confirmed case of Covid-19 in school									
Contamination and spread of the disease	Staff	Enhanced cleaning (infection prevention and control) regimes in accordance with published guidance.	5	2	10	Covid response team created and trained as first responders. "Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team." Principle to inform executive principle. Then to Inform public health England. Phone number 020 7654 8000 .	5	1	5
Increased opportunity for spread of the infection	Students	Partial occupancy of properties to support effective cleaning (infection prevention and control)				"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 7 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." If absent follow absence procedure and contact HR. (communicated in staff handbook).			
People become ill through contracting Covid-19	Visitors	Signage displayed around school sites reminding to undertake good personal hygiene and symptoms				"Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. Further guidance is available on testing and tracing for coronavirus (COVID-19) ."			
School Closure		Staff and students reminded to adhere to social distancing				Visitors are asked to use the Gov track and trace App with KSA having its own individual QR code.			
		Government advice relating to isolation shared with staff Limit access to external visitors							
		School nominates 1 key person that will be responsible for ensuring that the cleaning processes are adhered to on a daily basis. The name of the nominated person is recorded and retained in a file marked "COVID-19: Site Actions"							
		Call Public Health England for advice and implement advice received Communicate with parents / carers of year group when a confirmed case has been confirmed. Notify teachers who have been in contact and asked to be tested (if positive self-isolate),							
		Enhanced cleaning with steriliser fogging machine in high traffic areas.							
Risk 8: Spread of Covid-19 from exposure from others due to: 1) living with someone with a confirmed case. 2) Has come into close contact with a confirmed case									
People become infected with Covid-19	Staff	Parental letter outlines clearly academy expectations around potential exposure and student behaviour on site.	5	3	15	Explicit information provided in student information booklet Clear guidelines in staff handbook Systems in place to deal with those arriving at school who are not supposed to be there (school Nurse to give judgement.).	3	3	9
Potential for further spread if exposure not identified and responded to	Students	Staff and students told to follow latest isolation guidelines should they find they have a new,							
	Visitors								

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		<p>persistent cough and/or a high temperature. Records of actions taken will be kept.</p> <p>Should staff or students disclose that people living with them are self-isolating, they will be advised to follow latest isolation guidelines and Government guidance?</p> <p>All visitors reminded of current isolation guidelines and asked questions before entering premises (helping avoid contact with personnel suspected of having caught COVID-19)</p> <p>Additional signage displayed outside and inside the school</p> <p>Enhanced cleaning with steriliser fogging machine in high traffic areas.</p>				<p>Visitors are asked to use the Gov track and trace App with KSA having its own individual QR code.</p> <p>LFT to be carried out for testing staff and students for Covid 19.</p>			
Risk 9: Poor hygiene by school occupants									
<p>Increased opportunity for spread of the infection</p> <p>People become ill through contracting Covid-19</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>School occupants reminded daily via signage to:</p> <ul style="list-style-type: none"> wash hands regularly using soap for at least 20 seconds 'catch it, bin it, kill it' Use sanitiser provided Observe social distancing <p>Students reminded verbally by school staff throughout the school day to observe the hygiene practices detailed above.</p> <p>Staff and students reminded to avoid touching face/eyes/nose/mouth</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins with bin bags for hand towels with regular removal and disposal.</p> <p>Orders of cleaning supplies, soap and hand sanitiser are processed regularly and stocks securely stored.</p> <p>Put in place new reporting processes for staff and students to report empty soap or sanitiser</p>	4	3	12	<p>Letter to parents to state to follow uniform policy as expected during normal school occupancy.</p> <p>Updated information provided in student information booklet. Letter sent to parents with do's and don'ts</p> <p>Staff, Students and Visitors to wear face covering at all times in the building. Face coverings only to be removed in Classrooms, Office spaces, Toilets, meeting rooms and dining areas.</p> <p>MIT ICT suites and SEN department have 'BUBBLE cross over' students to wear masks and rooms cleaned and fogged between lesson change over.</p> <p>Lunch Hall. Only Teaching Staff to eat and use area all other staff to return to office space to eat.</p> <p>All Meeting to be conducted via Web Chat Not face to Face</p>	4	2	8

