



**RISK ASSESSMENT**  
**ACADEMY RE-OPENING – SEPTEMBER 2021**



<b>SIR ROBERT PATTINSON ACADEMY</b>	<b>SECTION/TEAM:</b> sub-assessments may be needed for certain areas of the academy	<b>DATE OF ASSESSMENT:</b> 26.08.2021 But ongoing pending changes to government guidance
<b>WHO MIGHT BE HARMED?</b> 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		<b>HOW MANY ARE AFFECTED?</b> <b>155 STAFF</b> <b>1345 PUPILS</b>

**This risk assessment has been created in line with new government guidance issued from step 4.**

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 – increased risk of transmission due to a lack of awareness of the protective measures that are required	<ul style="list-style-type: none"> <li>Staff are aware of good hygiene and ventilation procedures through the requirements of guidance pre-step 4.</li> <li>Senior Leader to ensure guidance is complied with and make any changes to site arrangements as required (amending this RA if necessary)</li> </ul>	✓	<p>Ensure all staff read the relevant guidance in Actions for schools during the coronavirus outbreak - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>) and are directed to any new and additional guidance via the weekly RA updates. All staff will have implemented the necessary actions.</p> <p>Signage on protective measures is displayed by the Academy for areas, as required. The Academy will continue to communicate key information to parents and encourage parents to share this with their children.</p> <p>Briefings/visual displays will continue be used in the setting to remind pupils and staff of the expectations</p> <p>Contact HPT/LCC Emergency Planning Team for advice if unsure</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
Insufficient staff to children ratio	<ul style="list-style-type: none"> <li>• Appropriate for the planned activity</li> <li>• Reviewed daily</li> </ul>	✓	<p>At least one teacher for each class group (maximum number per group is 32 pupils)</p> <p>Senior Leader in charge to review requirements and amend if required</p> <p>If staffing levels or pupil numbers change, with little or no notice, and put the safe running of the Academy in question, the Head Teacher will liaise with the Governing Body to determine if additional measures to those below or throughout this RA are required, along with agreeing the necessary steps required to ensure the operation of the Academy remains safe for all.</p> <p>Whilst the government have said that anyone previously shielding no longer needs to do so, if any staff member in the CV or CEV group feels they need any further control measures, in addition to the government guidance, they are encouraged to contact their HR Manager to discuss further.</p> <p>Supply teachers, temporary staff and peripatetic staff can work in the Academy.</p> <p>Guidance for ITT Trainees will be in line with national directives.</p> <p>The Academy will continue to actively encourage all staff to isolate and book tests if they have symptoms.</p>	Low
Risk of loss of service due to academy supplies	<ul style="list-style-type: none"> <li>• Communication with key suppliers has been maintained during the Covid</li> </ul>	✓	Those responsible for ordering supplies should check that early contact is made and that supplies and resources are available, and where not seek an	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
not being available for delivery	outbreak.		alternative supplier. Arrangements should be planned to check suppliers are following appropriate measures.	
Inadequate First Aid Provision (staff and/or supplies)	<ul style="list-style-type: none"> <li>● One First Aider per 50 people or part thereof i.e. staff/pupils on site.</li> <li>● Sufficient stocks of first aid supplies (including back up supplies if required)</li> <li>● Sufficient stocks of PPE</li> <li>● ‘Fixed’ changes to medical suite</li> </ul>	✓	<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"> <li>● Follow Government guidance <a href="#">here</a></li> <li>● The Academy now has 39 trained first aiders.</li> </ul>	✓	<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&amp;S guidance.</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
Insufficient staff for vulnerable children	<ul style="list-style-type: none"> <li>Match staffing appropriately</li> </ul>	✓	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"> <li>Data sheet for each child with specific needs - sign all medication in and out</li> <li>Ensure all medication administered is recorded with 2 staff present following standard guidance</li> <li>First aider is on site</li> </ul>	✓	<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"> <li>Verify details on day 1 (as may be different to usual)</li> <li>Explain call may come from a school mobile or landline so that the contact answers call</li> </ul>	✓	<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
Increased risk of transmission due to staff not understanding when and where PPE should be	<ul style="list-style-type: none"> <li>Policies are already in place which outline the use of PPE, i.e. intimate care. Staff have subsequently been able to clarify with their line managers regarding PPE use.</li> </ul>	✓	<p>Continue to ensure staff are aware of the most recent guidance including in Use of PPE in education, childcare and children’s social care - GOV.UK (www.gov.uk).</p> <p>Staff should follow individual pupil care plans, where</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
used or have access to it.			PPE is required. Any guidance changes with regards to the wearing of face coverings will be communicated to all stakeholders.	
Classroom and staff resources	<ul style="list-style-type: none"> <li>○ Resources, which have to be touched e.g. pens, pencils, crayons, computers, keyboards, input devices, screens, toys, etc. should not be shared.</li> </ul>	✓	<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
Arrangements for ventilation of classrooms	<ul style="list-style-type: none"> <li>● Where possible, all classrooms should have open windows to allow increased ventilation.</li> <li>● Where possible, internal doors should be safely propped open (where these are not fire doors) to allow a throughput of air.</li> <li>● At breaks and lunchtimes, extra windows should be opened, where possible, to create a throughout of air.</li> </ul>	✓	<p>Reiterate message to all staff when briefing prior to first arrival in the building before 1 Sept.</p> <p>Site inspection each day beginning 1 Sept.</p>	Low
Arrangements for extra handwashing around site	<ul style="list-style-type: none"> <li>● Installed 40 hand sanitiser stations</li> <li>● Extra chances to sanitise/wash hands on cycles between lessons, at breaks and lunches</li> <li>● 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</li> </ul>	✓	<p>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).</p> <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>	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>pupils and staff to follow this routine.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>		<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>	
<p>Person exhibits signs of having coronavirus (CV19) infection i.e.</p> <ul style="list-style-type: none"> <li>new, continuous cough</li> <li>high temperature</li> <li>loss of taste and/or loss of smell</li> </ul>	<p>Follow government guidance:</p> <ul style="list-style-type: none"> <li>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 <a href="#">staying at home guidance</a>.</li> <li>Maintain social distancing unless the person requires immediate help to prevent injury</li> <li>Staff assisting the pupil or member of staff to follow First Aid guidance regarding PPE</li> </ul>	<p>✓</p>	<p>Management of persons who have symptoms of CV19:</p> <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</p>	<p>Low</p>



