



Risk Assessment

Form	
Number	

A. Outline of activity or task to be assessed:

Area: Operational risk assessment (National Lockdown) – Covid 19 v14

Site: Severndale Specialist Academy

Date of Assessment: 5th January 2021

Date for Re-assessment: 12th January 2021

Assessors: Sarah Downes

Signatures:

Managers: Tracey Mullinder

Signatures:

Hazard is something with the **potential** to cause **harm**.

Risk (R) is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

B. Risk matrix - This section is used for guidance to complete section C.

		No Injury 1	Damage* 2	Minor Injury/ ill Health 4	Over 3 Day Injury/ ill Health 6	Major Injury/ ill Health 8	Fatality 10
Likely/Frequent	10	10	20	40	60	80	100
Probable	8	8	16	32	48	64	80
Possible	6	6	12	24	36	48	60
Remote	4	4	8	16	24	32	40
Improbable	2	2	4	8	12	16	20

* **Damage means 'Damage to plant, property or environment'.**
If computed figure is close to each boundary i.e. 40 or 60 re-appraise after implementation of improvements/new practice or safe systems. Always err on the side of caution!

Low Risk = Up to 40

Medium Risk = 40 - 60

High Risk = 60 - 80

Very High Risk = 80+

Priority of Action

Very High 80+ Will require urgent & immediate action - possibility of stopping work until additional control measures are in place.

High 60 - 80 Action required either immediate or short-term to alleviate risk.

Medium 40 - 60 Action required medium to long-term depending on whether high or low in range.

Low Up to 40 Action may be required long-term or for other service reasons but not essential.

Likelihood (Probability) (P)	X	Severity (S)	
Likely/Frequent - Occurs repeatedly / event only to be expected.	10	Fatality	10
Probable - Not surprised. Will occur several times.	8	Major Injury/ill Health	8
Possible - Could occur sometimes.	6	Over 3 day Injury/ill Health	6
Remote - Unlikely though conceivable.	4	Minor Injury/ill Health	4
Improbable - So unlikely that probability is close to zero.	2	Damage *	2
		No Injury	1

C. Use information from section B to identify level of risk for each hazard

What are the Hazards?		Who might be harmed	What are you already doing (Existing Controls)	Risk Level Low/Med / High	What further actions are necessary	Residual Risk Level Low/Med / High	Action	
							Who	When
1	Lack of social distancing in the classroom	Staff Students Wider community	<p>The academy will ensure that the following prevention controls are in place:</p> <p>Prevention</p> <p>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.</p> <p>2) Where recommended, use of face coverings in schools.</p> <p>3) Clean hands thoroughly more often than usual.</p> <p>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p> <p>6) Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>7) Where necessary, wear appropriate personal protective equipment (PPE).</p>	High	<p>Ensure up to date guidance is read and understood.</p> <p>Review risk assessment on a weekly basis.</p> <p>Classes 'bubbles' must not mix with other groups indoors or outdoors.</p> <p>Bubbles must stay within their designated zones, if staff are required to move zones to support the pupil's medical/first aid/ behaviours needs PPE must be changed as each zone and hand hygiene followed.</p> <p>Resources must not be shared; they must remain within the zone. All resources, including outdoor play equipment must be disinfected after use. Where this isn't possible resources must not be used for 72 hours.</p> <p>Desks must be cleaned down with the disinfectant at regular intervals throughout the day. Class staff are able to support with this, enhanced cleaning must be carried out by a member of the cleaning team.</p> <p>Department Leads/Coordinators (DL's/DC's) to ensure consistency across their departments.</p>	Medium	SLT	When required
							TM/SD	Weekly
							All classes	Daily
							All classes	Daily

