RISK ASSESSMENT TEMPLATE: FULLY REOPENING A SCHOOL AFTER THE CORONAVIRUS PANDEMIC LOCKDOWN

RAS39

(Checked for Conformity July 2020)

Coronavirus (COVID-19) is a new respiratory illness that has not previously been seen in humans. It belongs to a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Schools have been in a prolonged period of stasis, catering for only students that fell into the categories of 'vulnerable' and 'children of key workers' for some time. However, the government have announced that **all pupils, in all year groups**, will return to school full-time from the beginning of the autumn term, 2020. This risk assessment template is produced to assist schools in making preparations for returning other students back to teaching and learning on the school/academy site, rather than being taught remotely. This template will be revised regularly as the situation and advice changes over coming weeks.

It is vital that you consider all of the local circumstances which affect your school and look at the possible support which is on offer from nearby schools and your Local Authority to put those into the mix. Consequently, this risk assessment template is extremely long and detailed, but will need a lot of input and localisation from you and your colleagues.

ACTIVITIES: (What will you be doing and with whom?)	THE FULL REOPENING OF ERDINGTON ACADEMY			
DATE OF RISK ASSESSMENT:	**14/7/20, 08/09/20, 9/9/20, 10,10 20, 12/09/29, 14/9/20, 21-10-20, 3/11/20, 8/11/20**	TO BE COMPLETED	**Date to be reviewed:** (At least weekly)	11/9/20
STAFFING: (Staff deployment, responsibilities, expertise, etc.)	All staff, refer to timetable			

PLEASE ENSURE THAT THE CURRENT DfE, PHE, HSE and ACAS GUIDANCE IS ALL CAPABLE OF BEING FOLLOWED WHEN TAKING A DECISION TO CLOSE, REMAIN OPEN OR RE-OPEN YOUR SCHOOL.

Following the Minister for Education's announcement on July 2nd 2020, and subsequent DfE guidance, all year groups, will return to school full-time from the beginning of the autumn term. Control measures must be put in place, which are outlined in this document. It is vitally important that social distancing guidance must be adhered to, which will be an enormous challenge for all age groups, but particularly younger ones.

In the government's guidance, published on 2nd July 2020, it was advised that: *"There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk."*

BAME:

The Risk assessment documentation makes no additional reference to BAME adjustments. This is not due to any lack of consideration, but due to BAME employees accounting for over 50% of the workforce and as such not a workplace minority. Due to this workforce dynamic all adjustments and provision put in place by the risk assessments have been done to take into full consideration the potential increased risk to BAME employees. Where possible the additional guidance provided by unions, PHE, DFE and other providers have been put into practice to ensure that the health and wellbeing of all BAME employees is the highest priority and adequately considered and provided for

PLEASE ENSURE THAT THE CURRENT DfE, PHE, HSE and ACAS GUIDANCE IS ALL CAPABLE OF BEING FOLLOWED WHEN RE-OPENING YOUR SCHOOL.

PLEASE SEE:

General Advice
List of all general Coronavirus guidance: https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance
General .GOV.UK Coronavirus guidance: https://www.gov.uk/coronavirus

DfE Advice
List of all DfE Coronavirus guidance for schools: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings
Reopening of Schools in September 2020 guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
DfE advice for safe working in Education Settings, including PPE:: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
DfE Social Distancing in Education settings guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings
DfE Primary-specific guidance: https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools
DfE Second-specific guidance: https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools
DfE Scientific Advice regarding COVID-19: https://www.gov.uk/government/publications/overview-of-scientific-information-on-coronavirus-covid-19
DfE Cleaning Advice for Non-Healthcare Settings for COVID-19: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings?utm_source=14399e54-42d4-4c63-b0fe-1d907bfe9c42&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

HSE Advice

List of all HSE Coronavirus guidance: https://www.hse.gov.uk/news/coronavirus.htm
Plus HSE documents: https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf & https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf

ACAS Advice
ACAS Mental Health at Work During Coronavirus guidance: https://www.acas.org.uk/supporting-mental-health-workplace

FAILURE TO FOLLOW GUIDANCE OR DELIVER A SUITABLE AND SUFFICIENT RISK ASSESSMENT COULD LEAVE YOU VULNERABLE TO HSE/LEGAL ACTION. PLEASE ERR ON THE SIDE OF CAUTION AT ALL TIMES.

Aspects to Consider (List only actual hazards/issues related to planned activities)	**Who is Affected/What Might Happen?** (Staff, students, visitors etc.)	**Inherent Likelihood & Severity** (See table at end of doc)	**Inherent Risk Score** (Likelihood X Severity)	**Control Measures** (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	**Are Control Measures in Place? If Not, Who Will Implement?** (Staff member names or job roles)	**Remaining Likelihood & Severity** (See table below)	**Residual Risk Score** (Likelihood X Severity)	**When Done & By Whom?**
PREPARATION IF THE FACILITY HAS BEEN CLOSED SINCE 23 MARCH 2020 **Not applicable**								
PREPARATION FOR SCHOOLS WHICH HAVE BEEN PARTIALLY OPEN SINCE 23 MARCH 2020								
Deep cleaning	Staff Students	4*4	high	NASUWT state: *"If the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening."* Whole site will be deep cleaned over the summer closure	Site	4*2	Medium	July/august 2020

INFORMATION FOR STUDENTS, STAFF AND PARENTS								
Is our information up to date?	Staff	2*3	low	Currently the government's response to the virus is being updated daily and concerned teachers and other school staff are urged to check it before travelling abroad or in the event of a suspected outbreak. Information regarding travel is signposted with links in the weekly head of academy bullet Head of Academy Letter 12/9/20	HoA	1*3	low	July 2020
Share visual information with students and staff and parents/carers continually after the school reopens.		2*3	low	Ensure that information posters, for example *Catch it, Bin it, Kill it* are displayed prominently in student and staff areas. Distribute DfE information for parents/carers: https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings Signage is around school, in classrooms, and links sent to	In place already	1*3	Low	June 2020

				parents/ carers via normal school communication systems Tier 1 signage reminding staff/ students/ visitors to wear face coverings is displayed in all communal areas				
Staff support, updates and training	Staff	2*2	low	• Are staff supported and workloads planned as the DfE guidance requires? In place prior to lockdown • Regular updates to all staff and then specific updates to relevant staff who have particular responsibilities. • Weekly bulletin • Use E-Training courses to prepare staff for returning to work, notably in the realm of mental health/stress. We recommend the Handsam E-Training Centre courses for *Coping with Stress* and *Managing Stress.* • Completed May 2020 • Ensure that any staff being asked to 'fill in' to support colleagues are trained to a suitable and sufficient level for the tasks required of them, or that the activities are rearranged or reorganised to ensure safety.	AXW HoA GRB	1*2	low	June 2020 Weekly May 2020

