

RAF4 Rev2	Risk Assessment	©Cope Safety Management 2012 www.jwcope.co.uk
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Risk Assessment No:	5	Issue:	1	Task:	Coronavirus – COVID-19		
Company Name:	Fishtoft Academy		Signature & Position:	J Bland	Head of Academy	Date:	08.01.21

Probability	Severity		
5	Very Likely	5 Fatality	<p>The following guidelines should be applied to risk factors after control measures have been applied:</p> <p>Risk factor after control measures: 1 – 6 OK to proceed</p> <p>Risk factor after control measures: 7 – 11 Further control measures should be applied. Seek further advice if unsure.</p> <p>Risk factor after control measures: 12+ Unacceptable – Do not proceed</p>
4	Likely	4 Major Injury	
3	Probable	3 Medical Injury	
2	Possible	2 Minor Injury	
1	Very Unlikely	1 No Injury	

Relevant legislation <i>This list is not exhaustive</i>	Health and Safety at Work Etc. Act 1974	Provision and Use of Work Equipment Regulations 1998
	Management of Health and Safety at Work Regulations 1999 (as amended)	Lifting Operations and Lifting Equipment Regulations 1998
	Manual Handling Operations Regulations 1992 (as amended)	Personal Protective Equipment Regulations 1992
	Control of Substances Hazardous to Health Regulations 2002 (as amended)	Workplace (Health, Safety, Welfare) Regulations 1992 (as amended)

This risk assessment accurately defines the work, identifies Health and Safety risks and the appropriate controls required. This risk assessment will be taken as approved by the Company unless the author is advised to the contrary before work commences and in any event a period not exceeding 7 days from receipt.

This risk assessment must be communicated to all personnel concerned. Signatures confirming receipt and understanding of information are required.

Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:						
Employees attending/in-attendance at academy showing symptoms of COVID-19 Or failing to report feeling unwell and attending school.	Infecting people who are in close vicinity. Persons contracting COVID-19	Probability	5	4	3	2	1	Control measures: <ul style="list-style-type: none"> Employees who experience symptoms of continuous coughing or a high temperature (37.8 degrees centigrade or higher) or have a loss or change in their normal sense of taste or smell are advised to stay at home, self-isolate and follow NHS current advice, including active engagement with the NHS Test and Trace system. Anyone who has tested positive for COVID-19 within the last 10 days or who has someone in their household who has tested positive OR is showing symptoms MUST NOT attend school and should follow the self-isolation guidance. If a person tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they 	Probability	5	4	3	2	1	Severity
			4	3	2	1	0			4	3	2	1	0	
			3	2	1	0			3	2	1	0			
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			1	0					1	0					
			0						0						

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<p>should restart the 10-day isolation period from the day they develop symptoms.</p> <ul style="list-style-type: none"> • Current advice can be found on www.nhs.uk/coronavirus and https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection <p>If for any reason employees have a negative test result during their 10-day isolation period after being in close contact with a confirmed positive case, they are still required to isolate for the full 10 days.</p> <ul style="list-style-type: none"> • Staff showing/developing symptoms during the working day are to make the Head of Academy or Deputy on Duty aware, social distance, ensure learners are supervised by others and go home and follow NHS guidance. http://www.nhs.uk/coronavirus • The staff member is not to return to academy until they have been tested for COVID-19 through a local NHS testing centre. • If they then test negative, if they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating. Other members of their household can also stop self-isolating. • Staff are to report any confirmed cases of COVID-19 to the Head of Academy, who in turn will contact the local Public Health England Health Protection Team immediately and the Trust named Health and Safety lead who is to assess if a RIDDOR report is required (See HSA Reporting of COVID-19 for guidance). • Local Health Protection Teams may also contact schools directly if they become aware that someone who tested positive for coronavirus attended the school. • The above Team will work with work with the Academy to guide them through the actions they need to take. Based on the advice of the Health Protection Team, schools MUST send home those staff and pupils who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with the person when they were infectious. Close contact means: 	

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<ul style="list-style-type: none"> - People who spend a significant time in the same household as a person who has tested positive for COVID-19. - Sexual partners - A person who has had face-to-face contact (within 1 metre), with someone who has tested positive for COVID-19 including: being coughed on; having face-to-face conversation within 1 metre; having skin-to-skin physical contact or contact within 1m for one minute or longer without face to face contact - A person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes. - A person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19. <p>https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</p> <ul style="list-style-type: none"> • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • They should get a test, and: <ul style="list-style-type: none"> ○ If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. ○ If the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after 	

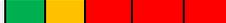
Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:																												
			<p>the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>Staff self-isolating will be expected to work from home where possible during this period, providing they remain well.</p> <p>Note: Essential workers (which includes anyone involved in education or childcare), have priority access to testing. Call 119 to book a test.</p> <p>Further Control Measures:</p> <ul style="list-style-type: none"> • Monitor and review. 																													
Learners attending/in-attendance at academy showing symptoms of Covid 19	Infesting people who are in close vicinity. Persons contracting COVID-19	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> </table> <p style="text-align: center;">Severity</p>	Probability	5	4	3	2	1	0		1	2	3	4	5		<p>Control measures:</p> <ul style="list-style-type: none"> • Parents have been informed that if their child experiences symptoms of continuous coughing or a high temperature (37.8 degrees centigrade or higher) or has a loss or change in their normal sense of taste or smell that the child must stay at home, self-isolate and follow NHS current advice, including active engagement with the NHS Test and Trace system. • Anyone who has tested positive for COVID-19 within the last 10 days or who has someone in their household who has tested positive MUST NOT attend school. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. • If a person tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. • Current advice can be found on www.nhs.uk/coronavirus and https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection 	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> </table> <p style="text-align: center;">Severity</p>	Probability	5	4	3	2	1	0		1	2	3	4	5	
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			<ul style="list-style-type: none"> • Learners showing/developing symptoms during the school day are to be taken to the designated isolation area (Intervention room by main office) and made comfortable whilst they await collection by their guardian. • Whilst awaiting the collection of a symptomatic learner, the supervising staff member should monitor the learner from a distance of more than 2 metres where possible, The staff member supervising the symptomatic learner will wear a fluid resistant face mask, a disposable apron, eye protection and disposable gloves. (These will be issued to each member of staff to store in their own working space in order that they know where this is at all times; however spare PPE is available in the isolation room at all times). The guardian of the symptomatic learner should be contacted immediately to collect their child. The parent is to be advised to follow government guidance regarding self-isolation. http://www.nhs.uk/coronavirus. • The Academy will issue the child with a home testing kit upon the child being collected, (only where they believe providing one will significantly increase the likelihood of them getting tested), as the Academy has been provided with a very limited supply of these by the DfE. • The designated isolation area should be sanitized by a member of staff immediately. A notice of sanitisation should be left upon completion. The PPE worn by the person supervising them is to be disposed of in named, clinical waste bags and stored safely out of the school building until the outcomes of the individual's test results are known in order for it to be disposed of carefully. • The learner is not to return to academy until they been tested for Covid19 through a local NHS testing centre. If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. They could still have another virus so it is best to avoid contact with others until they are better. Other members of their household can stop self-isolating. • Any confirmed cases of Covid19 should be communicated to the school immediately, who will contact the Public Health England Local Health Protection Team and Trust named Health and Safety lead, who in turn will assess if a RIDDOR 	