			<p>8) Always keep occupied spaces well ventilated.</p> <p>Numbers 1 to 5 and number 8 must be in place in all settings, all the time.</p> <p>Number 6 must be properly considered, and settings must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in specific circumstances.</p> <p>Furniture and resources to be laid out to increase the classroom space. Desks to be forward facing.</p> <p>Resources and activities will be planned to reduce shared contact and individual learning.</p> <p>Students to use the same desk on a daily basis.</p> <p>Students to use the same peg on a daily basis.</p> <p>Interactions to be carried out a distance where possible.</p> <p>Teachers, TA's and PSA's have to work with the same students throughout the day.</p> <p>Staff can remain at adult height and not at child level for interactions, unless there is a need, PPE is available for close contact work. Please see separate PPE guidance.</p>		<p>Additional cleaning stock and PPE can be requested using the Parago system.</p> <p>Staff to support students to understand the importance of handwashing, Makaton posters available to be displayed in class. Hand wipes to be requested for use in complex and PMLD classes to support hand hygiene.</p>			
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			<p>Maintain a good standard of handwashing throughout the day. Use Ebug posters as visual reminders https://e-bug.eu/</p> <p>Overcrowding at hand wash stations to be managed by staff and social distancing to be encourage at all times.</p> <p>Maintain culture of 'catch it, bin it, kill it' tissues and bins available in all classrooms. Use Ebug posters as visual reminder. https://e-bug.eu/</p> <p>Enhanced cleaning must continue throughout the day, products are available in all classrooms.</p> <p>Cleaning products to be locked away when not in use. COSHH risk assessments completed for the products and shared with staff.</p> <p>Ensure good ventilation by opening windows and doors where appropriate and safe to do so.</p> <p>Quiet rooms are for a maximum of two people at a time (1 student and 1 member of staff). A dynamic risk assessment will need to be carried out if additional members of the team need to access the quiet room e.g. supporting behaviour.</p>					
2	Lack of social distancing using toilets/hygiene rooms and poor hygiene resulting in direct and indirect transmission of the virus	Staff Students Wider community	<p>PSA/MDC to support toileting to maintain social distancing where appropriate. PPE available where close contact work is being carried out. Please see PPE guidance.</p> <p>All staff supporting personal care must read the PPE guidance on close contact work.</p> <p>Classes to use the same toilets within their zones.</p>	High	<p>For assistance from the onsite cleaners please use a radio to contact them.</p> <p>Staff to escort students to the toilet, where appropriate, and encourage the pupil to wipe down the area after use. Contract cleaners to be contact where this is not appropriate.</p>	Medium	Staff Staff Staff	As required As required

			<p>Hand washing to be encouraged at all times.</p> <p>Overcrowding at hand wash stations to be managed by staff and social distancing to be encourage at all times. Use Ebug posters as visual reminders https://e-bug.eu/</p> <p>Site cleaning team onsite 09:30-15:30 to clean toilets and hot spots across the academy.</p> <p>Toilet seats to be closed prior to flushing.</p> <p>In circulation (areas outside of the classroom) years 7 and above and all staff, where not exempt, are required to wear a face covering. Please see separate guidance on safe wearing and removal of face coverings.</p>		<p>Staff to monitor student use of toilets to ensure no overcrowding, social distancing must be encouraged at all times.</p> <p>Requests for more stocks e.g. toilet paper and hand towels must go through the Parago system. If it is an emergency please call site services on their mobiles for assistance.</p>		All staff	<p>As required</p> <p>As required</p>
3	Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	Staff Students Wider community	<p>Playtimes must be staggered and/or allocated areas for each of the zones/bubbled must be in place.</p> <p>All resources, including outdoor play equipment must be disinfected after use. Where this isn't possible resources must not be used for 72 hours.</p> <p>Pupil to play non-contact games to be which will encourage social distancing.</p> <p>There must be staff supervision throughout pupil breaks, staff to actively encourage social distancing.</p> <p>Hand wash facilities installed on the playgrounds staff and students to wash hands prior to re-entering the building.</p>	High	<p>Classes 'bubbles' must not mix with other groups indoors or outdoors.</p> <p>Bubbles must stay within their designated zones.</p> <p>Site to maintain the hand wash facilities on a daily basis and check to ensure dispensers are in good working order.</p> <p>Additional staff room space identified: Zone 1: Blue room (EYFS staff) Lower food tech</p> <p>Zone 2: Upper food tech</p> <p>Zone 3: Outreach conference room.</p>	Medium	<p>All classes</p> <p>All classes</p> <p>Site</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>