				• What counselling for staff and students is available? Is this also available remotely? Staff referred to "Winston's Wish				May 2020
Information assemblies	Staff Students	2*2	low	Deliver assemblies to all students, detailing what the school is doing to prevent the spread of infection. This will be particularly important if any level of infection either occurs or is rumoured to have done so. Information about any changes in the school day, policies or layout should be given in these assemblies. Assemblies must be held according to government guidelines on social distancing. Assemblies recorded in advance, and shown in the bubble	HoA JAH GRB AXW.	2	low	September 2020
Penalties for non-attendance	Students Parents.carers	3*2	Med	Are parents aware that there may be a fixed penalty charge incurred if their child does not attend school regularly? Included in end of term/ HOA welcome letter Attendance manager monitor Form tutors make initial calls	Grb LBF	3*2	med	
Reluctant and anxious students	students	3*2	med	• Are staff aware of any anxious or reluctant students? • Are there steps in place to support them?	JAH	2*2	low	July 2020

				• Weekly phone calls • 1:1 meeting prior to end of term with all students				
HYGIENE AND INFECTION								
Returning staff and students	Staff Students	4*4 4*4	High High	• Consider whether you require any staff to have had a negative test for COVID-19 within the last X days before allowing them to return and if not, what is your policy and how can it be practically enforced? Staff will not be required to have had a negative test before returning in September, if they are experiencing symptoms, they should follow government guidelines, and in the first instance contact the cover supervisor, their line manager to inform Guidance and links in staff protocol document Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are	HoA	4*2	low	July 2020

		4*4 5*4	High High	essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it. • Any staff who are ill must stay at home. If they believe they have symptoms of coronavirus, they should access the NHS Test and Trace system. • Staff must inform the school of results of all Covid 19 tests • Staff and students within bubbles will be informed of anybody experiencing new symptoms is isolating • **If a positive test is recorded, the academy will follow the latest NHS guidance on testing and isolation.** • Have you considered the age and medical conditions of staff in planning your return? You must ensure that you take **diabetes** of any type very seriously. We have 6 student s known to be diabetic: Diabetic bubble 1 1 x yr 7 test in med office	Medical adviser Site staff			

		3*3 3*3 4*3	Medium Medium	1 x yr 9 (boy) test in LC office SANITISE ROOMS AFTER FIRST BREAK/LUNCH ROOMS MUST BE SANITISED 15 BEFORE BREAK/LUNCH Diabetic bubble 2 2 x yr 8 (2 girls) test in med office 2 x yr 10 (2 girls) test in LC office SANITISE ROOMS AFTER SECOND BREAK/LUNCH ROOMS MUST BE SANITISED 15 BEFORE BREAK/LUNCH **FIRST AID** With the exception of the diabetic students, no students will be sent form lessons to the medical room without a member of staff escort. Medical on call will only escort students to the medical room under extreme circumstances. On call staff will liaise with medical adviser to confirm the necessity to remove from classroom. Students with toilet passes for medical reasons will require the disabled toilet to be sanitised before and after use.	Teaching staff On call staff Medical officer All staff			

		3*3 3*3	Medium Medium	Two known epileptic students in school: In the case of a seizure, which could involve involuntary spitting/ foaming, the classroom must be cleared and medical adviser summonsed immediately • You must risk assess the severity of an infection to a member of staff and protect them if that is likely to be severe. Remember older people have far higher 'poor outcomes' once infected by COVID-19. Consultation with YAK (type 1 diabetic) YAK needs a protected lunch in order to test blood sugar levels and take medication if necessary. Consultation with shielding staff has been completed, none express specific requirements other than those already taken MAS requested to wear a mask • Devise a policy for how staff should react and inform you if someone they live with or have had contact with tests positive • See existing protocols				

		3*3 3*3	Medium Medium	• Covid staff handbook • Bearing in mind that the DfE guidance states "there is moderately high scientific confidence in evidence suggesting younger children are less likely to become unwell if infected with coronavirus (COVID-19)", but that children can also be asymptomatic virus carriers, what, if any, evidence of non-infection of students will you require? How will that be checked to ensure it is valid? Students will enter in their year group bubbles at staggered times, using different entrances. At the start of their first, third and fifth lesson checked for the three symptoms of: •New persistent cough •Raised temperature •Loss of taste/ smell • How will you ensure all relevant persons are sent home if anyone reveals significant symptoms or tests positive? DfE guidance states "*Where the child, young person or staff member tests positive, the rest of their class/group within*				

		3*3	Medium	*their childcare or education setting should be sent home and advised to self-isolate for 14 days.*". Gov.uk • How will staff safely travel to site? Staff using public transport are advised to follow Gov guidelines regarding PPE on public transport • How will parents be allowed onto site to drop students off, if at all? Parents will be asked to drop/ collect students away from the front gate to avoid social gathering Duty staff will also remind parents/ carers/ friends not to gather at the front gate at the end of school day • There should be active engagement with NHS Test and Trace.				
What are the school/academy's measures to ensure the containment or prevention of spread of the virus?	Staff and students	4*4	High	• See: • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations		2*4	Medium	Daily from September 2020