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<p>report is required (See HSA Reporting of COVID-19 for guidance).</p> <ul style="list-style-type: none"> • The local Health Protection Team may also contact schools directly if they become aware that someone who tested positive for coronavirus attended the school. • The above Team will work with schools to guide them through the actions they need to take. Based on the advice of the Health Protection Team, schools MUST send home those pupils and staff who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with the person when they were infectious. Close contact means: <ul style="list-style-type: none"> ○ Face to face contact with an infected individual for any length of time. ○ Within 1m contact ○ A face to face conversation ○ Unprotected physical contact (skin-to-skin) ○ Extended close contact (within 1-2m) for more than 15m with an infected individual. ○ Travelling in a small vehicle, like a car, with an infected person. • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and: <ul style="list-style-type: none"> ○ if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. ○ if the test result is positive, they should inform the school immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had 	

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			<p>symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <ul style="list-style-type: none"> If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where COVID-19 is suspected, the school will work with the local Health Protection Team to determine any required additional action. In some cases, they may recommend a larger number of pupils self-isolate as a precautionary measure – possibly the whole site or year group. All necessary information about potential outbreaks will be treated as urgent and shared with staff at an early stage. Home learning will be provided for all those self-isolating due to the closure of bubbles. (See remote learning policy). <p>Note: Routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying COVID-19 (Guidance for full opening: schools, DfE, 15th Nov. Update.). Temperatures will only be taken if children report feeling unwell or are showing other COVID symptoms on site.</p> <p>Further Control Measures: Monitor and review.</p>																																																																																																			
Visitors/contractors attending site.	Infecting people who are in close vicinity. Persons contracting COVID-19	<table border="1"> <tr><td>Probability</td><td>5</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>4</td><td></td><td></td><td></td><td>16</td><td></td></tr> <tr><td></td><td>3</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>2</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td></td><td colspan="6">Severity</td></tr> </table>	Probability	5							4				16			3							2							1							0	1	2	3	4	5		Severity						<p>Control Measures:</p> <ul style="list-style-type: none"> During COVID-19 response times, visitors are to be kept to a minimum, (essential visitors/contractors only) and contractors are to attend before or after the academy day where possible. Visits that allow a vulnerable child to meet a social worker, key worker or other necessary support worker should continue on site. (https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools) Parents/Carers should only come to the school office if they have an appointment or it is an emergency situation All contractors are to communicate their job specific Covid19 RAMS to the Health, Safety and Facilities Manager before commencing any works. Any meetings that can happen virtually are to do so to reduce number of visitors on site. During the COVID response period, there are to be no volunteers in school. 	<table border="1"> <tr><td>Probability</td><td>5</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>4</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>3</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>2</td><td></td><td></td><td></td><td>8</td><td></td></tr> <tr><td></td><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td></td><td colspan="6">Severity</td></tr> </table>	Probability	5							4							3							2				8			1							0	1	2	3	4	5		Severity					
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			<ul style="list-style-type: none"> Where it is necessary to use supply staff or to welcome visitors / contractors to the school, they must agree to comply with the Academy's arrangements for managing and minimising risk, including: <ul style="list-style-type: none"> Not attending site if they are showing symptoms of COVID-19. (signage at entrance). Completing a declaration form Partaking in compulsory temperature checking. Adhering to all social distancing measures around site. Sanitising their hands upon arrival/exit. Undertaking thorough personal hygiene and cough etiquette whilst on site. Leaving their contact details with the Academy for Track and Trace purposes. <p>Further Control Measures:</p> <ul style="list-style-type: none"> Monitor and review. 																																																																																									
Staffrooms, waiting rooms, toilets, printing facilities and other circulation areas.	Infecting people who are in close vicinity. Persons contracting COVID-19	<table border="1"> <tr><td rowspan="6">Probability</td><td>5</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td>16</td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td colspan="7">Severity</td></tr> </table>	Probability	5						4				16		3						2						1						0	1	2	3	4	5	Severity							<p>Control Measures:</p> <p>Staffroom:</p> <ul style="list-style-type: none"> The upstairs staffroom is NOT to be used by staff at any time. The downstairs dinging room will be used as the staffroom as the space is larger, therefore allowing for greater distancing. The maximum capacity in the staffroom at any one time is 6. If the staffroom is at capacity, staff are requested to get their drink / food and then return to their bubble rooms to consume these (Ensuring suitable lidded cups / containers are used if transporting hot liquids / foods around site). Tea break / lunch breaks will be staggered where possible to reduce numbers attempting to access staffroom areas at any one time. Cleaning materials available in staff areas and staff required to clean down once finished using detergent and disposable cloth (kettle, seat, etc.) <p>Office Area</p> <ul style="list-style-type: none"> Strict 2 people in main office limit to protect office staff. Strict one person/family in the main entrance waiting area at a time procedure. (Communicated via door/pavement signage and enforced via staff). 	<table border="1"> <tr><td rowspan="6">Probability</td><td>5</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td>8</td><td></td></tr> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td colspan="7">Severity</td></tr> </table>	Probability	5						4						3						2				8		1						0	1	2	3	4	5	Severity						
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			<ul style="list-style-type: none"> Parents encouraged to only visit office in person if absolutely necessary and ring / send message instead via WEDUC if possible. Staff requested to ring down to office as opposed to visit in person in order to protect office staff where possible. <p>Other circulation areas:</p> <ul style="list-style-type: none"> Staff / visitors and students asked to adhere to social distancing and direction control measures which have been implemented. (Facilitated by carpet spots / signs set at 1m) When moving around the premises staff must accompany children (with exception of when they are going to the toilet) to ensure appropriate distancing is maintained. In communal areas, <u>outside of the classrooms</u>, e.g. the staffroom, front entrance and corridors, where social distancing may be difficult to maintain, staff and visitors are required to wear face coverings, with the exception of those who are exempt. When not in use, these should be stored in individual sealable plastic bags. Further guidance can be found at: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education Primary school children will not be required to wear a face covering as inappropriate wear / handling can increase the potential of transmission. <p>Note: 'Based on the current evidence, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided' (Guidance for full opening: schools, DfE, 29th August). However, a clear face shield or mask with vision panel may be worn by staff should they so desire.</p> <ul style="list-style-type: none"> Further guidance can be found at: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education <p>Further Control Measures:</p> <ul style="list-style-type: none"> Monitor and review. 	
		<p>LODES 5</p> 	<p>Control Measures:</p>	<p>LODES 5</p> 

