



RISK ASSESSMENT

ACADEMY RE-OPENING POST COVID-19



SIR ROBERT PATTINSON ACADEMY	SECTION/TEAM: sub-assessments may be needed for certain areas of the academy	DATE OF ASSESSMENT: 08.03.2021 But ongoing pending changes to government guidance
WHO MIGHT BE HARMED? Employees, pupils, parents/guardians/carers, service users, contractors and members of the public. NB for ease of reading children and young people are referred to as child in this document. Unless specifically stated the controls apply to all children and young people attending the academy		HOW MANY ARE AFFECTED? 150 STAFF 1300 PUPILS

* Once completed, all staff must read this document and sign within the box provided to confirm understanding.

NB. Due to the proximity of North Kesteven Academy and related transport issues, SRPA cannot stagger start and end times on an Academy day.

HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low
Fail to follow Government guidance	<ul style="list-style-type: none"> The Academy will provide a summary of any changes to guidance, paying particular attention to guidance on education settings e.g. social distancing, maximum numbers allowed in any one place, cleaning etc. Senior Leader to ensure guidance is complied with and make any changes to site arrangements as required (amending this RA if necessary) 	✓	<p>Ensure all relevant staff read the Guidance on https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings and have implemented the necessary actions inc related actions for 8 March reopening: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_medium=email&utm_campaign=govuk-notifications&utm_source=f0a5cf19-a3ef-4d60-a79d-46708f7acf3e&utm_content=immediately</p> <p>Contact HPT/LCC Emergency Planning Team for advice if unsure</p>	Low
Insufficient staff to children ratio	<ul style="list-style-type: none"> Appropriate for the planned activity 	✓	At least one teacher for each class group (maximum number per group is 32 pupils)	Low



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	<ul style="list-style-type: none"> Reviewed daily 		Senior Leader in charge to review requirements and amend if required	
Inadequate First Aid Provision (staff and/or supplies)	<ul style="list-style-type: none"> One First Aider per 50 people or part thereof i.e. staff/pupils on site. Sufficient stocks of first aid supplies (including back up supplies if required) Sufficient stocks of PPE ‘Fixed’ changes to medical suite 	✓	<p>Full time medical assistant in post. List of first aiders available for deployment.</p> <p>Instruct all staff and any external providers of sporting activities to avoid any high risk physical sport/activity e.g. trampoline, to reduce the risk of accidents</p> <p>Usual suppliers confirmed as in business and able to supply</p> <p>Consider online video training to rapidly increase number of First Aid trained staff (including paediatric) if insufficient staff available</p>	Low
First Aiders exposed to virus	<ul style="list-style-type: none"> Follow Government guidance here 	✓	<p>Ensure suitable and sufficient PPE is available and that all First Aiders have been trained to use it</p> <p>As a minimum disposable gloves and fluid repellent surgical face mask is recommended. The Academy has more than adequate disposable plastic aprons and disposable eye protection (such as face visor or goggles) should be worn.</p> <p>Use defibrillator or CPR face shields if dealing with cardiac arrest. Do not use mouth to mouth.</p> <p>Wash hands thoroughly with soap and water before putting on and after taking off PPE, following relevant H&S guidance.</p>	Low



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Insufficient staff for vulnerable children	<ul style="list-style-type: none"> Match staffing appropriately 	✓	Ensure that ratios are increased if a care plan, EHCP or other document indicates that a child needs additional support.	Low
No arrangements in place for children with specific medical needs	<ul style="list-style-type: none"> Data sheet for each child with specific needs - sign all medication in and out Ensure all medication administered is recorded with 2 staff present following standard guidance First aider is on site 	✓	<p>Ensure data sheets are provided for all children</p> <p>Ensure sufficient staff in place to manage administration of medicine</p> <p>Ensure First Aider ratio is compliant</p> <p>Child specific medical needs including Epipens, inhalers etc. in place including emergency items if child has forgotten to bring theirs</p> <p>Where a child needs intimate care e.g. changing, the Academy must consult with the specialist health professional dealing with the child for advice on PPE before readmitting the child to school</p>	Low
No or insufficient emergency contacts for children	<ul style="list-style-type: none"> Verify details on day 1 (as may be different to usual) Explain call may come from a school mobile or landline so that the contact answers call 	✓	<p>Ensure at least three emergency contacts are provided</p> <p>Ensure alternative methods of communication are available e.g. mobile, landline, email</p>	Low
Social distancing	<ul style="list-style-type: none"> Visitors to school to be kept to absolute minimum and only with the approval of a senior leader Parents to drop off child at school gate/overflow car park maintaining social 	✓	<p><u>Unless specifically approved by the Head Teacher no parents/visitors are to be allowed on site until the Academy issues revised guidance.</u> (see below for exceptions)</p> <p>Place sign at site entrance/s reminding visitors of social</p>	Low