				• How will you manage to keep to this guidance? Especially in terms of structural social distancing – eg numbers of students in classes with physical distancing, movement around school etc **Arrival & departure** Year 7,9 & 11 arrive at 9.20 Year 7 arrive using ~~the front~~ service drive Year 9 Use the main drive. Year 11 use the back gate on Croydon Rd To reduce the chances of spread of the virus at the top gates, year 7 will use the delivery road, and deliveries will be re scheduled Additional staff will be on duty from 9.00 to supervise students, ensure road safety and traffic calming. Duty staff will monitor entry and exit by the "dentist" surgery to monitor and minimise the likelihood of a road traffic accident. Students will enter the site from 9.05 a.m. Additional sanitising stations will be at the gate for students to	AXW			09/20 09/20

				use on entry to the site. Year 8 & 10 arrive at 8.30 Year 8 arrive using the front path Year 10 the back gate on Croydon Rd **Timetable** Each year group is timetabled into a bubble, and lessons are restricted to specific areas of the site for lessons & break times: Year 7 Rm 27-37 Year 8 Rms 8-26 Year 9 A rooms Year 10 Annex Year 11 DT block, rooms 55-59 **Break/ lunch** Year 7 will use the playground, Year 9 will use the A room patio and playground Year 11 will use the Astroturf and bottom playground Year 8 will use the canteen Year 10 will use the Astroturf and bottom playground TAs will be allocated to work within a "bubble" reducing the chance of infection spreading • Can you adhere to the class size and staff availability section of the guidance at every point		3*2	Low	09/20
						3*2	Low	09/20

				as the ramp up of students returning to site develops? Establish regular review points to revise this risk assessment and keep each signed iteration of it as a record. Students are taught in groups within a bubble. Students will not be changing groups or moving around the building, instead, they remain in the room and teachers move • How will you manage by staggering breaks/lunch times to ensure risk of infection is minimised? Year groups will be using specified areas, see above • If you have any children who live with people who are 'shielding' can you ensure those students are kept strictly within the guidelines? How do you even identify these students effectively? See above regarding the grouping of students in year group bubbles • Take hygiene measures to reduce the risk of infection spreading, including social		3*2 3*2	Low Low	09/20 09/20

				distancing for all persons (see DfE advice). Hand sanitisers and paper tissues will be in place at each entrance and in each room Students will be taught in one place, only staff will move from room to room, and instructions are given to sanitise on entrance and exit from rooms Year group bubbles will be social distanced during break/ lunch Soap dispensers regularly checked and restocked in toilets All seats will be facing forwards in classrooms Cold food will be taken to each bubble for lunch During non-contact time, teachers must restrict themselves to curriculum work areas. Alternate workstations in the staff room will be isolated to ensure social distancing • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing		3*2	low	

				and tracing for coronavirus website, • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow '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 (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should	Site staff	4*2	Low	Daily from 09/20 09/20

				arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. • Schools should ask parents and staff to inform them immediately of the results of a test • Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach • All hard surfaces are disinfected daily using disinfectant spray and wipes. Where timetable permits, additional cleaning will occur during the day • Can you deliver a suitable and sufficient cleaning regime during school days - suggestion is every two hours (or at the very least start and end of day plus twice more in between) Bubble spaces deep cleaned daily Hard surfaces cleaned during the day, door handles and	Site staff Site	4*2 3*2	Low	

				switches in communal areas Touch points around sites e.g. door handles, light switches. Welfare facilities e.g. toilets and shared eating areas. • Make sure that staff and students are familiar with the appropriate hygiene regimes (hand washing etc) and enforce them with students – recommendation is at least every 2 hours Signage is already around the site • Is there suitable access to enough washing facilities, soap and hand gel for everyone on site at all times? Each classroom will have its own sanitisers and tissues • Are supplies able to be assured? What back up plans are in place? Purchased centrally • Put up signs across the site encouraging good hygiene habits and any other relevant signage to assist the school in managing the return. Ensure that information posters, for example *Catch it, Bin it, Kill it*	HoA	4*2	Low	

				are displayed prominently in student and staff areas to encourage reportorial hygiene. Staff showing any signs of infection go home asap and that any staff who have cases amongst their family or people they have been in contact with do not come into work Children showing signs of infection are sent home or collected by parents asap • Provide any information requested by your LA (e.g. absence rates) Use existing protocol • Liaise with the LA if you can no longer take students who meet the government criteria. • Where applicable, appropriate PPE should be worn. • PPE should be worn if a student become ill with coronavirus symptoms and a distance of more than two metres cannot be maintained, or if the students receives routine, intimate	Medical officer/ First aider	4*2	Low	

				care. As of Tuesday 15th September, Birmingham is categorised as being at Tier 1 covid 19 local restrictions. The only difference to us in school setting is that where secondary age students are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as corridors or communal areas where social distancing cannot be maintained. **Therefore, as of Tuesday 15th September we will be requiring all students and staff to wear a face mask in corridors and other indoor spaces as outlined above.** Updated ventilation guidance: The advice on ventilation is that rooms should have air circulated from the outdoors wherever possible at least once an hour, ideally that would be continually but that may lead to freezing cold rooms. Roughly estimated for				

				a standard classroom having the windows open around 6 inches/20cms for 15 to 20 minutes will achieve this. They could then be closed to keep the temperature up. But staff should open and close on a room by room basis dependent upon local factors. Type of classroom, computer room, cooking room, Science room, classroom etc. Please note that the HSE state that fire doors must not be propped open for ventilation purposes unless that is achieve by using a fitted automatic closer device such as a Doorguard.				
What steps can we take regarding hygiene to reduce the risks of infection?	Staff Students Visitors contractors	4 * 4	High High	• Washing hands often - with soap and water, or use alcohol sanitiser if handwashing facilities are not available, especially after using public transport – at least every 2 hours. Increased provision of soap dispensers	HoA	4*2	Low Low	09/20

		4*4 4*4 4*4	High High High	Sanitiser in each classroom Hand health exercised at the start and end of each lesson • Covering your cough or sneeze with a tissue, then disposing of the tissue in a bin • If you feel unwell, stay at home and do not attend any education or childcare setting – the guidance states "No one with symptoms should attend a setting for any reason." There should be active engagement with NHS Test and Trace. • How will access to toilets/welfare facilities be managed for both staff and students? • Pupils, students, staff and visitors should wash their hands, before leaving home, on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation, before eating any food including snacks and before leaving school • If required to enter the building, visitors must sanitise hands, and wear face coverings	Class teacher Staff Parents Students Pupils, staff visitors Site	4*2 4*2 4*2	Low Low Low	09/20