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		<p>dispensers so that they can be replenished as soon as practicable. Where replacements are not available, close off toilet areas.</p> <p>Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site</p> <p>Introduce welfare facility check sheets to confirm that soap and sanitiser dispensers are well stocked</p> <p>Introduce robust infection prevention and control checklists for all cleaning staff which must be signed off and quality assured as the end of each shift.</p> <p>Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant.</p> <p>Ensure that ventilation is maximised using natural fresh air or mechanical extraction systems</p> <p>Avoid unnecessary handling of resources (books etc.) and use gloves where this is necessary or the items cannot be cleaned first.</p> <p>Provide PPE for higher risk activities e.g. first aid, medical support, intimate care</p> <p>Enhanced cleaning with steriliser fogging machine in high traffic areas.</p>							
Risk 10: Lack of awareness of risks from Covid-19									
<p>Failure to adopt appropriate personal hygiene</p> <p>Non engagement with infection control guidance & measures</p> <p>Increased opportunity for spread of the infection</p> <p>People become ill through contracting Covid-19</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>Posters displayed around site including all entrances.</p> <p>Staff, Students and Visitors to wear face covering at all times in the building. Face coverings only to be removed in Classrooms, Office spaces, Toilets, meeting rooms and dining areas.</p> <p>Staff briefings to remind all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p>	4	2	8	<p>Clear guidance, expectations and protocols provided within a handbook for the following groups</p> <ul style="list-style-type: none"> • Staff • Parents • Pupils • Contractors • Visitors <p>Updated information provided in students information booklet.</p> <p>Visitors are asked to use the Gov track and trace App with KSA having its own individual QR code.</p>	4	1	4

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		<p>This includes informing personnel of the known symptoms.</p> <p>Staff hand book communicating staff and student expectations when on site.</p>				<p>Lunch Hall. Only Teaching Staff to eat and use area all other staff to return to office space to eat.</p> <p>All Meeting to be conducted via Web Chat Not face to Face</p>			
Risk 11: Infection prevention and control (cleaning) regimes insufficient or ineffective									
<p>Increased opportunity for spread of the infection</p> <p>People become ill through contracting Covid-19</p> <p>Loss of confidence from staff and students in ability to keep them safe</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>A enhanced cleaning schedule is implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Increased cleaners on site.</p> <p>Infection prevention and control guidelines available from central team.</p> <p>"Clean as you go" culture implemented, with other school staff undertaking some cleaning tasks.</p> <p>Clear guidance and expectations provided to all cleaning staff as well as Lead Adults for "cleaning as you go" within their bubble.</p> <p>Only cleaning products supplied by the school are to be used.</p> <p>Adequate stocks of cleaning equipment are available.</p> <p>Bin liners should be used in all bins and waste disposed of in line with guidance. All bins to be emptied daily.</p> <p>Additional stocks of PPE and hand sanitiser have ben procured to eliminate depleting stocks.</p> <p>Pupils to bring limited items into school and all items to remain at their work station.</p> <p>Enhanced cleaning with steriliser fogging machine in high traffic areas.</p>	4	2	8	<p>Further cleaning of changing rooms and toilets to reflect increased demand.</p> <p>Increased cleaners on site. 4 day time cleaners and 10 evening cleaners. Highly effective practitioners seconded</p> <p>Lunch Hall. Only Teaching Staff to eat and use area all other staff to return to office space to eat.</p> <p>All Meeting to be conducted via Web Chat Not face to Face</p>	4	1	4

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Risk 12: Lack of required Personal Protective Equipment									
Staff or students exposed to greater risk of infection from Covid-19	Staff Students	<p>Routine school operations requiring PPE identified, for example the provision of intimate care or nappy changing in early years settings.</p> <p>Staff, Students and Visitors to wear face covering at all times in the building. Face coverings only to be removed in Classrooms, Office spaces, Toilets, meeting rooms and dining areas.</p> <p>PPE stations set up in relevant locations across the site and within each bubble and marked upon master site plan.</p> <p>Supply chain for usual stock identified</p> <p>PPE champion identified to coordinate stock requirements with BWT</p> <p>Additional stocks of PPE and hand sanitiser have been procured to eliminate depleting stocks.</p>	4	2	8	<p>Documentation received from Central Team for correct and effective usage of each PPE item in different scenarios. To be shared and understood by all staff.</p> <p>Identify multiple sources of all PPE identified as required through this risk assessment. Do not rely on a single supplier</p> <p>Utilise support from Central Team, to centrally monitor PPE stock levels across all Trust schools and procure supplies</p> <p>Facilitate sharing of supplies where temporary supply issues present.</p> <p>Hold stock at sufficient capacity to cover a minimum of two weeks' requirements at all times. Ordering in advance of stock depletion.</p>	4	1	4
Risk 13: Increased risk of harm to vulnerable staff or students, including those attending special unit provision									
<p>Particular individuals or groups are exposed to Covid-19</p> <p>Particular individuals or groups are put an unacceptable risk due to changes in school operating procedures</p>	Staff SEND students	<p>Existing risk assessments and operating procedures in place including:</p> <ul style="list-style-type: none"> Personal Emergency Evacuation Plans Intimate care requirements Medical pupils <p>Records kept of students with specific identified health needs</p> <p>Individual risk assessments in place for staff where required – follow HR manager advice</p> <p>Individual risk assessments in place for students where required attach to students individual health care plan.</p> <p>Clear identification from NCC of shielded pupils who will not initially return to school</p>	5	3	15	<p>Review risk assessments in place for specific purposes for specific people/groups</p> <p>Communicate with identified vulnerable people to remind them of government guidelines about keeping safe</p> <p>Review staff rotas and staff availability to ensure that the particular needs of any identified individual or group can be appropriately met. Update plans accordingly.</p> <p>Advise identified individuals or groups that they cannot be safely cared for at school</p> <p>Visitors are asked to use the Gov track and trace App with KSA having its own individual QR code.</p> <p>Staff rota implemented to reduce staff numbers on site to minimise risk.</p> <p>LFD testing weekly for all staff.</p>	3	3	9