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>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 contact with the person or contact with anything the person has touched.</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>	
<ul style="list-style-type: none"> <li>• Child/adult becomes unwell (not CV19) or injured</li> </ul>	<ul style="list-style-type: none"> <li>• Administer First Aid observing precautions detailed elsewhere regarding PPE</li> <li>• Follow LCC HPT action cards</li> </ul>	<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</p>	<p>Low</p>





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
			member contacted as a result of the NHS track and trace system.	
Academy staff bring their own children into school	<ul style="list-style-type: none"> <li>No children of staff allowed on site</li> </ul>	✓		Low
Premises cleaning regime	<ul style="list-style-type: none"> <li>Anti-bacterial spray of tables and chairs in form rooms between R2L and period 1 as well as between lessons.</li> <li>Frequent cleaning throughout the day of frequently touched surfaces – cleaning logs updated on every Academy door.</li> <li>Thorough daily clean - in line with guidance</li> <li>Disinfect if required</li> </ul>	✓	<p>Adhere to Government guidance &amp; 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>The Academy has agreed daily cleaning schedules and how they will be implemented in line with Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk) including the sourcing of cleaning materials.</p> <p>Share updated guidance regarding ventilation.</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
			The Academy will remind and promote the good hygiene protocols (hand and respiratory).	
Equipment and resources cleaning	<ul style="list-style-type: none"> <li>• Ensure equipment that is regularly touched e.g. keyboards, mouse or other input device, mobile phones etc. are sanitised on a daily basis</li> <li>• Clean and sanitise frequently (at least daily) items e.g. sports equipment etc. used by pupils</li> <li>• Touch points on equipment e.g. handrails should be cleaned regularly</li> </ul>	✓	<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 available for staff to use</p> <p>Unless otherwise specified by the manufacturer the following cleaning regimes should be followed:</p> <p><b>Hard toys/classroom aids.</b> 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><b>All soft toys must be taken out of use inc classroom and learning aids.</b> 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</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
			may be added. Washed items once dry should be bagged up marked as do not use and put in storage	
Staff and/or pupils fail to comply with hygiene guidance	<ul style="list-style-type: none"> <li>● Staff reiterate hygiene standards throughout day</li> <li>● Position of closest and communal hand sanitiser stations made clear to pupils</li> <li>● Ensure all hand washing facilities have adequate supplies of soap and other disposables e.g. paper towels at all times</li> <li>● Hand wash with soap and warm water for 20 seconds</li> <li>● Use disposable hand towels in preference to dryers if possible</li> <li>● Hand wash or use of hand sanitiser on entry and exit from building</li> <li>● Hand wash before eating</li> <li>● Hand wash after eating</li> <li>● Hand wash after going to the toilet</li> <li>● Use disposable tissues or ‘bent elbow’ for coughs and sneezes</li> <li>● Refrain from touching face</li> </ul>	✓	<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 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>	Low
Pupil registration/ end of day	<ul style="list-style-type: none"> <li>● All usual points of ingress and egress in use as normal. No staggered start and</li> </ul>	✓	<p>Usual site staffing duty points in place</p> <p>Ensure that all people on site (staff, pupils and visitors)</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
arrangements	end. <ul style="list-style-type: none"> <li>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 or ASDA gate</li> </ul>		are recorded  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)	
Fire evacuation and lockdown procedures	<ul style="list-style-type: none"> <li>Review evacuation plan and update as necessary</li> <li>Ensure that at least two routes of escape are available once people have entered a protected escape route e.g. staircase, corridor. <b>If two routes are not available the Academy’s H&amp;S Adviser <u>MUST</u> be contacted before the building is occupied</b></li> <li>Rehearse fire evacuation / lockdown procedures with staff and pupils</li> <li>Identify responsible person(s) in case of fire</li> <li>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</li> </ul>	✓	Site staff to ensure that all emergency exits in occupied areas are unlocked before staff and pupils enter site  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.  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.  The Head Teacher must ensure a drill is carried out in the first week back if: <ul style="list-style-type: none"> <li>arrangements for evacuation differ from the Emergency Evacuation Plan (EEP)</li> <li>or if the Responsible Officer i.e. the Head Teacher has changed since the last drill</li> <li>or new teaching staff have joined the academy</li> </ul>	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>GEEP (Generic Emergency Evacuation Plan)</p> <ul style="list-style-type: none"> <li>Ensure register of all people on site (staff, pupils and visitors) is available at all times to staff in charge of evacuation</li> </ul>		<p>since the previous drill</p> <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> <p>Assembly Point Control Officer</p> <p>Wardens</p> <p>Fire Panel monitoring (including identifying location of fire)</p> <p>Ensure any external contractors are informed of emergency evacuation procedures and their role should the alarm sound</p> <p>Social distancing must be maintained once people are a safe distance from the buildings using existing House year line designations.</p>	
<p>Increased risk of loss of learning due to parents being unwilling to send children to school where the guidance requires them to do so, or students are unwilling to attend the Academy, meaning the</p>	<ul style="list-style-type: none"> <li>Communication to stakeholders has taken place at regular intervals and in line with local and national updates.</li> </ul>	<p>✓</p>	<p>Academies will continue to engage with and reassure parents and pupils regarding the safety measures in place and allowing all children to safely be in school when directed by government.</p> <p>Government guidelines highlight the attendance requirements linked to the guidance in place for national and local measures.</p> <p>The Academy will inform social workers where children with a social worker do not attend.</p> <p>The Academy will adhere to the government guidance</p>	<p>Low</p>