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	<p>distancing at all times</p> <ul style="list-style-type: none"> ● Mark social distancing guides on school boundary to help parents identify correct spacing ● Remove all seating in reception areas ● Add mobile sneeze protection screens to main reception and parent room with 10 further ‘mobile’ screens for adaptable use ● Circulation around site to be reduced to the minimum and by a signposted one way system. Year groups will be ‘bubbled’ in year groups in Years 7, 8 and 9 in the main building (see operating procedures for map). They will be ‘bubbled’ in Years 10 and 11 in the Art/DT block and science block respectively. ● Access and egress from the classroom should be through the classroom’s external exit (where fitted and suitable) ● Activities should take place outdoors as much as possible ● Visits to toilets by children should be controlled to maintain social distancing ● No more than 31 people in a standard secondary classroom (55m²). No more 		<p>distancing requirements and not to enter the academy site. Provide contact number for queries.</p> <p>Social distancing guidelines, signage and floor markers are installed across the Academy</p> <p>Keep all gates locked during school hours</p> <p>Keep all entrance doors secured but ensure they can be opened in an emergency i.e. by automatic release, push pad/bar or thumb turn. Under no circumstances should doors be locked with a key, digital lock etc. whilst the school is occupied</p> <p>Approved visitors to remain outside or in reception area if weather is inclement. Ensure social distancing at all times.</p> <p>Deliveries - Ensure social distancing guidance is adhered to. For example, delivery personnel buzz intercom, leave package in sight, and step 2 metres away. There should be no expectation for the need to sign paperwork.</p> <p>Minimum of 1+ metres in all directions between children and 2 metres between children and staff</p> <p>Maintain distancing when moving through the building or when outdoors</p> <p>Minimum allowance per person = 4m² (some very minor relaxations may be allowed e.g. reduce to 3.87 m² with written permission from the Head Teacher)</p>	



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	<p>than 33 people in a standard) old regulations) classroom (62m²). The above figures include one member of staff. The room measurements are the DfE Building Bulletin BB103 minimum sizes for these types of rooms. The above figures are guidelines depending on the shape of the room, fitted furniture etc. it may not be possible to achieve the capacities stated. The number of children will be reduced if there are additional staff e.g. teaching assistants, in the room. The Academy will plan for classes of no more than 32 on all occasions.</p> <ul style="list-style-type: none"> Remove soft furnishings, clutter and any surplus tables, chairs etc. and place in storage The Academy will put in place walk on the right in single file arrangements if people (staff or pupils) have to move between rooms The Academy will put in place a one way system (NB the one way system does not apply in an emergency evacuation) Adhere to government guidelines here 		<p>Keep rooms well ventilated and open windows as much as possible</p> <p>To reduce the need to touch them, internal doors, (apart from those giving access to out of bounds areas) should be kept open. Where required fire doors should be held open with an approved device that closes the door automatically on activation of the fire alarm. If in doubt site staff or H&S Contacts can advise on whether a door is a fire door <u>NB it is a criminal offence to wedge open a fire door</u></p> <p>Capacities should be reduced for smaller rooms and may be increased for larger rooms taking into account suitable staff to pupil ratios and current guidance re large gatherings (see government website for latest guidance)</p> <p>No contact sports or other activities where there is the potential for social distancing to be breached. Racquet sports (singles and doubles) are permissible. The Academy Health & Safety Adviser will provide more advice on suitable sports</p>	
Arrangements for extra handwashing around site	<ul style="list-style-type: none"> Installed 40 hand sanitiser stations Extra chances to sanitise/wash hands on 	✓	Hands should be sanitised on entry and exit from the building as well as before and after eating food (please see guidelines for Sept return for detailed information).	Low