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		Information requested from families to help identify any student who may be at greater risk from Covid-19 and collated							
		Staff survey conducted to identify colleagues who may for any reason be at greater risk from Covid-19							
		Enhanced cleaning with steriliser fogging machine in high traffic areas.							
Risk 14: Injury or illness suffered during school occupation									
Staff and first aiders come into close contact with potential Covid-19 case	Staff Students Visitors First aiders	Normal school operating procedures apply with the addition of PPE as required. First Aid rota implemented. Nominated dedicated first aiders identified that are not within a pod to be able to deal with more serious accidents. Overseen by the school Nurse. It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances . Wash hands and ensure the affected area is cleaned upon completion	4	2	8	New PPE provision added to all First Aid boxes Staff rota includes qualified first aider on site. (First aid at Work School) Nurse in 5 days per week. All first aid boxes include supply of appropriate PPE First Aid room used to treat / leave ill person Restrict educational activities to low risk only. Additional dynamic risk assessment for premises function activities including reference to task RAMS Visitors are asked to use the Gov track and trace App with KSA having its own individual QR code.	4	1	4
Risk 15: Provision of food for students, including use of restaurant facilities or other designated spaces for eating - exposure from large numbers of persons									
Increased opportunity for spread of the infection People become ill through contracting Covid-19	Staff Students Visitors	Enhanced cleaning with steriliser fogging machine in high traffic areas.				Morning break and lunchtime will be staggered by year group pods with accordance of the timetable. Break time will take time within the year group pod. Lunchtime will be two halves of a year group pod accessing refreshments and eating back in the pod area. Students move one way around the building. Students to be allowed to use outdoor areas supervised in year pods when in AMI, MIT. Hand wash stations will be available at all entrances and throughout the school. A catering RA will be provided by the catering manager. Free school meals vouchers are allocated to students who are not attending due to lockdown and qualifying students get vouchers.	3	2	6

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						<p>Restaurant area. Only Teaching Staff to eat and use area all other staff to return to office space to eat.</p> <p>All Meeting to be conducted via Web Chat Not face to Face</p>			
Risk 16: Use of changing facilities, showers and drying rooms									
<p>Potentially difficult to maintain social distancing.</p> <p>Increased opportunity for spread of the infection</p> <p>People become ill through contracting Covid-19</p>	<p>Staff</p> <p>Students</p>	No use of changing equipment				No use of changing equipment			
Risk 17: Insufficient maintenance and use of school environment and facilities (including electrical and mechanical plant)									
<p>Risks to health of occupants if statutory safety and function checks not carried out</p> <p>Risk of infection from insufficient cleaning during period of partial occupation</p> <p>Physical environment contributes to likelihood of infection transmission</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>Site teams provided with list of facilities management activities to complete via Every Compliance Management system and receive automatic reminders.</p> <p>Weekly 'keeping in touch' calls taking place between Site teams and Director of Estates to confirm appropriate routines in place.</p> <p>Cleaning has continued to take place during partial opening of the school Site teams provided with checklist as a reminder by Director of Estates of priority checks and servicing requirements and required to update 'Every' prior to school re-opening so compliance position is demonstrated.</p> <p>Any areas of school not fully cleaned since partial shutdown to be cleaned in accordance with the latest infection prevention and control (cleaning) guidance.</p> <p>Pre-procured contractors available to undertake any PPM activities such as "fogging"</p>	4	2	8	<p>"Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak." BMS to be set on full fresh air ventilation.</p> <p>Windows open for ventilation where possible and weather permitting.</p>	4	1	4