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Legionella in water systems	Infecting people who are in close vicinity water serviced appliances		4						<ul style="list-style-type: none"> Disinfection of all water systems occurred before the academy re-opened after lockdown. Ongoing monthly water temp monitoring by site teams/contractor. Ongoing weekly flushing to continue https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (5th Nov Update) 	4							
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				Severity						Severity							
				Further Control Measures:													
				<ul style="list-style-type: none"> Monitor and review. 													
Fire safety	Staff, learners and visitors – Death, injury from burns and smoke inhalation.	Probability	5						Control Measures: <ul style="list-style-type: none"> FRA and procedures reviewed / updated by Head of Academy, Site Managers and Health, Safety and Facilities Manager to include: <ul style="list-style-type: none"> The use of door wedges will be permitted to prevent multiple door handle contact. Staff must remove door wedges in the event of the fire alarm sounding. However, door wedges MUST NOT be used on fire doors (indicated as such by a blue disk) Social distancing will not be able to be maintained in the event of an evacuation situation, yet the requirement to evacuate will take prevalence over the potential risk of contracting COVID-19 as a result of unavoidable close proximity. Note: 2 x fire marshals to be on site at all times. (Train an additional marshal if necessary / to ensure cover in event of staff absence). Note: Ensure staff know revised evacuation routes / muster points and share this with pupils Note: There will be no full timed evacuation practice in the Autumn Term as this would result in the unnecessary mixing of bubbles. However, all classes are to be walked through their individual evacuation routes. 	5							
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				Severity						Severity							
				Further Control Measures:													
				<ul style="list-style-type: none"> Monitor and review. 													
Statutory PPM not being carried	Injury or ill-health to all building users.	Probability	5						Control Measures: <ul style="list-style-type: none"> Routine continuation of testing is maintained and recorded. 	5							
			4							4							
				3							3						

Commented [JA1]: Hi Jon, please note ammended title in control measures.

Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:																																																																																																							
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Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<p>and is compliant with the COSHH Policy and the Health and Safety Policy.</p> <ul style="list-style-type: none"> • Cleaning hours increased to ensure sufficient time for requirements to be met. • Cleaning will take place from 3:40 pm each day or prior to the start of the school day. • Areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. (e.g. clean / dirty sign on isolation room). • High contact areas that learners and staff are touching, (such desks, backs of chairs, doors, sinks, toilets, light switches) are to be sanitised more regularly than normal (Cleaning to take place during the day - 11:30 – 1:30pm daily). The circulating cleaners are to change cloths regularly (minimum between each classroom) and are to maintain their distance from the children / staff. A tick sheet cleaning system will be used to evidence cleaning undertaken. • All bins to have lids and bins are to be emptied once during the school day by the circulating cleaner. • Steam cleaners provided for hard to sanitise items. • Teaching / Support staff to ensure they clear away paper and clutter to facilitate effective cleaning at the end of each day. • All pupils from Y2 upwards are to have individual learning packs with commonly used items to reduce the sharing of equipment. • Resources, such as books, toys and equipment, can be used and shared within bubbles; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between groups, such as sports and art equipment should be cleaned frequently and meticulously and always between groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups. 	

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<ul style="list-style-type: none"> • Outdoor playground equipment should be more frequently cleaned. • Appropriate anti-viral sanitiser product used for cleaning of potentially infected areas and high contact areas. • All classrooms supplied with multi-purpose cleaner and disposable paper towels for wipe-down during the day as required. They will also be provided with an adequate supply of tissues and hand sanitiser. • Staffroom and staff toilets supplied with anti-bacterial/viral wipes or multi-purpose cleaner and disposable cloth for cleaning after use. • All cloths used for cleaning that are not disposable, must be immediately placed in a bucket with appropriate disinfectant after use and hot washed daily (90 degree wash). • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately, using appropriate PPE (Apron & gloves as a minimum) unless from a person showing COVID symptoms (see separate guidance). Hands must be washed after cleaning. • Posters are displayed throughout the school reminding staff and learners to wash their hands regularly, including before arrival at the setting, before and after eating, and after sneezing or coughing. • Learners are regularly reminded not to touch their mouth, eyes and nose. Learners learn and practise good hygiene (including handwashing and coughing or sneezing into their elbow or into a tissue) habits through key message delivery and repetition. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided at key entry / exit points to the building. (Note: Safe storage requirement for large quantities). • Sufficient amounts of soap (not bar soap) or hand sanitiser where applicable, clean water, paper towels and waste disposal bins are supplied in all toilets and sink areas. 	

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<ul style="list-style-type: none"> Air hand dryers are to be switched off to avoid potential air circulation of virus. Learning environments are ventilated using natural ventilation (opening windows) – see also air conditioning and ventilation. Prop doors open, (Unless fire doors). where safe to do so (bearing in mind safeguarding), to limit use of door handles and aid ventilation. Learner groups kept apart as much as possible, thereby minimising the number of contacts the learner has during the school day. However, due to the small nature of the Academy, the school will form two bubbles when fully open (Starfish and Dolphins being Bubble A and Sharks Class being Bubble B). When open to key worker and vulnerable pupils only, all pupils on site will form 1 bubble due to the very low number of pupils this applies to. Pupils with special needs will receive consistent support from the same key workers (where possible) to minimise the number of contacts they have. Head of Academy to monitor the cleaning standards of school cleaning contractors and discuss any additional measures required with regards to managing the spread of coronavirus. Staff are to report and concerns in relation to standard of cleaning to Head of Academy /Base Leader. Any staff crockery must be placed in the dishwasher immediately after use. If the dishwasher is full / is in operation, they must be washed up using hot water and detergent. They must not be left on the side / in the sinks. <p>Further Control Measures:</p> <ul style="list-style-type: none"> Monitor and review 	
Awareness of policies	Academy could lapse/fail to follow the newest national guidelines and	Probability 5 4 3 2	Control Measures: <ul style="list-style-type: none"> All staff briefed so they are aware of all relevant amendments to policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy 	COVID 5 4 3 2