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	<p>cycles between lessons, at breaks and lunches</p> <ul style="list-style-type: none"> The ‘catch it, bin it, kill it’ approach continues to be very important – the Academy will ensure there are enough tissues and bins available to support pupils and staff to follow this routine. As with hand cleaning, the Academy will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. 		<p>Installation of 10 external sanitiser stations for both KS3 and KS4 pupils to sanitise hands at breaks and lunchtimes.</p> <p>Pupils encouraged to sanitise at the beginning and end of every lesson.</p> <p>‘Catch it, bin it, kill it’ posters installed in the remainder of the building for a September return along with social distancing posters and handwashing guidance (every classroom).</p>	
Arrangements for ventilation of classrooms	<ul style="list-style-type: none"> Where possible, all classrooms should have open windows to allow increased ventilation. Where possible, internal doors should be safely propped open (where these are not fire doors) to allow a throughput of air. At breaks and lunchtimes, extra windows should be opened, where possible, to create a throughout of air. 	✓	<p>Reiterate message to all staff when briefing prior to first arrival in the building before 8 March.</p> <p>Site inspection each day beginning 8 March.</p>	Low
Pupils with additional needs attending mainstream provision	<ul style="list-style-type: none"> Any pupils with conditions which require their parent to bring them into the Academy should be given an alternative start and collection time to ensure that there is one to one support as they enter 	✓	<p><u>Unless specifically approved by the Head Teacher no parents/visitors are to be allowed on site until the Academy issues revised guidance.</u> The exceptions are pupils with special physical needs e.g. mobility, visual impairment where they will need one to</p>	Low



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	<p>the school site</p> <ul style="list-style-type: none"> • Pupils who would require a parent to accompany them into the school grounds and additional support when in school will include pupils with: <ul style="list-style-type: none"> ○ Restricted mobility who make use of specialist equipment e.g. wheelchair, frame, rollator etc. ○ Visual impairment, which may make it difficult for them to adapt quickly to unfamiliar surroundings or procedures e.g. new classroom layout, revised ways of entering or leaving a room, building etc. ○ Special Educational Needs. Arrangements should be made on a case by case basis for pupils with emotional disabilities. Particular attention should be paid to the impact that any rearranging of furniture, routine etc. may have on the child and how this can be addressed e.g. social stories, shorter school day etc. 		<p>one support to get to the classroom. In these instances a parent and, if necessary, siblings will be allowed to take the child to a designated point within the school grounds for handover. The parent and sibling must not enter the school buildings unless specifically authorised by the Head Teacher. Social distancing must be observed at all times</p> <p>Specialist equipment that pupils take home with them each day e.g. wheelchairs must be wiped down with a sanitising wipe or spray (containing at least 60% alcohol by volume) prior to initially entering the building and before leaving the building and handing over to the parent at the end of the school day. If the pupil remains in the chair all day then, to reduce the need for the pupil to transfer, staff should only sanitise those surfaces that can be easily cleaned without them getting out of the chair. If the pupil is still in the chair sanitising sprays must not be used, suitable wipes should be used instead. NB any contaminants e.g. grease, dirt etc. must be removed with detergent and water and dried prior to using a sanitiser</p> <p>NB As pupils with physical or emotional disabilities may require one to one and/or intimate care, attention should be paid to reducing contact, ensuring hands are cleaned regularly and avoid touching faces especially mouth, nose or eyes.</p> <p>The Head Teacher will consider whether the wearing of</p>	