		4*4 4*4	High	when moving around the buildings. • Rooms used for meetings must be sanitised before and after the meeting, as arranged by Erdington host member of staff • Ensure toilets are flushed with the seats down to stop airborne particles causing transmission of infection Signage to be in all staff and student toilets • Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet Toilets to be cleaned prior to student breaks • Clean and disinfect frequently touched objects and surfaces • An alcohol-based hand sanitiser should be used if soap and water are not available It should contain at least 60% alcohol Each classroom will have sanitiser on entry • Avoid touching your eyes,	Site Site	4*2 4*2 4*2	low Low Low	09/20

				nose, and mouth with unwashed hands • Avoid close contact with people who are unwell • Encourage staff and students to be honest in reporting symptoms • How will main school reception be managed to reduce risk of infection? PPE screens in place, facing outwards and to the side (student window) • How will common areas be managed to reduce risk of infection? Students are in year bubbles, restricted to zones • Wherever possible, staff and students should be encouraged to use exclusively their own equipment (pens, pencils etc) as much as possible and avoid sharing resources. • Consider limiting resources wherever possible, including lunchboxes, hats and mobile	HoA Staff HoA Site	4*2 4*2	low Low Low	09/20

				phones. All staff will be allocated specific phones to use, and must restrict their calls to the specified handset. Sanitisers and disinfectant wipes to be at each phone to sanitise before and after use Students, if necessary, will have access to one phone, names will be recorded when it is used in case of any +ve tests from a student using the handset. Handsets must be sanitised before and after use.	Pastoral staff staff		low	
Students who are collected by parents	Staff Students parents	4*4	high	• See *Trips, fixtures and travel arrangements* below Parents will be asked to drop/ collect students away from the front gate to avoid social gathering Duty staff will also remind parents/ carers/ friends not to gather at the front gate at the end of school day	Duty staff	4*2	Low	09/20
DEALING WITH GROUPS								

Grouping students	Staff students	4*4	high	• The government advice is: "Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Students in year group bubbles • Assess the circumstances – if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'. Fixed groups within year group bubbles • When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining	ARW	4*2	low	09/20

				hall between groups). Students will be taught in year group bubbles, and restricted to one teaching room where possible. Bubbles are restricted to one area of the school, not mixing				
Using staff with groups	Staff students	4*4	high	• 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 two metres from other adults. Again, we recognise this is not likely to be possible with younger children and teacher • Where possible, staff are limited in the bubbles & groups they teach	ARW	4*2	low	09/20
MANAGING THE SCHOOL DAY								
Staggered timings	Staff students	4*4	high	**Arrival & departure** Year 7,9 & 11 arrive at 9.20 Year 7 arrive using the front drive Year 9 Use the main drive. Year 11 use the back gate on Croydon Rd (Staff arriving after 8.30 by car must use the side delivery	ARW	4*2	low	09/20

				entrance) Year 8 & 10 arrive at 8.30 Year 8 arrive using the front path Year 10 the back gate on Croydon Rd **Timetable** Each year group is timetabled into a bubble, and lessons are restricted to specific areas of the site for lessons & break times: Year 7 Rm 27-37 Year 8 Rms 8-26 Year 9 A rooms Year 10 Annex Year 11 DT block, rooms 55-59 **Break/ lunch** Year 7 will use the playground, Year 9 will use the A room patio and playground Year 11 will use the Astroturf and bottom playground Year 8 will use the canteen Year 10 will use the Astroturf and bottom playground				
Before and after school	Staff students	4*4	high	• Are parents informed of any changes to the start/finish times of the school day? • HoA letter end of term stating changes to the school day • Is there a system in place to	HoA	4*2	Low	July 2020

				deal with hand washing and the removal of face masks for staff and students arriving at school? If students keep their masks, they must be kept safely in a plastic bag. • Students will sanitise on entry and exit to/from each room				

CONTINGENCY PLANS

Who needs to be informed of any special measures?	Staff Students Visitors Contractors	2 x 2	Low	Compile a list of key contacts: including your Trust contact, your local strategic coordinating group (SCG) and others	CEO Head of Academy	2 x 1	Low	09/20
How do we decide if our school should close again?	Staff Students Visitors Contractors			Central government will advise whether schools in affected areas should stay open or close, on the basis of scientific advice. This may well change day to day dependent upon on how COVID-19 spreads during the relaxation of lockdown. area is affected and the advice to close applies. The decision on whether to close at that time remains with the Trust.	Arrangements to be confirmed by CEO			Ongoing
Who will be responsible for closing the school?	Staff Students Visitors Contractors			Make it clear who would take the decision to close the academy, either because of government advice that schools in an area should close, or because of reasons specific to the academy (e.g. too many staff off ill)	Arrangements to be confirmed by CEO			Ongoing

How can parents and carers be informed of any issues/closure?	Staff Students Parents	4 x 2	Low	• Check and update pupil and parent/carer contact details Draft template letters, both for re-closure and re-opening	Head of Academy	4 x 1	Low	Ongoing
Are you prepared for remote learning in case of any issues/closure?	Staff students	4*2	low	• Check with curriculum team • Audio lessons prepared during lockdown • Staff issued with laptops	HoA	4*1	Low	09/20
Will the school be able to open if there are multiple staff absences?	Staff Students Parents Visitors Contractors	3 x 4	Medium	• To what degree can you safely staff the school/academy? Does it leave you overstretched? How does annual leave come into the mix? Do you need to make an interim policy on leave? Will you be opening on non-standard school year days? • Plan how you might operate the school in the event of key staff absences, both teaching and ancillary personnel. Review arrangements for covering teaching and non-teaching duties, notably first aid, medical and safeguarding cover • Consider the allocation of responsibilities, duties and cover arrangements during a pandemic, including who would	HoA	3*2	low	Reviewed daily