Hazard:	Risk:	Risk Factor Before Control:						Control Measures	Risk Factor After Control:					
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and procedures	advice on COVID-19.	Severity						<ul style="list-style-type: none"> ○ <u>First Aid Policy</u> ○ <u>Fire Policy</u> ○ <u>Behaviour Policy</u> ○ <u>Infection Control Policy</u> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ○ The Health Protection (Notification) Regulations 2010 ○ Public Health England (PHE) (2017) 'Health protection in Schools and other childcare facilities' ○ DfE and PHE (2020) 'COVID-19: guidance for educational settings' • Relevant staff receive training to help minimise the spread of infection: coronavirus training; infection control. • First-Aider ratios maintained at all times. • The academy keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • https://www.gov.uk/coronavirus • Staff are made aware of the academy's infection control procedures in relation to coronavirus via email. (Circulation of RA & staff briefing on this; signed record to say shared and understood). • Parents are made aware of the academy's infection control procedures in relation to coronavirus via letter and via publication of RA in website – they are informed that they must contact the Academy as soon as possible if they believe their child has been exposed to coronavirus COVID-19. • Learners are made aware of the academy's infection control procedures in relation to coronavirus in an age-appropriate manner via class assemblies and are informed that they must tell a member of staff if they begin to feel unwell. 	Severity					

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<p>one of two (EYFS – Y3 & Y4-Y6). This will reduce the number of pupils required to self-isolate should someone in the group become ill with COVID-19. During vulnerable / key worker children only opening, all pupils will form one bubble due to the small number of pupils this applies to.</p> <ul style="list-style-type: none"> • The school / outdoor areas are 'zoned' when in full operation so as to avoid any contact between different bubbles. • Staff are to maintain distance from other staff as much as possible, including outside of school hours and within individual classes. • Adults should avoid face to face contact with children and should minimise time spent within 1m of anyone. However, it is recognised this is not possible for those assisting pupils with complex needs. (Actions for schools during the coronavirus outbreak, Guidance for full opening: schools, DfE). • Pupils who are old enough to maintain distancing from staff and their peers will be expected and supported to do so (Note: the DfE has recognised that 'children, especially the youngest children and some children with complex needs, cannot socially distance from staff or from each other' and that it is, 'acceptable for them to not distance within their group'). • Although teachers and other staff are able to operate across different classes and year groups to facilitate the delivery of a broad and balanced curriculum, these members of staff will be kept to a minimum and should try to keep their distance from pupils and staff as much as they can (ideally 2m from other adults). During critical worker and vulnerable worker only opening periods, cross-bubble working is to be avoided wherever possible. • Adults within bubbles should maintain a 2m distance from other adults within each bubble. • Appropriate PPE will be provided for staff at significant risk, due to necessary close personal contact with pupils who can't control behaviour such as spitting, coughing or 	

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:																																																																																								
			<p>sneezing or whose behaviour or learning needs to be physically managed.</p> <p>Resources:</p> <ul style="list-style-type: none"> Every learner from Y2 up is to have their own 'kit' (pencil case with basic equipment: pencil, glue, scissors, ruler, crayons, etc.) to reduce any unnecessary sharing of equipment. Any resources shared between classes, such as sports, art or science equipment, must be cleaned frequently and meticulously or left out of circulation for 48 hours (72 for plastics) between use by different classes. Pupils must limit the resources they bring into school each day, to essentials only ie lunchboxes, hats, coats and books. Bags are allowed but should be minimal in size. Pupils and teachers can take books and other resources home, although unnecessary sharing is to be avoided. Rules on hand cleaning, cleaning of resources and rotation still applies. Learners must not share cutlery, cups or food. Outdoor gym & climbing equipment is to be fenced off as we are unable to sanitise this between different groups of users. "Clean hands before use" rule in operation within school for IT equipment: wipe down keyboards, touchscreens and any other shared IT/tech equipment with a damp soft cloth which has been sprayed with sanitiser or use an anti-bacterial wipe (Do not directly spray onto IT equipment). <p>Further Control Measures:</p> <ul style="list-style-type: none"> Monitor and review. 																																																																																									
Learners education is minimised due to reduced access to academy	Future prospects are hindered due to missed learning opportunities	<table border="1"> <tr><td rowspan="6">Probability</td><td>5</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td>4</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td colspan="7">Severity</td></tr> </table>	Probability	5						4	4					3						2						1						0	1	2	3	4	5	Severity							<p>Control Measures:</p> <ul style="list-style-type: none"> The academy adheres to the DfE Guidance: The academy adheres to the DfE Guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (Nov 5th Update) When Academy is in full operation (open for all pupils): Clear communication to parents re: importance of being in school (unless instructed to not attend on medical grounds) 	<table border="1"> <tr><td rowspan="6">Probability</td><td>5</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td colspan="7">Severity</td></tr> </table>	Probability	5						4						3						2	2					1						0	1	2	3	4	5	Severity						
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			<p>as it is vital for children's education and wellbeing and to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development.</p> <ul style="list-style-type: none"> • Individual families with concerns re: attending should contact the Academy at the earliest opportunity in order that the school can discuss these and provide reassurance of the additional measures being put into place. Parents advised that school attendance is mandatory unless a statutory reason applies (e.g. been told to shield on medical grounds, etc). • The Head of Academy works with teaching staff to ensure education can continue to be delivered to all learners, inc. those who are learning remotely due to the need to self-isolate (Having had symptoms or a positive test themselves, or due to having been in close contact with someone who has coronavirus); or shield should community transmission rates in the locality rise (Only if indicated by Local Public Health Protection Team or a further national lockdown be implemented); ensuring all learners have access to work and the necessary equipment at home (providing printed packs if required and/or loan devices). See also: Remote curriculum. • Children who remain under the care of a specialist health professional are advised to discuss their care with their health professional at their next planned clinical appointment. (Evidence of clinical advice to not attend school will need to be provided for non-attendance from 1st September). <p>'Catch-Up Curriculum'</p> <ul style="list-style-type: none"> • The SLT of the Academy is to ensure curriculum reflects PSED needs of pupils – providing pupils with a chance to talk/share/offload their worries in a supportive way which allows them to move on as we recognise the potential need to get them emotionally ready to learn at school once more. • Where support staff capacity is available, this may be used to support catch-up provision or targeted interventions for individuals / groups of pupils. (It may be appropriate to suspend some subjects for some pupils in exceptional circumstances should it be in the best interests of the 	