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			<p>masks/face shields by staff is appropriate being conscious of the impact this may have on children. In specific cases, the clinical lead for the child should be asked for details of any additional PPE requirements as a result of COVID-19.</p> <p>The Senior Team will ensure that individual pupil RAs are amended to reflect any additional requirements and that all staff affected by the revision are made aware.</p>	
Classroom and staff resources	<ul style="list-style-type: none"> Resources, which have to be touched e.g. pens, pencils, crayons, computers, keyboards, input devices, screens, toys, etc. should not be shared. 	✓	<p>Where it is necessary to share resources these must be sanitised before being used by the other person e.g. child, member of staff</p> <p>Any sporting activities should be arranged to reduce the need to touch shared equipment e.g. mats</p>	Low
Provision and consumption of meals by staff and pupils	<ul style="list-style-type: none"> To reduce the risk of larger gatherings, the canteen will maintain social distancing and canteen ‘sittings’ will be the norm. Use of alternative ‘House bases’ for sandwiches if overflow needed. Staff should bring their own food and drink to be consumed in the classroom as staffrooms will not be in use. Staff will be able to order lunch at the academy using the compliant process which has been put in place. 	✓	<p>All tables socially distanced with appropriate signage and tape in the canteen and main hall.</p> <p>House bases designated, where possible, in rooms that are not in use for teaching.</p> <p>All waste e.g. wrappings, containers etc. to be placed in plastic waste sacks and the tied sack placed on the table outside the classroom. All waste sacks should be tied securely and will be collected by the cleaning team for disposal.</p> <p>The Academy will only utilise electronic payment methods for all food and drink, as cash will not be used</p>	Low



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	<ul style="list-style-type: none"> Cash will not be used on the Academy site. Additional operational guidance is available. 		at our Academy site.	
Out of bounds areas	<p>The following internal areas will be out of bounds to all staff until further guidance is provided:</p> <ul style="list-style-type: none"> Staff rooms Unused classrooms i.e. classrooms not being used for teaching <p>The following areas will be restricted to specific staff</p> <ul style="list-style-type: none"> All unused rooms will be restricted to site staff and where necessary cleaners in order to facilitate lunch overflow sittings Unused classrooms. Some of these may be designated as temporary work areas for other staff Canteen. Restricted to catering staff, SLT and site management 	✓	<p>Any classrooms or other rooms designated as temporary staff work areas must be reconfigured to government social distancing guidelines i.e. 4m² per person with a minimum of 2m space between work stations in all directions</p> <p>Restricted areas and other unused rooms must remain locked at all times unless they provide a designated alternative escape route from another room/area or are used for lunchtime ‘overflow’ sittings.</p> <p>It is not envisaged that unused areas will require cleaning until they are brought back into use. Therefore, once these areas have been deep cleaned they will be out of bounds to everybody apart from site staff and the Head Teacher (for purposes of inspection). Any items that are needed for teaching or other purposes should be removed from unused rooms before they are locked down</p>	Low
Person exhibits	Follow government guidance:	✓	Management of persons who have symptoms of CV19:	Low



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<p>signs of having coronavirus (CV19) infection i.e.</p> <ul style="list-style-type: none"> ● new, continuous cough ● high temperature ● loss of taste and/or ● loss of smell 	<ul style="list-style-type: none"> ● If anyone becomes unwell with either a new, continuous cough, high temperature, loss of taste or smell in an education setting they should be sent home and advised to follow the staying at home guidance. ● Maintain social distancing unless the person requires immediate help to prevent injury ● Staff assisting the pupil or member of staff to follow First Aid guidance regarding PPE 		<p>If a child is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Staff should be mindful of individual children’s needs – for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, ensure that social distancing is maintained</p> <p>Staff who cannot go home immediately e.g. because they are waiting for a lift, should isolate themselves</p> <p>If a potentially infected person needs to go to the toilet while waiting to be collected, they should use a separate toilet.</p> <p>Any areas used by the potentially infected person e.g. toilets, temporary isolation room, should be isolated and secured after use and left for 72 hours before cleaning (following government guidance, RAs, SSWs etc.).</p> <p>If the infected person needs clinical advice, they (or their teacher, parent or carer) should go online to NHS 111 (or call 111 if they don’t have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who is potentially infected, they must wash their hands thoroughly for 20 seconds immediately after any</p>	