				take key decisions in the event of leadership team absence • Consider how you will ensure that any peripatetic or agency staff you use can be ensured to be not infected with COVID-19, understand the school's new operational circumstances and risk assessments and be suitably supervised in delivering their duties, including having direct access to permanent senior staff for support (N.B. there is no specific reference to non-employee 'staff' in the DfE advice so the presumption must be they should be risk assessed separately by you as per the H&S at Work Act and associated regulations). This may prove prohibitive for various reasons. Protocol given to staff on arrival	Cover manager			
Is your school suitably equipped?	Staff Students Visitors Contractors	4 x 4 4 x 4	High High	• Establish whether your academy is suitably equipped with materials needed to implement infection control measures. These would include tissues, tissue disposal, hot water and soap Appropriate and effective PPE/ sanitising products procured centrally by the trust PPE for medical officer only	TEFM TEFM	4 x 2 4 x 2	Low Low	Wb 1/9/20

		4 x 4	High	• Check the academy's cleaning arrangements/contracts and establish whether special provision could be made during a pandemic Increased daily cleaning of the site during lockdown, daily cleaning of all room used during phased re opening Do you have the correct and sufficient PPE?	TEFM	4 x 2	Low	
SAFEGUARDING AND STUDENTS								
Is the school able to comply with the requirements of the current DfE advice on Safeguarding?	Staff Students Visitors Contractors	4 x 3	Medium	See: https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers	Head of Academy	4 x 2	Low	
Is the school able to comply with the requirements of KCSIE 2020 which remains in place until further notice?		4 x 4		See: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 At least one DSL trained member of staff on site each day My Concern and SHARP system in use and constantly monitored All staff completed KCSIE inc Prevent training annually	Head of Academy DSL & safeguarding team	4 x 2	Low	Ongoing
Health conditions	Staff Students Parents Visitors Contractors	4 x 4	High	•Check with parents/carers whether any further conditions have developed in their children which you need to be made aware of	Head of Academy Medical adviser	4 x 2	Low	March 2020 Ongoing

				•Check with parents/carers whether any medication is being taken by any students Weekly phone calls to parents/ carers of all children conducted and recorded during lockdown Ensure all relevant staff are informed of the conditions and action to take and that any first aiders and medical staff are fully trained and able to give suitable and sufficient support in a crisis	Attendance manager			
Ensure EHC plans can be delivered	Staff Students	2 x4	low	•Consider how EHC plans can be delivered and how you can provide back up if a particular member of staff becomes unavailable for any reason at short notice. •Liaise with the necessary agencies and parents/carers Individual planning on a case by case basis 1:1 provision planned, and rooming prepared as appropriate	SENDCo	2 X 3	Low	Ongoing
Are 'vulnerable' students and children of key workers still suitably catered for in your plans?	Staff Students	2 x 4		• Consider how bringing other students back into academy will affect your provision to these existing key groups and how you can ensure continued excellence of provision. • Existing provision to continue Individual planning on a case by case basis 1:1 provision planned, and rooming prepared as appropriate	Head of Academy	2 x 2	low	Ongoing

Is the school able to support students with any mental health issues which are very likely to occur at any time during this process? The DfE guidance states "We expect school leaders and teachers to consider their pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn and assess where pupils are in their learning, and agree what adjustments may be needed to the school curriculum over the coming weeks. Plus identify and plan how best to support the education of high needs groups, including disadvantaged pupils,	Staff Students	2 x 4		• Ensure you have trained staff in place or access to support quickly from other sources. Medical officer in place, Cv19 isolation room identified • Consider the impact of the wide nature of the lockdown period and COVID-19 crisis in general on students – for example isolation, being gung ho at being 'let out', emotional or sexual abuse which may have occurred as there has been a far higher instance of this reported during the lockdown period etc Heads of house reallocated to heads of year, to mirror the grouping of students in bubbles, and their rooming • What counselling for staff and students is available? Can that be enacted in such a way that it can be delivered remotely? Safeguarding and pastoral team ready to respond	Safeguarding lead	2 x 2	low	Ongoing

and SEND and vulnerable pupils.								
Are there any issues associated with monitoring the internet usage etc in the school?	Staff Students	2x4		• Be clear that internet safety for both students and staff must not be reduced at any point. This may mean ensuring contractor providers can deliver the service if you do not have this capability in house. Policy Central in place to monitor internet and all IT usage Trigger words/ phrases identified and investigated	Safeguarding lead	2 x 2	low	Ongoing
Is the school able to deliver interviews, transition sessions, open days, parents evenings etc?	Staff Students Parents Visitors	4 x 4	High	Ensure that any such sessions which allow persons other than your staff and students onto your site are organised according to the prevailing social distancing guidance for schools: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings Plans for two day induction for new year 7	AXT	4*2	low	July – September 2020

Coronavirus related behaviour incidents	Staff Students	4*4	high	Review the school's behaviour policy to include Coronavirus related behaviour incidents. See behaviour policy addendum If a fight occurs between students staff have a duty of care towards themselves and students. In the first instance staff should use direct instructions to intervene and prevent escalation. In extreme circumstances, if staff have receives "team teach " training, they may decide to physically intervene to prevent serious injury, this should be avoided if at all possible, and is considered a last resort to prevent serious injury or harm	Behaviour leads	4*2	Medium	July 2020
Check any outstanding student issues	Statt Studnets	4*3	mediuim	Ensure that any sanctions etc are suitably dealt with for the situation and that any awards or rewards can be delivered to a satisfactory degree. Disaffected students in either regard could be problematic. Parental meetings arranged for summer term	Behaviour leads	4*2	Medium	July 2020