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<p>pupils). Note: The EEF has published guidance on effective intervention to support schools.</p> <ul style="list-style-type: none"> • All children were assessed fully upon their return to school in September 2020 (not using formal tests, rather regular, formative assessment) in order to identify gaps in knowledge and skills created during the 'lockdown' period. Curriculum planning has been revised to address these needs; including covering missed content and giving priority to core subject learning where required: <ul style="list-style-type: none"> ○ In reception, priority has been given to assessing and addressing gaps in language, early reading and maths, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. Note: Although the statutory rollout of the reception baseline assessment has been postponed until September 2021, we are an early-adopter school. • For pupils in Key Stages one and two, priority has been given to identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics, identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary). Note: The majority of pupils will continue to be taught the full range of subjects over the academic year. • The school will engage with the National Tutoring Programme for identified pupils. <p>'High Risk' Activities:</p> <p>Performing Arts (Music, Dance and Drama):</p> <ul style="list-style-type: none"> • Some aspects of music (singling and wind / brass instrument playing), dance and drama are considered to currently be 'high risk and will only be undertaken in line with specific guidance on this area: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts • Where staff move between bubbles, for example, to deliver specialist subject teaching, they should try to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. 	

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<p>Physical Education:</p> <ul style="list-style-type: none"> PE will be delivered to all classes. However, in the case of Team sports, only team sports whose national governing bodies have developed guidance under the principles of the governments guidance on team sport will be permitted: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (5th November Update) <ul style="list-style-type: none"> Pupils will have PE delivered in consistent groups, with sports equipment thoroughly cleaned between each use by different individual groups. Contact sports are not to be played. Outdoor sports are to be prioritized where possible, with large indoor spaces used where it is not possible, ensuring the space is ventilated through opening windows. <p>Those delivering PE in schools must refer to the following guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation and: https://www.sportengland.org/how-we-can-help/coronavirus/return-play and: https://www.afpe.org.uk 'COVID-19: Interpreting the Government guidance in a PESSPA context.' And: https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools</p> <p>School performances:</p> <ul style="list-style-type: none"> There are to be no indoor face-to-face performances in front of a live audience during the COVID response period. 	

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<ul style="list-style-type: none"> • Outdoor, strictly socially-distanced events for the parents / carers of children within the same bubble may be considered where community transmission rates remain low (Tier 1) and government restrictions allow. However, modern technologies should be used wherever possible to avoid the potential 'bringing together' and therefore the potential of virus transmission between adults from many households. <p>Remote Education:</p> <ul style="list-style-type: none"> • A TEAMS based learning platform has been developed by the Academy and staff trained on its use. (Microsoft Office 365 education). Parents/Carers have been informed as to how to access this in order that pupils are given the support they need to master the curriculum should it be necessary for a class or group of pupils to be educated at home e.g. closure of year group bubbles or the instruction from Public Health England to close to control transmission rates in the area. • The remote curriculum will provide access for pupils to high-quality online and off-line resources. • In the case of bubble closure, for day 1 of bubble closure, staff will simply post work to be completed to give time for remote learning to be thoroughly and collaboratively planned as lessons will need to be adapted for online delivery. 'Live lessons' will be delivered from day 2 of bubble closure. • The online tools selected for use will include teaching videos and will allow for interaction, assessment and feedback to be given. • Loan devices and data cards will be issued where resources allow to pupils without suitable devices / internet access. • Younger pupils and those with SEND may not be able to access remote education without adult support and the Academy will work with adults to deliver a broad and ambitious curriculum. (Note: Children with an EHCP will have daily contact with their named person and interventions where health allows and is reasonably practical, will be delivered remotely). 	

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:																																																												
			<ul style="list-style-type: none"> Pupils will be provided with meaningful and ambitious assignments each day in a number of different subjects, which are equivalent in length to the core teaching pupils would receive in school. (Minimum 3 hours at KS1 and 4 hours at KS2). The remote learning will be delivered sequentially, in order that knowledge and skills are built incrementally. Frequent, clear explanations of new content will be largely provided via live inputs. On occasion these will be supplemented with other video or web-based inputs provided by external agencies, e.g. National Oak Academy, but wherever possible, inputs will be provided by pupils' own teachers. Clear expectations will be set in relation to the completion and the checking of work. Care must be taken to ensure appropriate safeguarding measures are taken whilst children are learning remotely: <p>https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</p> <ul style="list-style-type: none"> In the case of a local COVID outbreak or the instruction to close schools to all but key worker and vulnerable children, devices will be made available for disadvantaged pupils in y3+ and clinically extremely vulnerable children from all year groups as a priority. However, these devices will remain owned by the school and must be returned to the Academy once the pupils return to school. Wifi data cards will be provided for disadvantaged pupils whose families are reliant on a mobile internet connection whilst the response to COVID-19 requires learners to learn from home. <p>Further Control Measures:</p> <ul style="list-style-type: none"> Monitor and review 																																																													
Communication	Miscommunication or no communication leads to:	Probability <table border="1"> <tr><td>5</td><td>■</td><td>■</td><td>■</td><td>■</td><td>■</td></tr> <tr><td>4</td><td>■</td><td>■</td><td>■</td><td>16</td><td>■</td></tr> <tr><td>3</td><td>■</td><td>■</td><td>■</td><td>■</td><td>■</td></tr> <tr><td>2</td><td>■</td><td>■</td><td>■</td><td>■</td><td>■</td></tr> <tr><td>1</td><td>■</td><td>■</td><td>■</td><td>■</td><td>■</td></tr> </table>	5	■	■	■	■	■	4	■	■	■	16	■	3	■	■	■	■	■	2	■	■	■	■	■	1	■	■	■	■	■	Control Measures: <ul style="list-style-type: none"> The Academy's website and social media channels are kept up-to-date with any information regarding COVID-response measures, e.g. Bubble closures, etc. 	Probability <table border="1"> <tr><td>5</td><td>■</td><td>■</td><td>■</td><td>■</td><td>■</td></tr> <tr><td>4</td><td>■</td><td>■</td><td>■</td><td>■</td><td>■</td></tr> <tr><td>3</td><td>■</td><td>■</td><td>■</td><td>■</td><td>■</td></tr> <tr><td>2</td><td>■</td><td>■</td><td>■</td><td>8</td><td>■</td></tr> <tr><td>1</td><td>■</td><td>■</td><td>■</td><td>■</td><td>■</td></tr> </table>	5	■	■	■	■	■	4	■	■	■	■	■	3	■	■	■	■	■	2	■	■	■	8	■	1	■	■	■	■	■
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	<ul style="list-style-type: none"> increase in transmission of COVID 19 low staff morale 	Severity						<ul style="list-style-type: none"> Parents are informed via WEDUC messaging and social media about closures / return arrangements and individual phone calls made to those immediately affected (requiring to isolate). Staff are informed via email about the relevant information regarding closures / return arrangements. Staff are informed of who they can turn to for support / with concerns, ensuring they understand there are several avenues they can follow, e.g. line manager, other senior staff, colleagues or central HR team. Where education is having to take place remotely, when communicating with parents and pupils the Academy will: <ul style="list-style-type: none"> Communicate within school hours as much as possible. Communicate only through channels approved by the SLT. Use school email accounts (not personal ones) <p>Use school devices over personal ones where possible (and in cases where personal ones are used, ensure caller id facility is switched off).</p> <p>See also: https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</p> <p>Further Control Measures:</p> <ul style="list-style-type: none"> Monitor and review. 	Severity										
Safeguarding & Behaviour.	<p>Increased risk of learners being exposed to the five types of abuse:</p> <ul style="list-style-type: none"> Emotional abuse. Emotional neglect. Physical neglect. Physical abuse. 	Probability	5																
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		Severity						<p>Control Measures:</p> <p>Safeguarding:</p> <ul style="list-style-type: none"> The Academy's Child protection policy and part 1 of keeping children safe in education (KCSIE) is to be followed by all staff at all times, including making referrals to statutory services as appropriate. The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns (inc. those relating to any pupil self-isolating / learning remotely) The DSL ensures that adequate pastoral care is in place to support learners and staff who require it. (Inc. when learning remotely). 	Probability	5									
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Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
	<ul style="list-style-type: none"> Sexual abuse. 		<ul style="list-style-type: none"> The DSL ensures the relevant staff have the appropriate training to support learners and staff who require pastoral care. Note: All members of classroom-based support staff are to complete ACES training (Adverse childhood experience support) & Early childhood trauma) & Attachment in Early Years training prior to the re-opening of school site in Autumn. Staff and pupil bereavement is managed in line with procedures. The Head of Academy will liaise with the Trust EWO about procedures regarding attendance. Daily phone calls will continue to those self-isolating or those advised to shield in the case of localized lockdowns unless present for online 'live lessons'. Home visits (distanced) will continue if no contact is made for 3 consecutive days. <p>Behaviour:</p> <ul style="list-style-type: none"> Academy Behaviour policy has been updated with new rules linked to restrictions on movement around schools and new hygiene rules & shared with staff, parents and pupils; setting clear, reasonable and proportionate expectations of pupils behaviour. A new rewards system has been implemented to support this. Additional support is provided to those who struggle to reengage with school and are persistently disruptive (Mightier project). The school will continue to actively work with other agencies / local services to ensure services and support are in place for those that may need it following exposure to adversity, trauma, etc. <p>Pupil Wellbeing Support:</p> <ul style="list-style-type: none"> Up until February 2021, all pupils within the school from y1 upwards will receive 1hr a week of 'mindfulness' lessons, a key part of which will be taken from Forest Schools approaches. These sessions are designed to: <ul style="list-style-type: none"> Support the re-building of friendships and social engagement. 	