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			<p>contact with the person or contact with anything the person has touched. They should go home and self-isolate as a precaution. They should also book a Covid-19 test and inform the Academy of the result.</p> <p>It may not be necessary to close educational settings but the Head Teacher will take immediate advice from the LCC Health Protection Team immediately before making any decision to stay open.</p> <p>If there is an urgent public health action to take, the educational setting will be contacted by the local Public Health England (PHE) Health Protection Team who will undertake a risk assessment and advise on any actions or precautions that should be taken.</p>	
<p>Child/adult becomes unwell (not CV19) or injured</p>	<ul style="list-style-type: none"> Administer First Aid observing precautions detailed elsewhere regarding PPE Follow LCC HPT action cards 	<p>✓</p>	<p>If a child need to go home their parent/carer should be contacted. Arrangements should be made to allow them on site to collect their child.</p> <p>If an adult requires assistance to get home e.g. they are not fit to drive, walk etc. they should be asked if there is a family member who can pick them up and then suitable arrangements made.</p> <p>If an adult cannot be collected a colleague may take them home providing they wear PPE and the unwell/injured adult wear suitable face masks whilst in close proximity</p> <p>The Academy HR Manager will support any staff member contacted as a result of the NHS track and</p>	<p>Low</p>



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			trace system. Staff will be advised to self-isolate for 14 days following government guidelines.	
Academy staff bring their own children into school	<ul style="list-style-type: none"> No children of staff allowed on site 	✓		Low
Premises cleaning regime	<ul style="list-style-type: none"> Anti-bacterial spray of tables and chairs in form rooms between R2L and period 1 Frequent cleaning throughout the day of frequently touched surfaces – cleaning logs updated on every Academy door. Thorough daily clean - in line with guidance Disinfect if required 	✓	<p>Adhere to Government guidance & Information Sheets, Risk Assessments and Safe Systems of Work.</p> <p>To remove any virus that may be present the following frequently touched surfaces should be cleaned more frequently: door handles, handrails, table tops, play equipment and toys as classroom resources or sports equipment, toilets e.g. taps, handles, WC flush and seat. A product that complies with EN14476 should be used. If this is not available any product that kills coronavirus can be substituted. Suitable PPE must be worn when using cleaning/sanitising products and the COSHH Risk Assessment must be followed. NB unless a product is a combined cleaner and sanitiser all surfaces must be cleaned (to remove dirt, grease etc.) before sanitising.</p> <p>From 2.11.2020 all staff apart from site, cleaning and SLT to vacate site by 4.30pm to support more regular deep cleaning due to second national lockdown.</p>	Low
Equipment and resources cleaning	<ul style="list-style-type: none"> Ensure equipment that is regularly touched e.g. keyboards, mouse or other input device, mobile phones etc. are 	✓	<p>Items should be cleaned daily or more frequently if they are being shared during the day</p> <p>Use appropriate sanitisers and ensure supplies are</p>	Low



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	<p>sanitised on a daily basis</p> <ul style="list-style-type: none"> • Clean and sanitise frequently (at least daily) items e.g. sports equipment etc. used by pupils • Touch points on equipment e.g. handrails should be cleaned regularly 		<p>available for staff to use</p> <p>Unless otherwise specified by the manufacturer the following cleaning regimes should be followed:</p> <p>Hard toys/classroom aids. Hard toys that are difficult to clean e.g. items with intricate parts should be taken out of use in all classrooms, as well as outside. Other hard toys should be cleaned in a dishwasher or by immersing in a solution of sterilising fluid suitable for use with items used by children e.g. Milton® then left to air dry. Hard toys with batteries or mechanisms that would be damaged by immersion should be wiped with a sanitising wipe</p> <p>All soft toys must be taken out of use inc classroom and learning aids. They should then be cleaned in washing machines or as otherwise specified by the manufacturer. The temperature should be set at 60°C. If it is not possible to wash the item at a high temperature e.g. because of manufacturer’s instructions a proprietary additive e.g. Dettol® Laundry Cleanser may be added. Washed items once dry should be bagged up marked as do not use and put in storage</p>	
<p>Staff and/or pupils fail to comply with hygiene guidance</p>	<ul style="list-style-type: none"> • Staff reiterate hygiene standards throughout day • Position of closest and communal hand sanitiser stations made clear to pupils • Ensure all hand washing facilities have 	<p>✓</p>	<p>Display hand washing and hygiene posters in toilet areas, kitchens and classrooms</p> <p>Clean all washrooms and other hygiene facilities regularly throughout the day and after every break</p> <p>Provide adequate supplies of sanitiser at strategic</p>	<p>Low</p>