Risk Assessment

Increased exposure risk to Covid-19	Staff Students	<p>Meetings conducted electronically or via telephone wherever possible</p> <p>All school trips, visits and events cancelled</p> <p>Travel is only required for essential purposes.</p> <p>Social distancing implemented where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p> <p>Work from home should role allow.</p> <p>All persons advised to limit their use of public transport.</p> <p>Where travel is essential, use private single occupancy where possible.</p>	3	2	6	BWT Home Visit protocol strictly adhered to.	3	1	3
Risk 21: Deliveries & waste collection									
Poor adherence to social distancing practice from delivery / collection drivers puts school occupants at risk of infection.	Staff Students Visitors Delivery drivers Waste collection operatives	<p>Signage in reception areas reminding visitors to maintain social distancing.</p> <p>Floor marking tape used to signal distance to keep from reception desks and screens fitted</p> <p>Staff advised not to approach delivery staff, allow packages to be left in a safe place outside.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste to be disposed of in bins immediately or site teams asked to remove it as soon as possible. Minimise handling.</p>	3	2	6	<p>Signage erected at delivery points reminding drivers to maintain social distancing and to use hand sanitiser or PPE where practical for them to do so.</p> <p>Antibacterial wipes / spray made available for staff to clean any products delivered prior to handling.</p> <p>Waste collection times arranged to not coincide with pick up or drop off.</p> <p>LFD waste separately disposed of</p>	3	1	3
Risk 22: Contractors, Visitors and volunteers attending school sites									
<p>Contractors may be exposed to Covid-19 from within the school environment</p> <p>School occupants may be exposed to Covid-19 from contractors</p>	Staff Students Visitors Contractors	<p>Only contractors carrying out essential maintenance deemed necessary by the school Principal to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>All visitors have to wear a mask when entering the building.</p>	3	2	6	<p>Contractors details to be recorded at the site office for "Track and Trace" set by PHE.</p> <p>No Volunteers to be allowed in the building.</p> <p>All Visitors to follow Track and Track and KSA visitors information sheet</p>	3	1	3

Risk Assessment

		<p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres) and contractors will be reminded of this on arrival each day via displayed signage.</p> <p>All contractors are to wash their hands or use sanitiser upon entering the site.</p> <p>Site inductions are to be carried out with all contractors following social distancing principles (2m separation). Site inductions will be carried out by James Green.</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned before occupation again by any other user.</p>				All Meeting to be conducted via Web Chat Not face to Face			
Risk 23: Reintroducing the use of shared equipment and resources as part of curriculum delivery									
Spread of infection through shared use of equipment and resources	Staff Students					<p>"Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles." Regular cleaning of shared materials following PHE guidance.</p> <p>"It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources." Students informed in student hand book, parent letter and KSA website the essential items required for school.</p>	4	2	8
Risk 24: Recruitment activities and teacher training									
Increased risk of infection through close contact with candidates on interview or induction/training	Staff	Academy HR team and SLT link to establish remote recruitment process. Were necessary face to face interviews held but social distancing guidelines implanted.	4	2	8	<p>"Schools should consider how they could host ITT trainees, and discuss with relevant ITT providers how this can be done flexibly and innovatively to help meet both school and trainee needs." All training done via Microsoft teams and shared Office 365 files.</p>	4	1	4

Risk Assessment

		Staff rota implemented to reduce staff numbers on site to minimise risk.				Meetings held online and where deemed necessary face to face, all social distancing rules followed.			
Risk 25: Safeguarding cases – increase in volume and interventions needed									
Potential for increased volume of work related to safeguarding and welfare concerns as more pupils are welcomed back to school. This could: 1 – prevent additional risk of exposure through home visits 2 – present increasing pressure and work related stress	Staff Students	Additional staff capacity increased to support demand. Home visits to follow PHE & GOV advice /guidance. Meetings held remotely to decrease risk HR wellbeing checks still in place as before. Online leaning E Safety to follow IT acceptability policy and online policy	4	2	8	DSL regular remote meetings held Peer support from BWT and clinical supervision increased Staff rotas in place to de crease risk	4	2	8
Risk 26: Extra-curricular provision reintroduced									
Increased risk of transmission outside of school organised 'bubbles'	Staff Students Other agency staff	Follow online teaching plan							
Risk 27: Behaviour and discipline falls below usual standards									
Increased risk of transmission through poor behaviour or defiance related to distancing, bubble separation, transitions etc.	Staff Students					"Schools should set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules." Follow standard trust behaviour policy (now include annex for Covid 19 operations) full details communicated to parents in letter, handbook and website. Further training for staff and students. Clear expectations outlined in initial staff training days and student transition days. Clear and direct leadership by pastoral VP and year teams.	3	2	6
Risk 28: Bubble or whole school required to isolate / lock down due to outbreak									
Staff welfare/morale impacted by uncertainty Communication and support channels break down with staff	Staff					Isolated / all students to follow remote learning plan based around online platform and staff interaction via Teams. <ul style="list-style-type: none"> KS3 Live teaching where possible/online resources and support. KS4 Online teaching with regular teachers as per timetable. KS5 Online teaching with regular teachers as per timetable. 	3	3	9