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<ul style="list-style-type: none"> - Address and equip. pupils to respond to issues linked to COVID-19 - Support pupils with approaches to improving their physical and mental wellbeing. • Children requiring more support than that delivered in the above sessions will be provided with more focused pastoral support, drawing on external support where necessary and possible. • The Academy will use the materials provided by the government to respond to the wellbeing and mental health needs of children and young people as a result of COVID-19. (Named lead recieved specialist training during the Autumn Term) https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing including https://www.minded.org.uk <p>Online safety:</p> <ul style="list-style-type: none"> • When learning remotely, all staff delivering remote education have been advised that the same principles set out in the staff behaviour policy (code of conduct apply). • Clear protocols are in place to protect both staff and children when accessing learning remotely (See remote learning policy). This includes the recording of lessons in cases where two members of staff are not able to be in the session; & the platform policies being set up in order that children can see and hear the teacher, but not each other. • Parents are provided with information as to keeping their child safe online via useful links on the Academy's website. <p>See also: In line with the guidance below: https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</p> <p>Further Control Measures:</p> <ul style="list-style-type: none"> • Monitor and review. 	
		<p>ALPES 5</p> 	<p>Control Measures:</p>	<p>ALPES 5</p> 

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:																																																												
Community wellbeing	Reputational Risk to the Academy/Trust	<table border="1"> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td>3</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table>	4						3	3					2						1						0	1	2	3	4	5	<ul style="list-style-type: none"> Relevant staff liaise with the parents of learners who are deemed more vulnerable to infection and discuss any concerns in relation to school attendance. Staff notify the Head of Academy if they are 'clinically extremely' or 'clinically very vulnerable' individuals in order that an individual risk assessments can be undertaken for them if they so request. This is also the case for any employee with concerns, eg those living with a clinically vulnerable person. Unless local transmission rates are high (Tier 3) or there is a need for a further national lockdown, staff who are clinically extremely vulnerable should follow the same guidance as the clinically vulnerable population, taking particular care to practice frequent, thorough handwashing and cleaning of frequently touched areas in their home or workspace. This advice will be revised should community transmission rates require a localized lockdown to be implemented. (See below) Staff who are clinically vulnerable (Which includes staff who are pregnant (Under 28 weeks), older staff, disabled staff and black and ethnic minority staff) or who may otherwise be at increased risk from coronavirus should take care to practice good hand and respiratory hygiene, minimize contact and maintain social distancing in line with section 6 of the DfE guidance. Namely, that ideally adults should maintain 2m distance from others and where this is not possible, avoid face to face contact and minimise the time spend within one metre of others. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people Head of Academy (in consultation with the Trust) is to consider requests made by staff who wish to make temporary changes to their working environment or working hours in the interest of health and safety. However, most 	<table border="1"> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table>	4						3						2	2					1						0	1	2	3	4	5
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Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<p>school-based roles are not ideally suited to home working and it should be noted that those that there is no right to paid leave unless instructed to shield or self-isolate by PHE, NHS Track & Trace or other medial professional (evidence may be requested).</p> <ul style="list-style-type: none"> • Head of Academy ensures that the academy can be adequately and safely staffed, inc. in the case of potential year group bubble closures. • The Head of Academy and the SENCO identify learners with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • The Head of Academy and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff and learners have access to support. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers. <p>Note: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 (7th January)</p> <p>During the third National Lockdown period (From 5th January) Clinically extremely vulnerable pupils: “Clinically extremely vulnerable children and young people should not attend school or other educational settings, because the risk of exposure to the virus in the community is now very high. Remote learning will be provided in order that they may continue their education.”</p> <ul style="list-style-type: none"> • Staff who are clinically vulnerable or who may otherwise be at increased risk from coronavirus may continue to attend work, yet should take care to practice good hand and respiratory hygiene, minimize contact and maintain social 	