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	<p>adequate supplies of soap and other disposables e.g. paper towels at all times</p> <ul style="list-style-type: none"> ● Hand wash with soap and warm water for 20 seconds ● Use disposable hand towels in preference to dryers if possible ● Hand wash or use of hand sanitiser on entry and exit from building ● Hand wash before eating ● Hand wash after eating ● Hand wash after going to the toilet ● Use disposable tissues or ‘bent elbow’ for coughs and sneezes ● Refrain from touching face ● Adhere to social distancing guidance 		<p>points within the building, including entrances, exits, near toilets and in communal areas (25 installed)</p> <p>Ensure other supplies in toilets e.g. toilet rolls are adequate at all times</p> <p>Empty waste bins at regular intervals and follow government guidance on disposal</p> <p>Hand wash for preference followed by sanitiser if needed</p> <p>Site staff should wear PPE (minimum of disposable gloves) when carrying out any works which involve touching surfaces in rooms that have been or will be occupied. To reduce the risk of recontamination, this includes rooms that have been deep cleaned and put out of bounds</p>	
Pupil registration/ end of day arrangements	<ul style="list-style-type: none"> ● All usual points of ingress and egress in use as normal. No staggered start and end due to transport. ● If appropriate, named adults to collection child/ren outside of building at end of day (if needed). Otherwise, all pupils will make their way out of the Academy via the front entrance/exit via the bike sheds 	✓	<p>Usual site staffing duty points in place</p> <p>Ensure that all people on site (staff, pupils and visitors) are recorded</p> <p>Ensure records are filed and kept securely (may be required by PHE in the event of somebody who entered the school (staff, child or visitor) developing CV19 (Track and trace)</p> <p>NB. The start and end of the day cannot be</p>	Low



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	or ASDA gate		staggered due to the close proximity and shared transport of NKA	
Fire evacuation and lockdown procedures	<ul style="list-style-type: none"> Review evacuation plan and update as necessary Ensure that at least two routes of escape are available once people have entered a protected escape route e.g. staircase, corridor. If two routes are not available the Academy’s H&S Adviser <u>MUST</u> be contacted before the building is occupied Rehearse fire evacuation / lockdown procedures with staff and pupils Identify responsible person(s) in case of fire Consider arrangements for disabled people including cognitive disability in event of an evacuation. Use PEEP (Personal Emergency Evacuation Plan) for such people who are at their usual site. For all others use the academy GEEP (Generic Emergency Evacuation Plan) Ensure register of all people on site (staff, pupils and visitors) is available at all times to staff in charge of evacuation 	✓	<p>Site staff to ensure that all emergency exits in occupied areas are unlocked before staff and pupils enter site</p> <p>Fire safety induction for any new staff on their first day to confirm evacuation arrangements including escape routes (and alternatives), emergency exits, assembly points etc.</p> <p>Academy arrangements for a drill at the start of each term can be suspended until the autumn term if the previous drill was satisfactory and there have been no changes in arrangements or personnel since the last drill.</p> <p>The Head Teacher must ensure a drill is carried out in the first week back if:</p> <ul style="list-style-type: none"> arrangements for evacuation differ from the Emergency Evacuation Plan (EEP) or if the Responsible Officer i.e. the Head Teacher has changed since the last drill or new teaching staff have joined the academy since the previous drill <p>Head Teacher to review and, if necessary, amend EEP details if there are any changes to procedures and/or key roles. Key roles are:</p>	Low