			<p>Staff rooms seating is arranged to encourage social distancing. Maximum of 6 chairs in a staffroom space.</p> <p>Staff to use disinfectant to wipe down tables, chairs and equipment in the staffrooms after use.</p> <p>In circulation (areas outside of the classroom) years 7 and above and all staff, where not exempt, are required to wear a face covering. Please see separate guidance on safe wearing and removal of face coverings.</p>		<p>PMLD Hub have own designated staff space within the Hub.</p> <p>Maximum of 6 people in a staff room space at one time. If overcrowded please use the additional spaces.</p>			
4	Lack of social distancing in the dining room	Staff Students Wider community	<p>If social distancing cannot be maintained in the dining halls pupils must have lunch in classrooms.</p> <p>Lunchtime period extended to allow for more 'sittings'. PSA/MDC to sanitise tables and chairs in-between each use.</p> <p>Hands must be washed before and after eating. Overcrowding at hand wash stations to be managed by staff and social distancing to be encouraged at all times. Use Ebug posters as visual reminders https://e-bug.eu/</p> <p>Let's Dine comply with the guidance for food businesses on Coronavirus and have Covid 19 risk assessments. Let's Dine staff to wear PPE including gloves and a mask/visor.</p> <p>Students to be seated 2 meters apart.</p> <p>No students to move around the dining hall. Plates, cutlery and waste food to be disposed of on behalf of the students. PSA/MDC to wear appropriate PPE (supplied by the academy). If not</p>	High	<p>Classes 'bubbles' must not mix with other groups indoors or outdoors.</p> <p>Bubbles must stay within their designated zones.</p> <p>DL/DC to ensure PSA/MDC support across the zone at lunch. Staff to be encouraged to take their breaks at different times to the pupil to ensure there is adequate support for all pupils.</p> <p>DL/DC to work with SD and TM to create a generic hot food risk assessment to transfer food from the halls to the classroom spaces.</p>	Medium	<p>All classes</p> <p>All classes</p> <p>All classes</p> <p>DL/DC/ SD/TM</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>05/01/21</p>

			<p>appropriate classes to be escorted to the hot trolley one at a time to maintain social distancing.</p> <p>In circulation (areas outside of the classroom) years 7 and above and all staff, where not exempt, are required to wear a face covering. Please see separate guidance on safe wearing and removal of face coverings.</p>					
5	Lack of social distancing in the corridors resulting in direct transmission of the virus	Staff Students Wider community	<p>One way system in place, staff and pupils must always keep to the left.</p> <p>Social distancing signage in place throughout the corridors.</p> <p>Students and staff must have limited movement around the academy.</p> <p>Doors to be open along the corridor, with the exception of the Paxton lock doors. This will reduce hot spots on the handles and increase ventilation. Doors will automatically close in the event of a fire.</p> <p>In circulation (areas outside of the classroom) years 7 and above and all staff, where not exempt, are required to wear a face covering. Please see separate guidance on safe wearing and removal of face coverings.</p>	High	<p>Two contract cleaners will be onsite between 09:00-15:30 to clean hot spots (including door handles and walls) throughout the day, as part of the enhanced cleaning procedure.</p> <p>Classes 'bubbles' must not mix with other groups indoors or outdoors.</p> <p>Bubbles must stay within their designated zones.</p>	Medium	Agency	Daily
							All classes	Daily
							All classes	Daily
6	Lack of social distancing when arriving and leaving the academy - staff	Staff Students Wider community	<p>Staff and pupils MUST enter their zones using the following entrances:</p> <p>EYFS (maintaining social distance) staff to enter through the front nursery gate into the academy by the rainbow room.</p>	Medium	<p>Maximum of 3 people in reception at one time.</p> <p>In circulation (areas outside of the classroom) years 7 and above and all staff, where not exempt, are required to wear a face covering. Please see</p>	Low	CJ and LP	At all times
							All staff and pupils in year 7 and above (if not exempt).	In circulation areas