Hazard:	Risk:	Risk Factor Before Control:	Control Measures	Risk Factor After Control:
			<p>distancing in line with section 6 of the DfE guidance. Namely, that ideally adults should maintain 2m distance from others and where this is not possible, avoid face to face contact and minimise the time spend within one metre of others.</p> <ul style="list-style-type: none"> • Those living with persons classed as clinically vulnerable or extremely clinically vulnerable are also able to attend. • Those who are deemed to be clinically extremely vulnerable (Who have been issued with an NHS shielding letter) on medical grounds, over this period are advised to work from home. Further information can be found at: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#education-settings (7th January) <p>Staff Wellbeing:</p> <ul style="list-style-type: none"> • The overall working day will not be longer for any members of staff as a result of the changes made (ie staggered starts / ends). • Directed time arrangements for teachers will remain unchanged. • The Academy will regularly review support for newly and recently qualified staff, staff new to the school, and any staff displaying anxiety in relation to school opening. • individual support will be offered to staff experiencing anxiety or effects of trauma. (SAS service) • During the Spring Term, the Academy will continue with online meetings where possible and will keep to a minimum physical meetings in order to reduce transmission. <p>Further Control Measures:</p> <ul style="list-style-type: none"> • Monitor and review. 	
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Wider Community	Mixing of Persons on site who might be infected but not be showing symptoms.	<table border="1"> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>16</td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> <td></td> </tr> </table> <p style="text-align: center;">Severity</p>	4						16		3								2								1								0	1	2	3	4	5			<ul style="list-style-type: none"> Children to be placed into colour-coded 'bubbles' with own staff teams. School 'zoned' to minimise chance of children / parents of children in different 'bubbles' meeting whilst on school site. Clear visible markings around school to ensure that persons collecting children / dropping off children follow a one way, 'bubble segregated' route and promote social distancing whilst waiting for pupils at collection time. (3 different colour coded drop off / entrance zones). Different 'bubbles' are to have different toilets. <p>Note: During periods where schools are only open for critical workers and vulnerable children, there will just be one bubble in operation at Fishtoft Academy due to low numbers of pupils whom fall into the above categories.</p> <ul style="list-style-type: none"> A 'no gathering at the school gates' message is to be clearly communicated to families. All parents / Carers are required to wear face coverings (unless exempt) when entering site to collect / drop off their child(ren). Staff members (unless exempt) are also to wear facemasks at handover points and in communal indoor areas. Social distancing promoted throughout building via use of Velcro carpet markers and clear signage (internal and external). Breakfast club will run only during full operation of schools. However, parents may only access this facility in line with Gvmt. guidance, i.e. where it is reasonably necessary to enable them to: <ul style="list-style-type: none"> Work or search for work Undertake training or education For the purposes of respite care (including for vulnerable children) <p>Note: Space at the facility is limited and this will only be able to be maintained should staffing levels be able to facilitate its safe operation.</p> <p>See also: https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools</p> <ul style="list-style-type: none"> School-led after school clubs will not run during the Spring Term, (apart from 'catch-up' interventions) although this will be kept under regular review. 	<table border="1"> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>8</td> <td></td> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> <td></td> </tr> </table> <p style="text-align: center;">Severity</p>	4								3								2						8		1								0	1	2	3	4	5		
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Public / school transport	Mixing of persons who might be infected in a confined space. Persons contracting COVID-19	<table border="1"> <tr><td rowspan="6">Probability</td><td>5</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td>12</td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> <p style="text-align: center;">Severity</p>	Probability	5						4						3				12		2						1						0	1	2	3	4	5	<p>Control Measures:</p> <p>The Academy, working with the LA, uses the transport guidance to arrange transport for those eligible for it. https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020#:~:text=Vehicles%20that%20provide%20transport%20to,is%20organised%20by%20local%20authorities.</p> <ul style="list-style-type: none"> • All parents / staff requested to use private as opposed to public/school transport wherever possible to travel to school. • Where transport cannot be avoided: <ul style="list-style-type: none"> ○ Discuss use of face masks as per government requirements (Under 11s are not required to wear facemasks, although if old enough to put on and dispose of safely, may do so if they so wish). ○ Ensure disposable face masks are disposed of appropriately upon entry to school site. ○ On dedicated school transport, children are to sit either with their 'bubble' on school transport or with the same constant group of children each day. ○ Children are to clean their hands before boarding transport and again after disembarking. <p>See Also: And for those who come to school via a public transport (as opposed to dedicated school transport): https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Note: Unless advised otherwise, even during localised lockdowns and National lockdowns, travelling to deliver or access education is still permitted. See also: https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools</p>	<table border="1"> <tr><td rowspan="6">Probability</td><td>5</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td>8</td><td></td></tr> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> <p style="text-align: center;">Severity</p>	Probability	5						4						3						2				8		1						0	1	2	3	4	5
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Non-compliance to latest guidelines in relation to COVID.	School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19.	<table border="1"> <tr><td>Probability</td><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>2</td><td></td><td></td><td>8</td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td colspan="8">Severity</td></tr> </table>	Probability	5								4								3								2			8					1								0	1	2	3	4	5		Severity								Control measures: <ul style="list-style-type: none"> Daily checks will be made with Government websites (Gov.uk) and LCC website Any changes in national/LCC advice and guidance to be shared with the Head of Academy / Directors etc. for appropriate action. Staff, Parents and students to be updated in a timely manner, using email, letters etc. as necessary/appropriate. Further Control Measures: Monitor and review.	<table border="1"> <tr><td>Probability</td><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td></td><td></td><td></td><td>4</td><td></td><td></td></tr> <tr><td></td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td colspan="8">Severity</td></tr> </table>	Probability	5								4								3								2								1				4				0	1	2	3	4	5		Severity							