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			Assembly Point Control Officer Wardens Fire Panel monitoring (including identifying location of fire) Ensure any external contractors are informed of emergency evacuation procedures and their role should the alarm sound Social distancing must be maintained once people are a safe distance from the buildings using existing House year line designations.	
Statutory Compliance checks	<ul style="list-style-type: none"> Site manager - or back up person to continue with usual checks 	✓	Follow academy guidance on frequency of checks as these may be amended as a result of COVID-19 and full or partial closure of site Arrange buddying system between sites to provide resilience should a site manager have to self-isolate (NKA by agreement) Ensure any site staff covering on rota are familiar with the academy’s operating procedures including but not limited to the Fire, Legionella and Asbestos Log Books	Low
IT team	<ul style="list-style-type: none"> All support should be remote where possible and carried out using Teams or telephone if detailed advice is required. The only exceptions are where work has to be carried out on equipment e.g. servers, individual items 	✓	If a server or hub fails there will usually be sufficient resilience within the system to enable it to function. The only exception is catastrophic failure in which case the Academy’s Emergency Planning Team should be contacted for advice	Low



HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low
			<p>If an individual machine fails because there are fewer staff and pupils on-site it should be possible to replace the equipment with another machine already on site. IT staff can then collect the faulty machine outside of the times when staff and pupils are on site reducing the social distancing risks</p> <p>Other ‘peripatetic’ staff must obtain an email authorisation from the Head Teacher before attending site</p>	
Contractors on site	<ul style="list-style-type: none"> • Briefing and escorting of contractors • Contractor DBS in place 	✓	<p>Ensure social distancing followed when meeting contractors and any other interactions e.g. checking work, signing off Permits to Work etc.</p> <p>Wherever possible, restrict attendance by contractors to outside of the school day when pupils are not on site</p> <p>In an emergency, it may be necessary for a contractor to visit during school day. Where this is the case ensure social distancing is complied with</p>	Low



HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low
Large numbers of pupils attending the Academy on a normal day using public transport, walking or cycling	<ul style="list-style-type: none"> • Agreed principles with HT at NKA in relation to use of transport, face coverings and behaviour; published to all parents and pupils • Modification of behaviour policy • Modification of safeguarding policy • New operating procedures in place and agreed 'bubble' strategy with the Full Governing Body • Communication in every classroom from September regarding Covid-19 	✓	<p>Principles agreed with NKA and communicated out via HT letter in July and September.</p> <p>All policies modified. RA modified weekly in September and October as circumstances change.</p> <p>Operating procedures fully in place and published on website.</p> <p>Publications finalised and displayed.</p>	Medium



HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low
<p>Hands. Face. Space</p>	<ul style="list-style-type: none"> From 14 September this is the national slogan and expectation. This continues in school and will be promoted. 		<p>Face masks/coverings must be worn in all internal communal areas of the Academy.</p> <p>Staff and students must wear masks/coverings in class based on risk assessment and pre-existing medical conditions where a 2 metre distance cannot be guaranteed.</p> <p>NB. This is a time specific change in policy to accommodate the new national guidance (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_medium=email&utm_campaign=gov-uk-notifications&utm_source=f0a5cf19-a3ef-4d60-a79d-46708f7acf3e&utm_content=immediately) until the Easter holidays</p>	<p>Medium</p>



Reference Documents

COVID-19 Guidance for Schools and Other Educational Settings

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/collections/CV19-covid-19-guidance-for-schools-and-other-educational-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

COVID-19 Guidance on Social Distancing

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

COVID-19 Guidance on Staying at Home

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

COVID-19 Guidance for First Responders. NB this guidance gives advice, which is applicable to First Aiders

<https://www.gov.uk/government/publications/novel-CV19-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

ASSESSED BY: MR D. HARDY

SIGNED

DATE

26.02.2021

LINE MANAGER: REVEREND CANON A. ROBSON

SIGNED

REVIEW DATE

26.02.2021

Reviewed by

SIGNED

Review date