Considering mentoring	Staff Students	4 x 3		• Mentoring of students by staff or their peers may offer great support mechanisms if they are struggling emotionally or mentally. Learning zone & pastoral team ready to respond	Safeguarding lead	4 x 2	low	Ongoing
FIRST AID, MEDICAL AND EMERGENCIES								
First Aid and Medical provision	Staff Students Visitors Contractors	4 x 4 1 x 1 4 x 2 4 x 4	High Low Low High	• Are suitable numbers of correctly qualified first aiders / medical support staff able to be available at all times? Medical officer in place First aid staff identified and appropriate PPE available With the exception of the diabetic students, no students will be sent from lessons to the medical room without a member of staff escort. Medical on call will only escort students to the medical room under extreme circumstances. On call staff will liaise with medical adviser to confirm the necessity to remove from classroom. Students with toilet passes for medical reasons will require the disabled toilet to be sanitised before and after use • Please note that the HSE has announced that first aid certificates have been automatically extended by three months so you have some more	Head of Academy Head of Academy Head of Academy Head of Academy HR department	4 x 2 1 x 1 4 x 1 4 x 2	Low Low Low Low	Ongoing

		3 x 3	Medium	leeway if your staff are nearing or have passed the end of their 3-year qualification. • Are vulnerable staff (e.g. those with underlying health conditions or who may be pregnant) suitably supported and catered for? Case by case evaluation, if necessary, extremely vulnerable staff will self-isolate at home YAK (diabetic) protected lunch and MAS risk assessment Case by case evaluation, if necessary, extremely vulnerable staff will self-isolate at home	Head of Academy HR department	3 x 2	Low	
FOOD AND NUTRITON/HEALTH/DIETARY REQUIREMENTS AND SAFETY								
Can food hygiene and nutritional requirements be kept to?	Staff Students	3 x 3	Medium	There has been no relaxation of any requirement for food hygiene or nutritional requirements. Ensure your kitchen/provider can deliver to the usual standard.	Catering Manager TEFM	3*1	low	July 2020
Dietary requirements	Staff Students	3 x 3	Medium	Can dietary requirements be kept to? This may be a deciding factor for certain children within certain faith groups etc. This may bring concerns/pressure under equality legislation. See above regarding diabetic staff and students	Head of Academy Catering Manager TEFM	3 x 1	Low	Ongoing

Queuing arrangements	Students	2*2	low	Can queuing for lunch be made safe under the social distancing guidance? Do alternative arrangements such as serving lunch in classrooms need to be made? Cold lunches will be taken to each bubble during breaks. Duty staff will monitor queuing	Central office, Catering manager	2*2	low	Septemb er 20
PPE	Staff Students	4 x 4	High	Is suitable and sufficient PPE available to staff, particularly for cleaning up after lunch or clearing bio-hazards etc? Centrally procured by Trust Stored and monitored by medical officer and site manager	TEFM	4 x 2	Low	Ongoing
Is food waste able to be disposed of/collected at suitable intervals?	Staff Students contractors	2 x 2	Low	Failure to dispose of food waste suitably, or delays to collections may lead to a build up which attracts vermin. Bins used on playground, emptied frequently	TEFM	1 x 1	Low	Ongoing
SAFE TEACHING PRACTICE								
Social distancing in the classroom	Staff Students	4 x 4	High	• All procedures and staff / student ratios should be set to ensure that the prevailing DfE guidance on social distancing is adhered to. See: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-	Head of Academy	4 x 2	Low	Ongoing

				outbreak/guidance-for-full-opening-schools Staff should use laptops provided where possible. Each room will have disinfectant wipes for staff to: Sanitise all shared hard surfaces, including: Keyboards Remote controls Computer leads Staff should use their own whiteboard pens/ erasers • How does the timetable need to be adjusted to allow for this and any other factors such as expert staffing etc? • How do class sizes need to be adjusted and what does this mean for staffing? • How do classrooms need to be adjusted? • Should there be a mixture of online and on-site learning? Students will be timetabled in groups within year group bubbles. Students will be taught in one room, only moving to specialist rooms for KS4 options A perimeter for teachers will be marked in each room	Site staff			

				adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents. Students will all sit facing forward				
Staff / Student ratios	Staff Students	4 x 4	High	• Are all legal (e.g. EYFS and EHC plans) and risk assessed levels of staff / student ratios able to be delivered at all times? All Teaching staff to return to duties in september	Head of Academy	4 x 2	Low	09/20
Practical lessons	Staff Students	4 x 4	High	• Practical activities contain far more hazards inherently. They will be even more difficult to deliver with social distancing guidance needing to be adhered to. Consider what is possible, what is practicable and where additional measures such as extra	Head of Academy	4 x 1	Low	Ongoing Reviewed weekly

				supervision, or expert staff in the room may be necessary. Practical lessons to adhere to guidance given in "COVID-19: Interpreting the Government Guidance in a PESSPA Context' • Ensure that all practical lessons are re-risk assessed and signed off by department heads or if necessary members of SLT are consulted or asked to sign off Subject leads to complete using classroom template and PESSPA guidance Ensure risk assessments are reviewed regularly and the current version is signed by all relevant staff and distributed to them.				
Music and Singing **The DfE advice states:** *Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if*	Staff students	3*3	medium	• Consider how music can be taught safely according to the guidance • Consider how groups need to be created in order to deliver music safely (max. 15 students for 'singing, chanting, playing wind or brass instruments or shouting' with 'physical distancing' measures also in place). Lessons could be outside where possible to assist with this. • Consider which other lessons may include singing (common	MSW	3*2	Low	09/20

individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.				usage in languages, for example) and what precautions will need to be taken Music lessons will follow the guidance provided by Services for education 2020, approved by Birmingham city council public health department be collected by SFE teachers. • Groups are to be arranged within existing school bubbles. • Spaces used should have adequate ventilation (including between lessons) • teachers to maintain a safe social distance of 1-2m minimum at all times. • Pupils and the teacher to be positioned side-by-side or back-to-back. Close up face-to face interactions and physical contact between teacher and pupils to be avoided • Instrumental lessons will not contain singing. • All pupils to sanitise their hands thoroughly before and after each lesson.				