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Pupils accidentally transmitting virus on items bought into school / taken home from school.	Students / staff at increased risk of developing COVID-19	<table border="1"> <tr><td>Probability</td><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>2</td><td></td><td></td><td>8</td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td colspan="8">Severity</td></tr> </table>	Probability	5								4								3								2			8					1								0	1	2	3	4	5		Severity								Control measures: <ul style="list-style-type: none"> Items bought in to/taken home from school to be kept to a minimum (necessities only). Children and staff can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to the child's welling being and development No scooters or bikes are to be bought onto site as these are unable to be stored in 'bubbled' areas. Items to be placed in individual lockers to avoid communal storage. On PE days, children to attend in PE kit in order to avoid need to change on site. <p>Note: parents do not need to clean uniforms more often than usual or using any different cleaning methods. Full uniform expectations are in place.</p> Further Control Measures: Monitor and review.	<table border="1"> <tr><td>Probability</td><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td></td><td></td><td></td><td>4</td><td></td><td></td></tr> <tr><td></td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td colspan="8">Severity</td></tr> </table>	Probability	5								4								3								2								1				4				0	1	2	3	4	5		Severity							
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	(social distancing unable to be maintained in small space) and from sharing of equipment. Potential hunger if not accessing FSM.	<table border="1"> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> <p style="text-align: center;">Severity</p>	1						0	1	2	3	4	5	<ul style="list-style-type: none"> School lunches will be individually packaged and will be delivered to site to be collected by staff from their individual 'bubbles'. (Midday supervisor to collect and distribute to whole year group they are working in). Food provided by school is to be prepared in COVID-compliant kitchen facilities (see separate Trust kitchen risk assessment). Those who bring in a packed lunch from home may continue to do so, yet any sharing of food will not be allowed. Staff to be alert to potential cases of food poverty and notify DSL if concerned in order that families can be signposted to local foodbanks if required. Parents to be given support to apply for FSM if required. Vouchers will be made available to those entitled to FSM (Not Universal FSM) in the case of bubble closure / need to shield/self-isolate. <p>Further Control Measures: Monitor and review.</p>	<table border="1"> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> <p style="text-align: center;">Severity</p>	1						0	1	2	3	4	5																																																
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First Aid	Students/staff at increased risk of developing COVID-19 from bring unable to maintain social distancing.	<table border="1"> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td>16</td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> <p style="text-align: center;">Severity</p>	5						4				16		3						2						1						0	1	2	3	4	5	<p>Control Measures:</p> <p>The Health and Safety executive have published guidance in relation to the administration of First Aid During the coronavirus (COVID-19) outbreak. https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> <ul style="list-style-type: none"> Treating any casualty properly will remain the first concern. If a child requires first aid, this will be administered by the staff in their bubble where possible. In the case of a more significant injury (where a fully trained first aider is required), if one cannot be found from within their designated 'bubble', the need to administer first aid will supersede the requirement to stay within discrete bubbles. Where it is not possible to maintain a 2-metre or more distance away from an individual when providing first aid, the staff administering it must ensure the following PPE (Personal Protective Equipment) is used and pay particular 	<table border="1"> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td>8</td><td></td></tr> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> <p style="text-align: center;">Severity</p>	5						4						3						2				8		1						0	1	2	3	4	5
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			<p>attention to sanitation measures immediately afterwards, including washing hands:</p> <ul style="list-style-type: none"> disposable gloves disposable plastic apron eye protection (E.g. visor or goggles) if there is a risk of droplets resuscitation face shield if the decision is made to perform mouth to mouth CPR. <p>All staff are to clean their hands thoroughly with soap and water or alcohol sanitiser before putting on and after removing PPE.</p> <p>Government produced easy to follow information posters on putting on and removing PPE - Guidance on putting on and taking off PPE are displayed in staff rooms, rooms identified for dealing with suspected cases of Covid-19 and First Aid rooms.</p> <p>Further Control Measures: Monitor and review.</p>																																																																																									
Educational Visits	Children missing valuable learning experiences.	<table border="1"> <tr><td rowspan="6">Probability</td><td>5</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td><td>Red</td></tr> <tr><td>4</td><td>4</td><td>Yellow</td><td>Red</td><td>Red</td><td>Red</td></tr> <tr><td>3</td><td>Green</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td></tr> <tr><td>2</td><td>Green</td><td>Green</td><td>Green</td><td>Yellow</td><td>Yellow</td></tr> <tr><td>1</td><td>Green</td><td>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td colspan="7">Severity</td></tr> </table>	Probability	5	Green	Yellow	Red	Red	Red	4	4	Yellow	Red	Red	Red	3	Green	Green	Yellow	Red	Red	2	Green	Green	Green	Yellow	Yellow	1	Green	Green	Green	Green	Green	0	1	2	3	4	5	Severity							<p>Control Measures:</p> <p>There will continue to be no overnight educational visits during the COVID response period.</p> <p>Non-overnight visits can take place, as long as:</p> <ul style="list-style-type: none"> Community Transmission rates remain low (No National or localised lockdown is in place – Area is deemed to be below Tier 3). Children remain in their allocated bubbles (consistent groups) on the visits. COVID-secure measures are in place at their destination. (Additional support will be available from the Educational Visits Co-ordinator when planning any visit so that assurances can be given that venues are covid-secure). Children are transported (if transport is required) on private hire coaches as opposed to public service vehicles. Full and thorough risk assessments are completed (as required for all educational visits). <p>Further Control Measures: Monitor and review.</p>	<table border="1"> <tr><td rowspan="6">Probability</td><td>5</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td><td>Red</td></tr> <tr><td>4</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td><td>Red</td></tr> <tr><td>3</td><td>Green</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td></tr> <tr><td>2</td><td>2</td><td>Green</td><td>Green</td><td>Yellow</td><td>Yellow</td></tr> <tr><td>1</td><td>Green</td><td>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td colspan="7">Severity</td></tr> </table>	Probability	5	Green	Yellow	Red	Red	Red	4	Green	Yellow	Red	Red	Red	3	Green	Green	Yellow	Red	Red	2	2	Green	Green	Yellow	Yellow	1	Green	Green	Green	Green	Green	0	1	2	3	4	5	Severity						
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RAF4 Risk Assessment Progress and Review Sheet

Risk Assessment No:	5	Issue:	1	Task:	Coronavirus – COVID 19
Company Name:	Fishtoft Academy				

Date:	Details of Progress Made:	Initials:
04/01/21	Due to locality being in Tier 3, staff informed they are able to wear facemasks / visors when teaching should they so wish. (Compulsory in communal areas unless exempt). Whilst control measures have not been increased other than the above, control measures WILL BE ENFORCED ROBUSTLY.	JB

Date:	Details/Reason for Review:	Initials:
24/11/20 20	Trust-wide review of Covid-19 RAs due to new term, lockdown 2 and rise in cases.	JB
03/01/20 21	Trust-wide review of Covid-19 RAs due to new term, Locality being in Tier 3, change to self-isolation guidance https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/ and emergence of new variant which is more transmissible.	JB
08/01/21	Review due to Lockdown 3 announcement; move to schools only being open for children of critical workers and those deemed vulnerable according to gvmt. guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision and updated shielding guidance: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#education-settings and new DfE lockdown guidance: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950653/Education_and_childcare_settings_-_national_lockdown_from_5_January_2021_.pdf#	JB