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
Academy is unable to deliver the government plan for all children to be in education, if not working remotely, where this is a requirement			on attendance for the academic year 2020-2021 into 2021-22.	
Increased risk of loss of service due to low staffing numbers as a result of employees who are refusing to attend work on an individual basis or due to trade union guidance.	<ul style="list-style-type: none"> <li>N/A</li> </ul>	✓	The HR Manager will continue to provide the Head Teacher with any trade union updated guidance. The HR Manager will work with the Head Teacher to assess individual cases.	Low
Increased risk of loss of learning due to student attendance falling as the social and emotional wellbeing of students is put under strain	<ul style="list-style-type: none"> <li>The Academy’s pastoral teams continue to work with families to support them and students through the outbreak</li> </ul>	✓	The Academy has prioritised wellbeing and mental health through the Personal Development curriculum as part of the recovery plan.	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
Increased risk to loss of learning due to a failure to provide the correct plans, schemes of work and programmes of study.	<ul style="list-style-type: none"> <li>• The Academy will continue to assess student needs and develop the curriculum accordingly.</li> <li>• Leaders will continue to meet regularly to ensure the sharing of best practice.</li> <li>• The Academy will continue to consider all curriculum guidance outlined in <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a>; however, application to their own setting’s needs will be considered.</li> <li>• Pupils who are self-isolating will have access to remote education.</li> <li>• Where remote learning is directed/required, this will be put into place in line with national guidance. The Academy will provide details of this on the website and directly to families. Separate guidance regarding remote education is available in <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></li> </ul>	✓		Low
Statutory Compliance checks	<ul style="list-style-type: none"> <li>• Site manager - or back up person to continue with usual checks</li> </ul>	✓	Follow academy guidance on frequency of checks as these may be amended as a result of COVID-19.	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
			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	
Contractors on site: increased risk of transmission due to increasing number of visitors/contractors on site	<ul style="list-style-type: none"> <li>• Briefing and escorting of contractors</li> <li>• Contractor DBS in place</li> <li>• Staff following hygiene guidance already issues (before and after handling delivered goods).</li> <li>• Delivery companies and visitors also following enhanced hygiene measures.</li> </ul>	✓	<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> <p>The Academy will review any appointments and use technology or other protective measures for meetings where appropriate.</p> <p>The Academy will follow the most recent guidance for ventilation.</p> <p>All staff have access to lateral flow tests to use twice per week as advised by the Government.</p> <p>Where necessary, the Academy will request risk assessment copies from any outside agency prior to them being on site. Our own risk assessments will be shared with any outside agency on arrival or provided prior to visit, if requested.</p>	Low





**Reference Documents**

COVID-19 Guidance for Schools and Other Educational Settings

<b>ASSESSED BY: MR D. HARDY</b>	<b>SIGNED</b>	<b>DATE</b> <b>02.09.2021</b>
<b>LINE MANAGER: REVEREND CANON A. ROBSON</b>	<b>SIGNED</b>	<b>REVIEW DATE</b>
<b>Reviewed by</b>	<b>SIGNED</b>	<b>Review date</b>