Physical Education **The DfE advice states:** *Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.*	Students Students Students and PE staff	4:4 3:3 4:3	Middle Middle High	• Consider how sport/P.E. can be taught safely according to the guidance. N.B. contact sports are to be 'avoided'. During the Autumn term students will participate in athletics and fitness activities, meaning there will be no physical contact and minimal use of equipment. No contact sports will be taught until the UK reaches lowest risk level or governing bodies such as AFPE advise it is safe to deliver contact sports. AfPE guidance, September 2020 advocates a broad and balanced PE curriculum for all areas of activity, including games. After games activities, all equipment/ balls will be sanitised after use. Each bubble group will use a discrete set of bibs, cleaned as necessary Students and staff must wear face coverings in the changing rooms • Consider how 'consistent' groups need to be	P.E Leaders MJB and LMM Groupings decided by Deputy Head P.E Leaders MJB and LMM	2:2 2:2 3:2	Low Low Middle	09/20

	Students and PE staff	3:3	Middle	created in order to deliver sport/P.E. safely. Students will be taught in bubbles to limit the amount of contact with multiple students. • Consider locations of sports/P.E. lessons. The advice states: 'Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.' Large outdoor spaces will be used where possible and weather permitting. Small indoor spaces such as the gym and dance studio will be limited to numbers in which students can safely distance. All equipment will be cleaner immediately after use. Changing into Kit will follow strict routines. Students will enter the changing rooms and fill up from the back and exit the changing rooms from the front, limiting the risk of students crossing each other. Areas for the changing room will be taped		2:2	Low	

	Students and PE staff	3:3	Middle	of to direct students into an area to get changed. Students will be arranged so that they are not facing towards each other. All students will be briefed about hygiene measures before entering the changing room. Each changing room will be cleaned after all students have exited them and before the next group enter. • Consider how equipment can be 'thoroughly cleaned' between uses. Any equipment will be thoroughly cleaned after each use and the end of the day. However, there will be very minimal equipment used, during P.E lessons. • Consider the use of external coaches and what measures need to be in place to ensure their safety (e.g. social distancing, as they will move between 'bubbles') No external coaches will be used until we reach Covid level 1. Schools should refer to the following advice:	PE staff (MJB, LMM, PXK,DLR) MJB and LMM	0:0 (as no coaches will be used, so no risk)	Low	

				• guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust				
Ensure all statutory checks on equipment / machinery are made prior to use	Staff Students Contractors	3 x 4	Medium	• Ensure that any statutory tests which are required and are due/overdue are delivered before any equipment / machinery is used. Put the machinery / equipment out of use and inform all staff until this is delivered. Ensure records are kept. Completed by subject leads	Head of Academy TEFM Head of PE, DT	3 x 2	Low	Ongoing
Ensure visual checks on equipment / machinery are made prior to every use	Staff Students	3 x 3	Medium	• Machinery or equipment which has not been used in a while must be checked to ensure it is usable, ideally by a competent person for using that piece of equipment. This may be true for many practical departments such as science, PE, DT, Art, Drama or Music. We recommend keeping simple handwritten records. Completed by subject leads	Head of PE, DT	3 x 2	Low	Ongoing
PPE	Staff Students Contractors	4 x 4	High	• Ensure all relevant PE is available or reschedule/amend the planned activity.	TEFM	4 x 2	Low	Ongoing

				Centrally purchased, stored and monitored by medical office & site manager				
Movement between lessons and breaks	Staff Students Visitors contractors	4 x 4	High	• Plan circulation around your site so as to ensure the social distancing guidance can be delivered. • Ensure supervision is sufficient during breaks to keep social distancing guidance working practically. • Students to be taught all lessons in the bubble room • All student movement around site to be supervised Social distancing markers on the ground Signage to keep left in the buildings Senior staff strategically monitoring students during breaks and lunch Students supervised by duty staff on exit to and return from break and lunch to maintain SD	Head of Academy TEFM Site staff Duty staff	4 x 1	Low	Wb1/6/20 Ongoing
Handsam tasks	Staff Students	3 x 3	Medium	• Ensure that any Handsam tasks which were not able to be delivered during the lockdown period are rescheduled to a suitable date.	Head of Academy TEFM	3 x 2	Low	July 2020
FIRE AND LOCKDOWN								

Compliance checks are made prior to reopening	Staff Students Visitors Contractors	3 x 3	Medium	• Check all firefighting equipment, signs and emergency lighting operates as it should.	TEFM	3 x 1	Low	Wb 8/6/20
Revised fire and lockdown procedures	Staff Students Visitors Contractors	3 x 3	Medium	• Revise both the evacuation and lockdown procedure and communicate the new procedures to students and staff. These may further change as you admit further cohorts of students and staff, and reopen parts of your site, assuming you are reopening in phases.	Head of Academy TEFM	3 x 1	Low	Wb 8/6/20 ongoing
Fire and lockdown drills	Staff Students Visitors Contractors	3 x 3	Medium	Deliver a fire drill and lockdown rehearsal each time a significant change is made such as a whole new cohort being readmitted to the site. Do not underestimate what will have been forgotten by students and staff and if you are changing the procedures in anyway you can iron out issues by testing and then evaluating them.	Head of Academy	3 x 1	Low	09/20
PEEPs	Staff Students Visitors	3 x 3	Medium	• Check that existing PEEPs remain valid and amend if necessary, ensuring all staff and relevant students are aware of the changes • Inform parents/carers where necessary • Deliver any new PEEPs which have become relevant Keep records	Head of Academy TEFM SENDco	3 x 1	Low	Wb8/6/20

PREMISES COMPLIANCE								
Ensure unused areas of the building are not able to be accessed by unauthorised persons	Staff students	4*3	low	Security of unused blocks or rooms should be checked regularly to ensure that roving staff or students are not able to access areas which are not being actively kept safe or are not being supervised as they are closed for use. NA	MSW/ANG	4*2	low	July august
Audits	Staff students	4*3	low	Reschedule any audits, such as arson, fire, disability, safeguarding or full health and safety audits for a suitable time. The visits and reports will give you key information to assist you in ensuring the school is run safely and compliantly and to allow you to move to the next phase of your plan.	MSW/ANG	4*2	low	July august
SECURITY								
Ensure the security of the school is suitable and sufficient at all times	Staff Students Visitors Contractors	3 x 3	Medium	Staff and students should not be put at a higher risk because of the pandemic. Consider Arson risks (see Handsam Quick Guide F05 Managing Fire Risk: Arson Risk Audit).	TEFM	3 x 2	Low	Ongoing Daily review