			<p>Zone 1 via the pedestrian gates (maintaining social distance) on the bus bay through the double doors by the DL/DC office.</p> <p>Zone 2 (maintaining social distance) via the pedestrian gate on through the double doors by Safeguarding Office.</p> <p>Zone 3 (maintaining social distance) (excluding the PMLD Hub) through the double doors off the upper playground.</p> <p>PMLD hub (maintaining social distance) through double doors off the bus bay directly into the hub area.</p> <p>The first floor staff must enter through the front staff entrance.</p> <p>The cleaning team must enter/exit their zone through the correct zone entrance.</p>		separate guidance on safe wearing and removal of face coverings.			
7	Lack of social distancing when arriving and leaving the academy - staff	Staff Students Wider community	<p>Council transport and parent/carer pick up and drop off on separate areas to maximise space.</p> <p>Separate bus bay risk assessment in place – all staff must read this.</p> <p>Shropshire Council has a full list of safety measures in place on their website https://shropshire.gov.uk/school-transport/coronavirus-emergency-guidance-for-school-transport-and-other-council-passenger-transport-from-september-2020/</p> <p>Staff to escort only pupils from their bubble from the bus bay to class, and back again for afternoon transport.</p>	High	<p>SD and transport to produce joint communication document for parents/carers. Meeting requested 05/01/21</p> <p>Staff to encourage and support social distancing on the bus bay.</p> <p>DL/DC to ensure that all staff are available to support on the bus bay daily.</p> <p>Any issues or concerns to be directed to Graham Speirs (Transport Coordinator) in the first instance,</p>	Medium	SD	05/01/21
							All staff	Daily
							DL/DC	At all times

			Hand sanitising stations are available. Staff to ensure pupils sanitise their hands prior to coming into the building.					
8	Crossing bubbles/zones	Staff Students Wider community	<p>In the DfE guidance it states that teachers and other staff can operate across the different classes and year groups in order to facilitate the delivery of the timetable and specialist provision but should minimise the number of interactions or changes wherever possible.</p> <p>The academy will make every effort to ensure that any movement is minimised, and staff should only support in one bubble on any given day.</p> <p>If staff need to cross zones to support with behaviour/first aid and medical. PPE must be changed at the entrance to each zone.</p> <p>Walking around the outside of the building is encouraged to minimise the traffic in the corridors.</p>	High	<p>The timetables for HLTA and FS leaders are currently under review to stop across zone working.</p> <p>Site services are allocated to a zone, requests for site support (unless a H&S issue) must go through the Parao system. The site rota (on a half termly basis) is shared with all staff.</p> <p>IT have a zone each, any requests for IT support (unless an emergency) must go through the parago system.</p>	Medium	PJ Site services ICT team	11/01/21 Daily Daily
9	Supply staff protocol	Staff Students Wider community	<p>Settings are able to continue to use supply staff during this period, however the academy will work to minimise the number of visitors to the setting as much as possible.</p> <p>Supply staff will have to complete track and trace when signing in every day.</p> <p>Supply will not be able to work in any other settings prior to arriving at the academy.</p>	High	<p>HR will work with SLT and endeavour to zone the supply staff.</p> <p>Supply will not work across bubbles/zones on a daily basis.</p>	Medium	HR/SLT Supply	Daily Daily
10	Risk of spreading the virus due to close contact with students and interventions	Staff Students Wider community	<p>Follow the pupils individual behaviour management plan (IBMP).</p> <p>Follow students Manual Handling Plans.</p> <p>Staff to follow academy PPE guidance for close contact work with pupils, including</p>	High	<p>Equipment including wheelchairs and manual handling equipment will need to be regularly disinfected, especially hot spots e.g. handles. Antibacterial wipes available across the academy.</p> <p>Classes 'bubbles' must not mix with other groups indoors or outdoors.</p>	Medium	All staff/professionals All classes	When required Daily

			<p>personal care. PPE provided by the academy.</p> <p>Handwashing and sanitising protocols to be followed.</p> <p>In circulation (areas outside of the classroom) years 7 and above and all staff, where not exempt, are required to wear a face covering. Please see separate guidance on safe wearing and removal of face coverings.</p>		Bubbles must stay within their designated zones.		All classes	Daily
11	Risk of spreading virus due to poor hygiene resulting in direct transmission of the virus	Staff Students Wider community	<p>Hand sanitiser stations across the academy. Overcrowding at hand wash stations to be managed by staff and social distancing to be encouraged at all times Use Ebug posters as visual reminders https://e-bug.eu/</p> <p>Hand wash facilities in all classrooms.</p> <p>Hand wash facilities available on the playgrounds and corridors.</p> <p>Handwashing/ sanitising on entry to the academy, before and after break, before and after lunch, leaving the academy, using the toilets and after coughing/sneezing.</p> <p>PPE available for staff and students.</p> <p>Waste disposed of correctly. All waste can be disposed of in normal black bags and bins. Only</p> <p>Protocol in place for dealing with suspected and confirmed cases.</p>	High	<p>Stock levels are closely monitored and ordered in large quantities. RM To carryout spot checks on stock levels.</p> <p>Time for hand washing built into the 2020-21 timetables, throughout the school day.</p>	Medium	SD/RM SLT/ All staff	Weekly Daily
12	Suspected case of Covid 19	Staff Students	Anyone who develops symptoms of Covid 19 or whose household member develops	High	Record of suspected cases to be maintained by Sarah Downes, all	Medium	SLT/admin	When required