Risk Assessment

						<ul style="list-style-type: none"> School open to Vulnerable and Key worker students as per definition. To follow appropriate online learning as above. <p>In the event of a bubble or school isolation/lockdown the effected staff will be communicated to by the Principle via a phone call. (Not an email to spread panic) this is detailed in staff handbook.</p> <p>Principal to inform executive principal prior to bubble closure.</p> <p>The School will inform PHE and follow the guidance on track and trace https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works this will be communicated by the principle.</p> <p>Communication trees in the staff hand book gives clear communication plan up and down the chain of command.</p> <p>The expectation of staff if having to isolate with bubble will be given direct information from Principle with expectations. If well they will support the home learning teaching plan. Staff to communicate with Admin team of any sickness. (follow track and trace guidance).</p> <p>LFD testing weekly for all staff.</p>			
Risk 29: Insufficient space available to accommodate all students									
<p>Increased risk of transmission from;</p> <ul style="list-style-type: none"> Overcrowding prevents distancing for adults Students not appropriately seated Inappropriate use of space for a designated activity 	Staff Students					KSA has sufficient space available for the reopening of school to all students.	3	1	3
Risk 30: Provision of remote learning to the requirements prescribed by DfE									

Risk Assessment

<p>Staff feel pressure from this new requirement and are not suitably supported to deliver</p> <p>Staff and students are exposed to unfamiliar working practice that introduces opportunity for inappropriate online interactions</p>	<p>Staff</p>	<p>Staff have been offered training and guidance on the use of the schools' chosen remote learning platform. Mentors/digital champions are available in school for further support.</p> <p>The Trust has introduced new policies which have been made available for staff and students governing online working practice, including</p> <ul style="list-style-type: none"> • IT acceptable use • Online safety • Home learning guide <p>Staff are reassured that performance management/appraisal discussions will take account of this situation and should be reassured that the Trust will take pragmatic steps regarding performance management to take account of current circumstances. Teachers will not be penalised during any appraisal process as a result of the decision to close schools.</p>	<p>4</p>	<p>1</p>	<p>4</p>				
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RISK ASSESSMENT MATRIX

RISK						
Impact	5	5 (Y)	10 (O)	15 (O)	20 (R)	25 (R)
	4	4 (G)	8 (Y)	12 (O)	16 (O)	20 (R)
	3	3 (G)	6 (Y)	9 (Y)	12 (O)	15 (O)
	2	2 (G)	4 (G)	6 (Y)	8 (Y)	10 (O)
	1	1 (G)	2 (G)	3 (G)	4 (G)	5 (Y)
G - Green Y - Yellow O - Orange R - Red		1	2	3	4	5
		Likelihood				

SCORING GUIDANCE

Impact – consider the potential harm	
5	Critical / catastrophic (fatalities, long term hospitalisation, long term school shutdown)
4	Major injury/issue (multiple injuries requiring professional treatment, temp. school closure)
3	Moderate injury/issue (injury requiring hospital treatment, significant disruption in school)
2	Minor injury/issue (only requiring basic first aid intervention, low level disruption in school)
1	Negligible impact / insignificant (No injury or treatment required, school day not affected)

LIKELIHOOD – how likely is it?	
5	Almost Certain (reasonable to expect it will happen, possibly frequently, and within the current year)
4	Probable (event is likely to occur but is not a persisting issue)
3	Possible (has potential to occur but little likelihood)
2	Remote (unlikely to happen / event not expected)
1	Very unlikely (not foreseeable / exceptional event)

The aim is to reduce the risk by prevention or control measures so far as is reasonably practicable.

Explanatory note:

RED

Very high risk.
Stop the activity and make improvements.

AMBER

High Risk.
Additional measures required.

YELLOW

Medium Risk.
Tolerable, subject to monitoring.

GREEN

Low Risk.
Acceptable