ADMINISTRATION								
Is the school able to deliver the administrative requirements both internal and external?	Staff Students Visitors	2 x 3	Low	Consider not only what you need to do in terms of record-keeping for the immediate timeframe, but also what preparation needs to be going into the forthcoming academic year. Do you have sufficient staffing?	Head of Academy	2 x 2	Low	15/6/20
Continued home working	Staff	4*2	Low	• Where possible the HSE still requires that workers work from home, rather than on site (05/05/20). That advice may change in coming weeks. You should only be looking to bring back onto site those staff whom you need to be able to operate for the phase of your plan. • Other staff can remain at home (or even furloughed in some circumstances, e.g. independent schools), but you will remain responsible for them and their workplace and working	HoA	4*1	Low	July 2020

				practices/workload if they continue to work. • Ensure risk assessments are in place and are signed by home workers. See Handsam Quick Guide **RAS36 Risk Assessment Working From Home**.				
CONTRACTORS, SUPPLY AND PERIPATETIC STAFF								
Check the status of all school suppliers / contractors	Staff Students Visitors Contractors	3 x 3	Medium	• Satisfy yourself to a suitable level of detail dependent upon the critical nature of the service each contractor provides to you that the phase of opening you are proposing can be supported. Do not opt to stretch to the limit as a small break in any chain can lead to a significant outcome, even closure. • Ensure any variance of contracts is dealt with properly (possibly by your solicitor) and is written down and signed as agreed by all relevant parties. For example,	TEFM	3 x 2	Low	Ongoing

				provision of school meals may be far smaller. • Have a back-up plan				
Plan for supplier / contractor site visits	Staff Students Visitors Contractors	3 x 3	Medium	• For visitors/contractors etc, ensure they are given full information prior to arrival such that their time on site and contact with staff or students is minimised (e.g. contractors arriving out of regular school hours to deliver statutory testing) and that any relevant PPE is provided by themselves or made available by the school. • Review their DBS/risk assessments in advance and ensure they are adhered to. • Work should be undertaken outside of school hours if possible.	Head of Academy TEFM	3 x 2	Low	Ongoing
Plan for supplier / contractor failure	Staff Students	3 x 3	Medium	• Develop back up plans as you must be ready for any supplier/contractor to fail to deliver at short notice as it cannot be predicted when COVID-19 might strike their workplace. Liaise with central office to secure from other trust academies	Head of Academy TEFM	3 x 2	Low	Ongoing

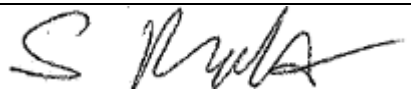
Dealing with supply and peripatetic staff	Staff students			Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Guidelines given to supply staff on arrival	Cover manager	3*2	low	
TRIPS, FIXTURES AND TRAVEL ARRANGEMENTS								
Travel to and from school at the beginning and end of the school day	Staff Students Parents	4x 3	High	Ensure that travel arrangements for students who rely on school buses and public transport is available and suitable. Guidance given during "HoA end of term letter	Head of Academy	3 x 3	Medium	July 2020
Collection by a parent	Staff Students Parents	3x 2	medium	• If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at	Head of Academy	3*1	Medium	July 2020

				least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).				
School transport	1 x SEND student	4*4	high	• Ensure any school transport is safe, drivers are licensed and checks have been delivered. • N.B Changes have been made to the MOT regulations, see: https://www.gov.uk/guidance/coronavirus-covid-19-mots-for-cars-vans-and-motorcycles-due-from-30-march-2020 • However, vehicles must always be roadworthy		4*2	Medium	September ongoing

				• Is there additional provision made for the more frequent cleaning of vehicles? • Can groups of students be transported in their own "bubbles" • Included in student's own RA	SENCo			
School Trips	Students staff	3x2	medium	• Can the current government advice be adhered to? See: https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings • What other factors need to be risk assessed in order to consider whether you will run a particular trip? (First aid and medical provision, staffing ratios, emergency plan, transport, social distancing, PPE etc) • Be aware that currently (08/07/2020), the government advises against domestic and foreign, overnight visits.	Trip lead	2x2	low	Oct 2020

				• There is one trip planned for the autumn term, geography field trip. • We will review the subject guidance for examinations to assess whether this trip is essential • Make UK, Year 10 curriculum • An enhanced trip risk assessment should be drawn up, with emphasis on COVID-19 related criteria as regards the destination. • Students must wear face mask while travelling on the mini bus • The front row of students 'seats must be empty do ensure social distancing between staff and students • Mini bus to be sanitised prior and after use				
The school has plans for an overseas trip- should it be cancelled?	Staff Students Parents	4*4	High	At the moment the DfE advises against such trips. In any case, travel to many popular travel destinations can result in a period of quarantine. This list can	HoA	4*1	Low	September

				change at short notice. See: gov.uk/guidance/travel-advice-novel-coronavirus N/A				
School fixtures	Staff Students Parents	4 X 1	Low	**No fixtures planned, waiting for NGB guidance from September 2020** FMAT Games postponed	head of academy	4 x 1	Low	June 2020 ongoing

Responsible person name:	Mr S Mallett	**Signature:**		**Date:**	September 2020
SMT/SLT name:	Mr G Bartlett	**Signature:**		**Date:**	

Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

Likelihood and severity form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a "near impossible" risk likelihood and "minor injuries" risk severity would form a ratio of

Risk Severity	Risk Likelihood				
	1: Near impossible	**2:** Unlikely	**3:** Notable chance	**4:** Likely	**5:** Almost certain
1: Minor injuries	1	2	3	4	5
2: Injuries requiring first aid	2	4	6	8	10
3: Injuries requiring medical attention	3	6	9	12	15
4: Major injuries	4	8	12	16	20
5: Fatal	5	10	15	20	25

Risk Rating Calculation

Total Risk = **Remaining Risk Severity X Remaining Risk Likelihood**

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Please Also Note

All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.
All accidents and incidents must be recorded in line with the school/academy's policy.
Also report near misses – not just accidents or incidents.