	<p><i>Falling ill whilst at the academy:</i></p>	<p>Wider community</p>	<p>symptoms, should immediately self-isolate. They should not attend school.</p> <p>Parents/carers/staff should notify the academy of an absence by telephone.</p> <p>Direct parent/carer/staff member to stay at home guidance.</p> <p>Advise the person reporting the absence to arrange for a test as soon as possible. The academy has a small number of Covid tests onsite for students/staff unable to access a test in their community.</p> <p>Following guidance from Public Health Shropshire temperature checks will not be routinely taken as this is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p> <p>Staff/students that receive notification from the NHS track and trace app must notify the academy immediately of any isolation periods.</p> <p>Whilst waiting to be collected pupil of staff member to be moved to the quiet room. For admin, finance, IT or site staff the member of staff should be moved to the meeting room in reception. Windows should be open in isolation rooms where possible. If it is not possible to isolate 2 meters distance must be maintained at all times and full PPE must be worn.</p> <p>If visiting the bathroom whilst awaiting collection a separate bathroom should be used where possible, this must then be disinfected.</p>		<p>suspected cases must be reported to Sarah as soon as possible. X code tracker to be maintained.</p> <p>Personal waste from individuals with symptoms and waste from cleaning should be put into a rubbish bag, this must be placed in a second bag and tied. This should be stored securely and not placed in the communal waste until negative tests are known, or where the waste can be stored for 72 hours.</p>		<p>Site</p>	<p>When required</p>
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			<p>PPE must be worn by staff supporting a person with suspected Covid 19 if a 2 meter distance cannot be maintained.</p> <p>Everyone must wash their hands (for 20 seconds) or use hand sanitiser after any contact with someone who is unwell.</p> <p>The area must be cleaned down with normal house hold bleach to prevent the possible spread of infection. Cleaners to be contacted via radio for deep clean.</p> <p>Incident to be recorded by Sarah Downes using Shropshire Council's template.</p> <p>All suspected cases of Covid 19 will be treated as positive until a negative result has been received. Class isolations will be dealt with by the SLT and SMT groups, the academy will reopen groups as soon as it is safe enough to do so.</p>					
13	Confirmed case of Covid 19	Staff Students Wider community	<p>If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.</p> <p>The academy has an internal track and trace procedure and work closely with Shropshire Council and Public Health Shropshire.</p>	High	<p>SLT and admin have a process for dealing with confirmed cases during the school day.</p> <p>A rota is in place for weekend cover to deal with any confirmed cases.</p> <p>People who have had a confirmed positive case must follow the governments guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>	Medium	SLT/admin Staff	As required Weekly
14	Geographical community outbreak	Staff Students Wider community	The academy will work with Shropshire Councils Incident Management Team (IMT) and would follow their outbreak management steps.	High	The academy can call the DfE's existing coronavirus helpline number on 0800 046 8687, and select option 1. This option will take us through to	High	SLT	When required

					the dedicated team of advisors who will inform the academy what action is needed based on the latest public health advice. They will work through a risk assessment with you to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call. Information required for the call URN: 140531, DfE number: 893/7016 UKPRN: 10044500.			
15	High risk groups (staff and students)	Staff Students Wider community	<p>Staff that fall into the high-risk categories must contact Sarah Downes for an individual risk assessment to be carried out.</p> <p>Pregnancy risk assessments are carried out at 12 weeks. Pregnant members of staff should contact Nic Copeland to arrange a meeting.</p> <p>Under the national lockdown guidance, those members of staff that fall into the clinically extremely vulnerable category must now work from home. Staff must speak to their class Teachers and DL/DC to organdie what support is required.</p> <p>Where a pupil is unable to attend their setting, due to clinical or public health advice the academy will arrange access to remote education (via zoom) and monitor attendance. DL/DC to identify any students in their departments and inform SLT.</p>	High	Any staff that have concerns should make contact with Tracey Mullinder and Sarah Downes in the first instance to discuss an individual risk assessment and additional safety measures.	Medium	TM/SD	Ongoing
16	Awareness of policies and procedures and national guidance changes	Staff Students Parents/ carers	The academy polices are all available on the shared network, staff are encourage to read the policies and seek further clarity if unsure.	Medium	<p>Information on the website is kept up to date.</p> <p>Information on social media channels to be updated and refreshed regularly.</p>	Low	MW MW	Ongoing Ongoing

			<p>Covid 19 addendums have been added to the relevant policies including H&S and First Aid.</p> <p>The process for reporting safeguarding concerns is visible in all rooms, staff should familiarise themselves with the process and the academy's Designated Safeguarding Leads (DSL's)</p> <p>The academy to keep up to date with advice from but not limited to: DfE, PHE, NHS and review the risk assessment accordingly.</p>					
17	Poor communication with stakeholders	Staff Students Parents/carers	<p>The academy will continue to use the home-school books for daily communication. Hands will be washed before/after handling the books.</p> <p>The Principal will continue to regularly update parents/carers via a letter. This will continued to be emailed out to parents with email addresses. Hard copies will be posted to those without.</p>	Medium	Risk assessment to be made available online as a result the Severdale Community are working with current advice.	Low	SLT	Ongoing
18	Visitors to any of the academy sites	Staff Students Parents/carers Visitors	<p>Planned visitors are being minimised to reduce the amount of people onsite to reduce the risk.</p> <p>Therapists visiting pupils onsite will be able to continue their visits unless told otherwise by the Principal and Business Manager.</p> <p>Visiting professionals will be risk assessed individually by the Business and Assistant Business managers, this will done to ensure professional services resume in the safest possible way. Zoom meetings/observations is the preferred method.</p>	High	<p>No more than three people to be in the reception area at one time. Receptionist to control visitor numbers.</p> <p>Visits may need to be cancelled at short notice due to unforeseen circumstances.</p> <p>All areas touched will be disinfected on a regular basis, the receptionist will ensure this takes place. Cleaners onsite 09:00-15:00 to assist with the enhanced cleaning procedures.</p> <p>Passes to be returned and disinfected every day.</p>	Low	<p>Receptionist</p> <p>TM/SD</p> <p>Agency cleaners</p> <p>CJ/LP</p>	<p>Every day</p> <p>When required</p> <p>As required</p> <p>Daily</p>

			<p>Test and trace procedure to be followed, all visitors to complete the form. This is then saved for 21 days before being destroyed.</p> <p>Inventry system used for signing in, screen to be wiped down with disinfectant after each use.</p> <p>The reception desk has a Perspex screen for protection.</p> <p>Hand wash sink available in reception.</p> <p>Visitors are issued with stickers.</p> <p>Supply staff must adhere to the academy's prevent measures, and all points in the risk assessment. Supply staff can work between schools.</p>					
19	Poor hygiene – admin office spaces	Staff	<p>Admin have two designated office (first floor and ground floor).</p> <p>Staff should refrain from entering the admin office, unless prior agreement has been sought).</p> <p>Staff to follow hand hygiene guidance.</p> <p>Each admin member to be allocated with their own desk and telephone, these must not be shared.</p> <p>Each staff member is responsible for wiping down equipment such as photocopiers and printers and telephones.</p> <p>In circulation areas staff and students where appropriate will be required to wear a face covering.</p>	Medium	<p>Admin should avoid crossing bubbles, where this cannot be avoided PPE will need to be worn and social distancing maintained.</p> <p>Social distancing must be maintained in the office.</p> <p>Staff are not permitted to share stationary or equipment. Where telephones/computers need to be shared they must be disinfected after every use.</p> <p>Paperless systems in place, or being introduced wherever possible.</p>	Low	<p>Admin</p> <p>Admin</p> <p>Admin</p> <p>Whole school</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Ongoing</p>

20	Deliveries	Staff Students	Deliveries will not be accepted at reception. Drivers will contact site services for assistance. Site should exercise good hand hygiene when opening parcels/deliveries.	Medium	Parcels should be opened in a well ventilated space when the students have left site.	Low	All staff	At all times
21	Face to face meetings	Staff Students Parents/carers Visitors	All meetings where possible are via zoom. This includes all annual reviews.	High	The onsite conference room has a maximum capacity of 6 people. Social distancing must be maintained at all times. The meeting room in old reception can be used, for no more than 3 people for meetings. The room must be ventilated and cleaned down after use.	Low	All staff All staff/visitors	At all times At all times
22	Ensuring the mental wellbeing of staff and students	Staff Students Parents/carers	Staff have access to the SAS service for counselling. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.	High	SLT/SMT and will ensure the wellbeing of all staff and students throughout the national lockdown.	Medium	SLT/SMT	Ongoing
23	Educational trips and visits	Staff Students Parents/carers	The academy is working to reintroduce educational trips and visits in Spring 2 following the end of the national lockdown.	High	The academy Educational Trips and Visits Coordinators are working on risk assessments for trips and visits with the added Covid measures.	Medium	SD/TM	04/01/21
24	Extended schools clubs	Staff Students Parents/carers	The academy is working to reintroduce extended schools in Spring 2 following the end of the national lockdown.	Medium	Appropriate clubs and classes are being identified and risk assessed with the added Covid measures.	Low	SD/TM/NF	04/01/21
25	National lockdown announced 04/01/21	Clinically extremely vulnerable staff and students	Specific SEND guidance to be released by the DfE imminently.	High	SD/TM will review the guidance and update the risk assessment accordingly.	Medium	SD/TM	Ongoing
26	Face masks	Staff Students Visitors	Staff, students and visitors to wear face coverings in all public areas of the academy e.g. corridors.	Medium	Students/pupils in years 7 and above, where appropriate, must wear face coverings in communal areas	Medium	All staff and pupils in year 7 and above	Ongoing

			<p>If you are visiting an office space face coverings must be worn.</p> <p>It is vital that face coverings are worn correctly and that clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.</p> <p>Exemption cards If you have an age, health or disability reason for not wearing a face covering:</p> <ul style="list-style-type: none"> - you do not routinely need to show any written evidence of this - you do not need show an exemption card <p>This means that you do not need to seek advice or request a letter from a medical professional about your reason for not wearing a face covering.</p> <p>If staff and students would feel more comfortable showing something that says they do not have to wear a face covering. An exemption card can be requested from Sarah Downes.</p>		<p>and in circulation areas where social distancing cannot be maintained.</p> <p>For more information about school transport and PPE requirements please see: https://shropshire.gov.uk/school-transport/coronavirus-emergency-guidance-for-school-transport-and-other-council-passenger-transport-from-september-2020/</p>		(unless exempt)	
27	Lateral Flow Testing – Secondary pupils and academy staff	Staff Students	<p>The academy has identified the appropriate room to be used, this is the correct temperature and has the correct flooring.</p> <p>The team of staff to facilitate the testing have been identified.</p> <p>The first batch of testing kits and PPE have been delivered to the academy.</p>	Medium	<p>Team to complete online training by 8th January 2021.</p> <p>Process of testing to be finalised by 06/01/21 and risk assessment completed.</p>	Low	SLT/SMT	11/01/21

					Roll out of testing to start 11/01/21			
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If more hazards are identified please add more boxes

- Shared sports equipment will need to be disinfected, where this is not possible equipment will need to left for 72 hours in-between use
- Transport are not in the same zones/bubbles as the academy.
- Any staffing, pupil or room changes must be agreed by SLT.
- Activity and classroom risk assessments must cover updated Covid measures.
- Public Health England (PHE) are experiencing high numbers of calls the academy can now contact the DfE's helpline on 0800 046 8687 for any Covid related queries.
- The country is in a national lockdown from 06/01/21

Guidance used to complete this risk assessment:

- https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision?utm_source=4%20January%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- <https://www.gov.uk/guidance/national-lockdown-stay-at-home>
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